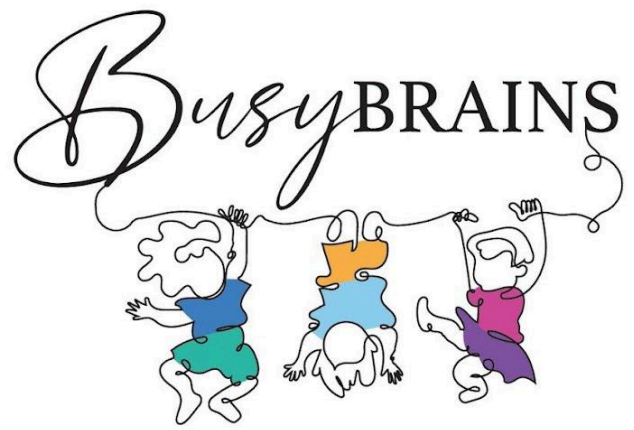




Dear Parent/ Guardian

2027 Registration Pack

Welcome to Busy Brains

Busy Brains strive to make use of playful activities to gradually build on the necessary skills every child needs to acquire to become School Ready. A big part of Busy Brains is allowing the children to experience through free play and use this time to interact with other children.

Our activities change every week, yet we also leave plenty of time for consolidation. At Busy Brains we believe in letting the child experiment freely with plenty of materials, so getting dirty is part of our day. Many of our activities are also based on Montessori principles.

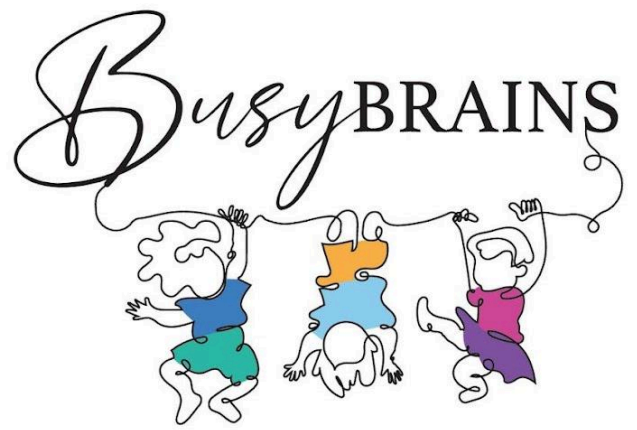
Our teaching approach is child centered, which means that we take the time to listen to every child and adapt the lesson or program as needed. We believe that play and listening as well as gross motor skills form a strong foundation for your child's learning to take place. Through play, we work on building the foundation for mathematics, reading, writing as well as social and emotional development.

Our focus activities:

- Music and Movement
- Art activities
- Gross & Fine Motor Skills
- Number concept
- Auditory & Visual Perceptual Skills

+264 81 453 9852 busybrainsnam@gmail.com www.busybrainsnam.com 26 Acacia Street | Suiderhof | Windhoek

MEMBERS:  Liezl Moller  Emma Cocklin  Belinda Pretorius  Laura-Anne Pearce



We have four age groups:

1 - 2 Years (From 18 months they can attend alone)

2 - 3 Years

3 - 4 Years

4 - 5 Years

Below is our informal timetable:

7:15 – 8:00 Arrival – Free Play outside/inside

8:00 – 8:45 Inside activities (auditory, visual, pre-reading, pre-numeracy)

8:45 – 9:15 Drink water, morning exercise, toilet routine

9:15 – 10:30 Outdoor activities and free play/ Art activities

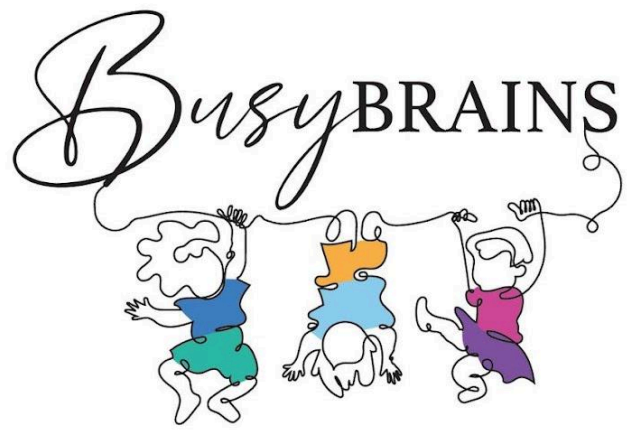
10:30 – 11:00 Toilet routine, Indoor activities & Free Play

11:00 – 11:40 Tidy up time, song/ rhyme, story time, toilet routine, snack time

11:40 – 12:15 Home time, outside play while waiting

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MEMBERS:  Liezl Moller  Emma Cocklin  Belinda Pretorius  Laura-Anne Pearce



2027 Fees (With/ Without Guardian)

Operating Hours: **6:45 - 17:30**

Half Day Pick up: **12:15 - 13:25**

Full Day Pick up: **13:30 - 17:25**

Once a week monthly enrolment: N\$1070 (Half Day) and N\$1220 (Full Day)

Twice a week monthly enrolment: N\$1715 (Half Day) or N\$2020 (Full Day)

Three times a week monthly enrolment: N\$2250 (Half Day) or N\$2700 (Full Day)

Four times a week monthly enrolment: N\$ 2 780 (Half Day) or N\$3380 (Full Day)

Five times a week monthly enrolment: N\$ 3 075 (Half Day) or N\$3815 (Full Day)

* All fees include a basic breakfast served at 8:10 (If you miss breakfast, please let your child eat at home).

