

apia

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REGISTRATION DOCUMENTATION | ENROLLMENT RENEWAL

SCHOOL YEAR _____|_____

STUDENT _____

**NECESSARY DOCUMENTAION FOR
REGISTRATION/ENROLLMENT
RENEWAL ACT**

- __01 COPY OF CHILD'S IDENTIFICATION CARD, FISCAL NUMBER AND SOCIAL SECURITY NUMBER
- __02 COPY OF MOTHER AND FATHER'S IDENTIFICATION CARD, FISCAL NUMBER AND SOCIAL SECURITY NUMBER
- __03 COPY OF TUTOR OR LEGAL GUARDIAN IDENTIFICATION CARD, FISCAL NUMBER AND SOCIAL SECURITY NUMBER, IF NEITHER MOTHER OR FATHER
- __04 COPY OF CHILD'S UP TO DATE VACCINATION BULLETIN
- __05 PASSPORT SIZE PHOTOS OF THE CHILD

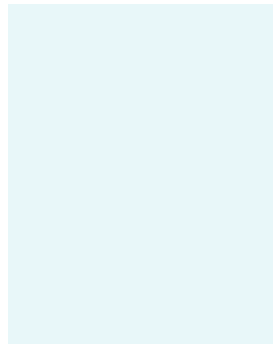
- __06 AUTHORIZATION FOR TOURS AND VISITS
- __07 AUTHORIZATION FOR PHOTOGRAPHIC RECORDS
- __08 AUTHORIZATION FOR CHILD'S ENTRANCE TO AND LEAVING FROM SCHOOL
- __09 MEDICAL DECLARATION AS CHILD IS FIT TO ATTEND SCHOOL

- __10 PREVIOUS YEAR IRS WITH RESPECTIVE LIQUIDATION NOTE
- __11 ANUAL BANK STATEMENT FOR SELF, PERMANENT HABITATION LOAN, OR RENT

- __12 SOCIAL SECURITY DECLARATION FOR SOCIAL RETRIBUTIONS EARNED IN THE PREVIOUS YEAR
(This document can be requested in the social security direct site - <https://app.seg-social.pt/ptss/>
following these steps::
 - 01. CHECKING ACCOUNT
 - 02. SOCIAL SECURITY EARNINGS / ISSUE PAYMENT DECLARATIONS
 - 03. INSERT DATA REFERRING TO PREVIOUS YEAR (JANUARY THROUGH DECEMBER)
 - 04. CONFIRM
- __13 SOCIAL SECURITY COLLECTIONS STATEMENT (IN CASE OF INDEPENDENT WORKER)



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REGISTRATION FORM

____ | ____ (SCHOOL YEAR)

Nº _____ MEMBER Nº _____

STUDENT CODE _____

ROOM CODE _____

REGISTRAGION DATE ____/____/____ EDUCATIONAL GRADE ____ NURSERY ____ KINDERGARTEN ____ PRE SCHOOL

ATTENDING SCHOOL FOR _____ 1ST TIME _____ 2ND TIME _____ 3RD TIME _____ 4TH TIME _____ 5TH TIME _____ 6TH TIME _____ 7TH TIME _____

HOUSEHOLD COMPOSITION

CHILD IDENTIFICATION

NAME _____

BIRTH DATE ____/____/____ NATIONALITY _____ ID NUMBER _____

SOCIAL SECURITY NUMBER _____ FISCAL NUMBER _____ NATIONAL HEALTH SERVICE USER NUMBER _____

MOTHER IDENTIFICATION

NAME _____

ID NUMBER _____ FISCAL NUMBER _____ BIRTH DATE ____/____/____

OCCUPATION _____ ACADEMIC DEGREE _____

CONTACTS

ADDRESS _____

POSTAL CODE _____ - _____ LOCATION _____

PHONE No _____ MOBILE No _____ E-MAIL _____

PLACE OF WORK _____ CONTACTS _____

WORKING HOURS _____

FATHER IDENTIFICATION

NAME _____

ID NUMBER _____ FISCAL NUMBER _____ BIRTH DATE ____/____/____

OCCUPATION _____ ACADEMIC DEGREE _____

CONTACTS

ADDRESS _____

POSTAL CODE _____ - _____ LOCATION _____

PHONE No _____ MOBILE No _____ E-MAIL _____

PLACE OF WORK _____ CONTACTS _____

WORKING HOURS _____

**LIST OF CHILD'S
BELONGINGS**

SCHOOL YEAR

_____ | _____

GROUP IDENTIFICATION / CHILD'S ROOM

CHILD IDENTIFICATION

CHILD NAME _____

IDENTIFICATION

QUANTITY

NOTES

BED/CRIB SHEETS

BED/CRIB BLANKET

SEASON ADEQUATE CHANGE OF CLOTHES

PACIFIER

COMB

FAVORITE CRIB TOY

BABY BOTTLE

OTHERS (DESIGNATION)

SIGNATURES

FAMILY _____ DATE / /

ORGANIZATION _____ DATE / /

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**COMPLEMENTARY
INFORMATION**



INSURANCE COMPANY



INSURANCE POLICY NO. 01 0201 0087076 01

PARTICULAR CONDITIONS FOR THE PERSONAL ACCIDENTS INSURANCE

By the present minute is declared that the above mentioned insurance policy was altered from march 2015, becoming valid as to under discriminated particular conditions.

This contract warrants per insured person the following coverage and capitals:

CONTRACTED RISKS	
COVERAGE	CAPITALS
DEATH	15.000.00€
PERMANENT DISABILITY	15.000.00€
TREATMENT COSTS	1500.00€
STUDENT CIVIL RESPONSIBILITY	1500.00€
SCHOOL CIVIL RESPONSIBILITY	15.000.00€

The general conditions for this policy are available for consultation at the reception, whenever necessary.

TUITION PAYMENT AND CALCULATIONS

Tuition is paid between the 1st and the 10th of each month by one of the following options:

1. By check, within the validity, on the reception services between 9h00 and 16h00, or any branch of BPI.
2. By bank transfer to **IBAN PT 50 0010 0000 0354 6510002 75**.
3. In cash, directly in the institution's account at any branch of BPI (account number: **9-0354651-000-001**).

TUITION VALUES ARE CALCULATED AS FOLLOWS:

$$RC = \frac{RAF/12-D}{N}$$

RC= Monthly income, per capita

RAF = Household income (annual)

D = Monthly fixed expenses

N = Number of elements in the household

APPLICABLE VALUES

REGISTRATIONS	KINDERGARTEN 100,00€	PRESCHOOL 80,00€
MAXIMUM TUITION	KINDERGARTEN 360,00€	PRESCHOOL 265,00€
MONTHLY QUOTA 8€ per family	JEWEL (one time payment) 1,50€	

Check internal regulation for kindergarten or preschool

PAYMENT SCHEDULE

	TUITION	INSTALLMENT	QUOTA	REGISTRATIONS	ACTIVITIES
SEPTEMBER	x		x		
OCTOBER	x	10% tuition	x		x
NOVEMBER	x	10% tuition	x		x
DECEMBER	x	10% tuition	x		x
JANUARY	x	10% tuition	x		x
FEBRUARY	x	10% tuition	x		x
MARCH	x	10% tuition	x	x	x
APRIL	x	10% tuition	x		x
MAY	x	10% tuition 50% summer camp	x		x
JUNE	x	10% tuition	x		x
JULY	x	50% summer camp	x		
AUGUST	90% see installments		x		

10% installment - corresponds to the anticipated payment of august tuition