Windhoek Kinderhaus Pre Primary cc
Christian Montessori School

Das Windhoek Kinderhaus

Application form

Photo of your child

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

From _____ (day & month) _____(year)

Is your child a sibling to Kinderhaus	YES	NO
Enrolment fee	non-refundable N$ 1000	
	7:00-13:00	7:00 -17:00
Toddler & PRE-PRIMARY (5 days)	N$ 3800	N$ 4550
Toddler (4 days)	N$ 3550	N$ 4150
Toddler (3 days)	N$ 3200	N$ 3650
Toddler (2 days)	N$ 2090	N$ 2390
Grade 0, 1, 2 & 3	N$ 4400	N$ 5160
LATE PICK-UP OPTION 13:30	N$ 300 on top of monthly fee	n/a

Please submit copies of the following, if applicable:

Full birth certificate

Copy of medical aid card

Vaccination card

Last schools' report / recommendations

Copy of ID (Namibians)

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: Name of Sibling & which Institution?

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. By signing the application for you agree to this.

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 2027

ENROLLMENT FEE

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

Monthly FEES:

	7:00-13:00	7:00 -17:00
Toddler & PRE-PRIMARY (5 days)	N$ 3800	N$ 4550
Toddler (4 days)	N$ 3550	N$ 4150
Toddler (3 days)	N$ 3200	N$ 3650
Toddler (2 days)	N$ 2090	N$ 2390
Grade 0, 1, 2 & 3	N$ 4400	N$ 5160
LATE PICK-UP OPTION 13:30	N$ 300 on top of monthly fee	n/a

- All fees 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 CC
Account No. 64286709323
Branch No. 281872
First National Bank Namibia
*Remember to place your **child's first name and surname as the reference**.*

Payments:

- A non-refundable enrolment 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 (only applicable from February to November):
    - 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
- A calendar month notice must be given in writing should you de-register your child.
- 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.

Indemnity Form

I / we, the undersigned,

_____

(full first & surname of parents OR legal guardians)
In my / in our capacity as parents* or legal guardians* of

_____

(full first & surname of the child)

Duly authorized thereto,
Do hereby declare and bind myself / ourselves

In Favor of
The Windhoek Kinderhaus Pre-Primary CC, as well as agents, employees, representatives and voluntary assistants (hereafter referred to as Windhoek Kinderhaus Pre-Primary CC);

As follows

1. I / We accept that accidents may occur, notwithstanding the Windhoek Kinderhaus Pre-Primary CC discharging its supervisory obligations during school activities on and off the school premises.

2. I / We hereby expressly and irrevocably waive any claim for damages arising from any accident, death, injury of losses/damage to property against the Windhoek Kinderhaus Pre-Primary CC.

3. I / We record that this declaration is unlimited both in extent and duration for the period during which the child is duly having a playdate OR is enrolled as a pupil at the Windhoek Kinderhaus Pre-Primary CC.

This is done and signed in the presence of the undersigned witnesses:

At place: _____ on date: _____

1._____ 2._____

Signature of parent OR legal guardian *Signature of parent OR legal guardian*

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 is 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 schoolwork 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 all claims and demands arising out of or in connection with the use of the images, including 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: _____