** Full day fees include lunch served at 12:00.

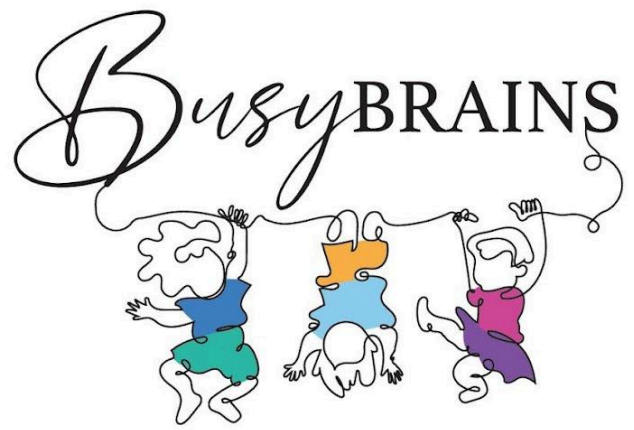
*** Half day option to add food – N\$375pm

Daily attendance (Drop ins only): N\$250 (Half Day) and N\$300 (Full Day)

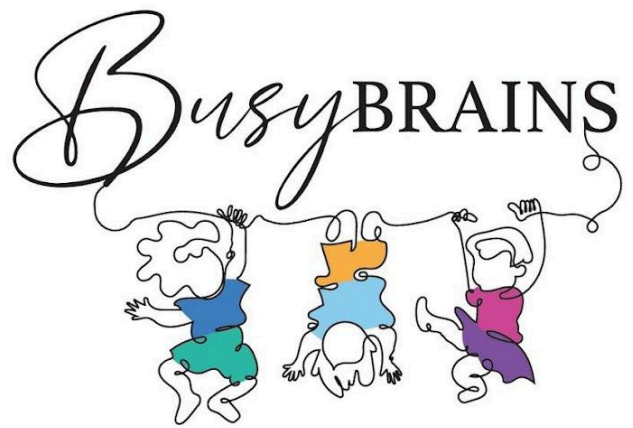
Registration fee: N\$1500 (Includes name stickers to use as labels and T-shirt)

Important Information

- Please remember to bring a sun hat/ sunscreen, **change of clothes**, something to drink/ snack on for your child as our outdoor activities involve messing. Please remember to mark ALL items clearly.
- January, June, July and December will be charged at full price, however there will only be half a month's sessions due to holidays.



- Should you wish to cancel your place at Busy Brains, please give one month's written notice. In the case of immediate cancellation, **one month's fees** will still be charged. Cancellation in **November is not permitted**, and parents will still be responsible for December fees.
- Each year you will be charged a registration fee to secure your place. If you decide to change options throughout the year, you will not be required to pay a registration fee again. **Existing parents will get N\$600 off the registration fee for the following year.**
- Busy Brains will do everything we can to keep the venue safe for your little child, however, we can not be accountable for any injuries or loss of goods on our premises. **Please speak to us if you have any concerns.**
- We do not believe in pushing a child academically, socially or in any way, so we will use our judgment when discussing moving them to another group. We aim to keep children in the age group they belong to.
- Please note that all monthly fees are payable in advance before the **5th** of every month. Should your fees be outstanding for two months, your child's place will be offered to another child, unfortunately.
- **We urge you to read story books and have conversations with your children daily, and avoid as much screen time as possible. Please allow your child to be bored and play as much as possible - we have seen major developmental differences between children who are exposed to books rather than devices.**

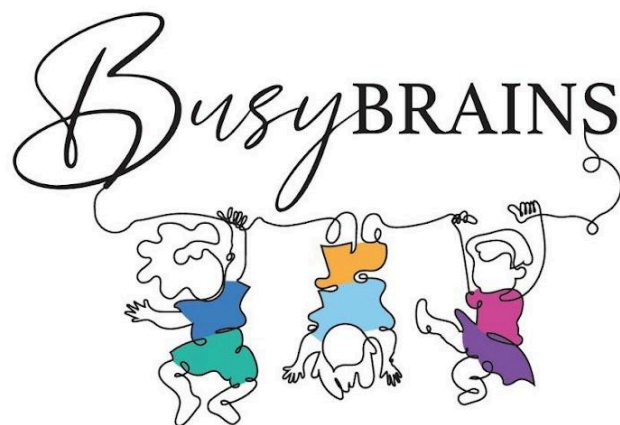


Each year with registration please supply the following (other supplies will be communicated every 4 months):

- 3 box of tissues
- 1 ream of paper (A4)

Please attach the following documents:

- ☐ Please sign the registration form below and return to us.
- ☐ Please sign the Fee Agreement and return with this application.
- ☐ Please attach a copy of your child's birth certificate.
- ☐ Please attach a copy of your child's vaccination records (if applicable).
- ☐ Please attach a copy of your child's medical aid card with the form.
- ☐ Please attach a copy of your ID (Person responsible for account).



