



Windhoek Kinderhaus Pre Primary cc
Christian Montessori School

Das Windhoek Kinderhaus

Application form

I/we would like to enroll my/our daughter/son _____

From _____ (day & month) _____ (year)

This application is for the 1st / 2nd / 3rd / ____ child at the Windhoek Kinderhaus.

Division	½ day Option (please tick)	Full day Option (please tick)
Enrollment fee	non-refundable N\$ 1000	
Toddler*	07:00 – 13:00 N\$ 3500	07:00 – 17:00 N\$ 4250
Pre-Primary (3 – 5 yrs.)		
School (Gr 0 and up)	07:00 – 13:00 N\$ 4000	07:00 – 17:00 N\$ 4750

* Toddler may start reduced days i.e. 2, 3 or 4 days before coming full weeks.

Cost will be: 2 days N\$2750

3 days N\$ 3000

4 days N\$ 3250

Please submit copies of the following, if applicable:

Full birth certificate

Last schools' report / recommendations

Copy of medical aid card

Copy of ID (Namibians)

Vaccination card

Therapists / specialists report (if you have)

Learner's Particulars

Learner lives with ☐ Parents ☐ with the mom ☐ with the dad

☐ Other (pls specify) _____

Surname _____

Name _____

Gender _____

Date of Birth _____

Religious affiliation _____

Mother tongue _____

Other languages _____

Place of birth (country & town) _____

Nationality _____

Street _____

Suburb/town _____

School last attended (name & group) _____

From _____ until _____

Siblings at other institutions & where?

1. _____

2. _____

3. _____

Information regarding the learner's health

Allergies, diabetes, other (pls state) _____

Family doctor (surname & telephone) _____

Medical Aid details: _____

Emergency contacts (name & number)

1. _____

2. _____

The school will use E-Med Rescue 24 ambulance if need be. If you prefer another ambulance service, please specify: _____ Signature _____

Parent details

	Mother	Father
First name		
Surname		
ID or passport number		
Physical address		
P.O. Box		
Email address		
Mother tongue		
Religion		
Occupation & Employer		
Work phone		
Mobile number / What's App (for information)		

School fee structure 2025

ENROLLMENT FEE

A non-refundable enrollment fee of N\$1000.00 is payable upon acceptance. Receipt of this fee guarantees placement.

FEES for Toddler & PRE-PRIMARY

Monthly fees of N\$ 3500.00 for 7-13:00 and N\$ 4250.00 for 7-17:00 are payable over 12 months (January to December) latest payment before the 5th of each month.

FEES for Gr 0 and School

Monthly fees of N\$ 4000.00 for 7-13:00 and N\$ 4750.00 for 7-17:00 are payable over 12 months (January to December) latest payment before the 5th of each month.

- An EFT which can be scheduled monthly in advance x 12 months, payment must be made before 5th of each month.
- Cash payments can be done at our office and strictly with the principal latest on or before the 5th of a month.

BANKING DETAILS

Windhoek Kinderhaus Pre-Primary

Account No. 600 030 901 07

Branch No. 08 23 72

Standard Bank

*Remember to place your **child's first name and surname as the reference.***

Payments:

- A non-refundable enrollment fee is payable to guarantee a place.
- Fees are payable in advance per month.
- Fees must be paid in full on or before the 5th day of the month.
- Fees are staggered the following:
 - Starting between 1st – 10th a full month payment of school fees is required
 - Starting between 11th – 20th, 2/3 of the monthly school fees are to be paid
 - Starting between the 21st – last day of the month, 1/3 of the monthly fee is to be paid
- You do not re-register on a yearly basis. Only if you wish to de-register your child, a calendar month notice must be given in writing, otherwise invoicing continues.
- Parents will be given one-months' notice of any increase in fees or changes in structure.
- In the event of illness or family holiday or any other absenteeism of a child, for a period longer than two months parents will need to provide the school with a written notification with supporting documents, e.g., doctors certificate, flight tickets, etc. The school will contact you regarding school fees and keeping your space.
- If a parent chooses to terminate for any reason, the parent must submit a termination request in writing and provide at least one month written notice. Once the written notice is received by

the school, a statement reflecting the termination period of one month will be sent to the parents. The agreement is only terminated once this statement has been settled.

General:

Kinderhaus is a Christian Montessori-based school. The moment you enroll your child at Kinderhaus, you agree that your child can participate in all activities of the school.

We teach Christian values and principles. If a Montessori principle collides with a Christian principle, we teach and respect the Christian principle.

