

KINDERGARTEN ENROLLMENT PROCEDURE

Enrollment procedure	Description of the process	Parents submit the following documents
Step 1: Application	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> ▪ Admission application (<i>AEA form</i>) ▪ Bank transfer/cash receipt for the payment of a non-refundable admission fee of 250 EUR
Step 2: Assessment	An assessment procedure is conducted at AEA Kindergarten. The child is introduced to a group of other children for a period of 1 h and 30 min. During this period, the child is under the care and supervision of the school's counselor and the Kindergarten director.	
Step 3: Preliminary Registration	The child is pre-registered as a new student for the respective kindergarten group and school year. The preliminary registration is valid for a period of one month and parents are invited to sign an Agreement for educational services. Preliminary registration is cancelled and the reserved place is announced open if the Agreement for educational services is not signed within the given time frame.	<ul style="list-style-type: none"> ▪ Registration card (<i>AEA form</i>) ▪ Passport size photo of the child - 2 copies
Step 4: Agreement for Educational Services	An Agreement for educational services is signed between the school and a parent/guardian of the child. The child is registered as a new student for the respective kindergarten group and school year.	<ul style="list-style-type: none"> • Agreement for educational services
Step 5: Medical Documents	Prior to child's actual admittance to kindergarten, parents need to provide mandatory medical documents and test results.	<ul style="list-style-type: none"> • Immunization record translated in Bulgarian • Health-prophylaxis medical card completed by a Bulgarian GP • Single negative test for pathogenic intestinal bacteria and intestinal parasites, carried out not earlier than 15 days before the child's admittance to kindergarten • Blood and urine tests carried out within 1 week before the child's admittance to kindergarten • Medical note from a General Practitioner stating the lack of contact with others with infectious diseases, issued not earlier than 3 days before the child's admittance to kindergarten