Arrival/Departure:

- A calendar showing the school holidays will be handed out at the beginning of every year for your benefit.
- Kinderhaus will be open from 7h00 to 17h00 from Monday to Friday, excluding (public) holidays
- Please familiarize yourself with the respective timetable to ensure being on time.
- Toddler & Pre-Primary need to be picked up between 12:30 and 13:00 latest, if not enrolled for after care (limited space available).
- **Gr 0-3 knocks off at 13:00.** An earlier pick up need to be the exception and needs to be communicated prior of time.
- We request that children are fetched personally by the parent or authorized representative of the parent. (Please notify a teacher of any changes)
- In the event of a teacher's absence, a responsible person of the schools choosing will replace her for that duration.

After Care Program:

Our Aftercare program starts at 13h00 – 17h00 from Monday to Friday and offers a variety of activities. This program includes:

- **Nap Times:** Scheduled nap times for children to rest and recharge.
- **Free Play:** Encouraging free play to promote creativity, socialization, and physical activity.
- **Safety:** Ensuring a safe environment for peace of mind for both parents and children.
- **Lunch and Snack Suggestions:** Parents are requested to pack a healthy extra lunch that can be refrigerated and later warmed up for the kids. Requesting an extra fruit for snack time after sleeping/resting to provide essential nutrients & energy.

Attire:

- Children should be dressed comfortably. The clothes they wear should allow them to play freely and get dirty. They should be able to dress and undress easily and use the toilet independently.
- A second set of clothes should be sent with each child and items should be clearly marked with their name and surname to avoid confusion or mix up.

Indemnity clause:

- The safety and health of each child is a priority of the school. The school will however not accept responsibility for any injury, accident, illness, indisposition, damage or medical cost which may arise due to any activity.

- The school is indemnified from any liability, which may arise due to epilepsy, allergy, illness, heart disease or any other cause, while children are under the care of the school. Parents must notify the school in writing if their child suffers from any disease, illness, allergy and/or mental or physical impairment.
- **No medication will be administered by the staff at school under any circumstances. Exceptions are chronic illnesses that require life-saving medication. The respective medicine accompanied by doctors' letter how to administer it, is to be provided to the school.**
- If any child becomes ill or sustains serious injury during school hours, the teacher will notify the parents immediately and first aid will be done.
- If it is, according to the school, an emergency and the parent cannot be located immediately the school will have the right to summon any other medical practitioner at the parent's expense, if the doctor of their choosing is not available.

Parents Involvement:

- Windhoek Kinderhaus Pre-Primary School stands for quality education and reaching a child's full potential in all areas of their lives, however this can only be achieved if the school work hand in hand with the parents/guardians.
- Effective parenting in the form of teaching moral values and appropriate behaviour is a foundation for any successful academic endeavour. We expect the parents to handle disciplinary issues and teach their children that certain action will have consequences.
- **If a teacher sees the necessity for the child to get specialized help in the form of speech therapy, occupational therapy, or any other form of therapy he/she will inform the parents accordingly. The parents are required to seek such help as soon as possible and keep the school informed about any development in this regard. If the parents do not comply with the teachers request, the school may terminate.**

Illness / Injury/Absenteeism:

- Parents should notify the school if their child will be absent, for whatever reason
 - Children with a contagious disease must be kept at home until they are well and there is no probability of infecting other children.
- A child with fever is to be kept at home until they have not had a fever for at least 24 hrs without being medicated.

Terminating the agreement:

- The school can terminate the stay of the child with immediate effect, if this agreement is not adhered to, in which case the parent will be liable for all costs incurred.
- Each party must give one calendar month notice of his/her intention to remove the child from the school for whatever reason.
- If parents are in anyway dissatisfied or unhappy, they should please discuss this as soon as possible.

I the undersigned hereby agree to and accept the rules and regulations of Kinderhaus.

Name of parent and signature

Date

PHOTO RELEASE FOR SOCIAL MEDIA AND ADVERTISING

I, the undersigned parent/legal guardian of the child named below, hereby grant Windhoek Kinderhaus Pre-Primary permission to use photographs and/or videos of my child for the purpose of social media and advertising. This may include, but is not limited to, the school's official website, social media platforms, printed materials, and other promotional materials.

Childs full name: _____ DOB: _____

I understand and agree to the following terms:

1. Use of Images: Windhoek Kinderhaus Pre-Primary may use photographs and/or videos that include my child's likeness in promotional materials.

2. Duration: This permission is granted for an indefinite period and may be revoked by me in writing at any time.

3. No Compensation: I understand that my child will not receive compensation for the use of these images.

4. Release of Liability: I release and discharge Windhoek Kinderhaus Pre-Primary from any and all claims and demands arising out of or in connection with the use of the images, including any and all claims for liable or invasion of privacy.

5. Confidentiality: Windhoek Kinderhaus Pre-Primary will use reasonable efforts to protect the privacy of the children, and will not disclose any personal information in connection with the images.

I have read and understood the terms of this photo release, and I voluntarily agree to its terms.

Parent / legal guardian name: _____

Signature: _____ Date: _____