2027

Name & Surname of Child: _____ Age: _____

Date of birth: _____

Mother tongue: _____

Parent 1: _____ Contact number: _____

Parent 2: _____ Contact number: _____

E-mail: _____

Physical Address: _____

Year applying for Busy Brains: _____ Age group: _____

Which pre-school are you planning on sending your child after Busy Brains, if known:

Medical information:

Was your child born prematurely? If yes, at what age? _____

Any allergies? _____

When last did your child have their ears and eyes tested? _____

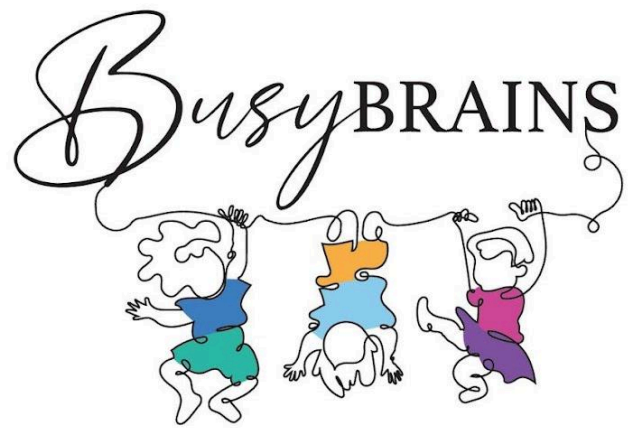
Has your child ever been hospitalized and for what reason? _____

Has your child been diagnosed with any disorder or disability? _____

When did your child start:

Rolling _____ Crawling _____

Walking _____ Talking _____

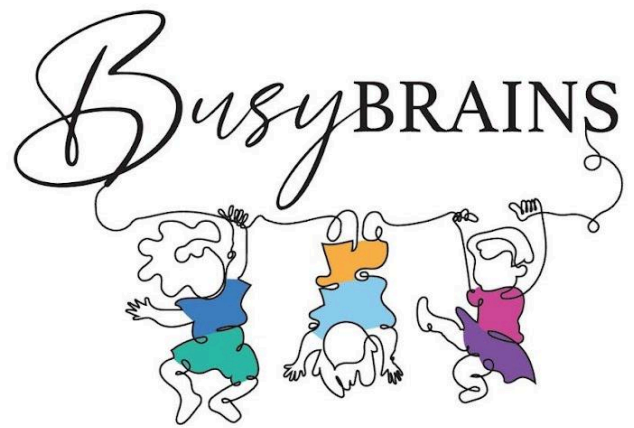


Any other important information I should be aware of?

What are your child's interests/ what soothes them the most?

Choose an attendance option for your child.

Please tick the days your child will attend as well as the Half Day or Full Day option.	Half day (Pick up 12:15 - 13:25)		Full day (Pick up 13:30 - 17:25)	
Once a week monthly enrolment: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	N\$1070 (Per month for 12 months)		N\$1220 (Per month for 12 months)	
Twice a week monthly enrolment: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	N\$1715 (Per month for 12 months)		N\$2020 (Per month for 12 months)	
Three times a week monthly enrolment: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	N\$2250 (Per month for 12 months)		N\$2700 (Per month for 12 months)	
Four times a week monthly enrolment: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	N\$2780 (Per month for 12 months)		N\$3380 (Per month for 12 months)	
Five times a week monthly enrolment:	N\$3075 (Per month for 12 months)		N\$3815 (Per month for 12 months)	



Tick where applicable:

- ◇ Permission to put my child's photos on Social media, Whatsapp group or use for advertising.
- ◇ Please add me to the Busy Brains Whatsapp group.
- ◇ Please add the full registration fee to my first month's invoice .
- ◇ Please split the registration fee between my first two month's invoice.

Person responsible for account:

Name: _____

ID number: _____

Contact number: _____

Physical address: _____

Email: _____

Herewith, I give permission for my child to attend the Busy Brains sessions and I agree to the terms as stipulated in the Busy Brains Registration pack 2027. I have read and agree to the 2027 Busy Brains Fee Agreement (attached) and confirm that I will be responsible for paying the fees by the 5th of each month

Should fees be in arrears for more than 2 months my child will not be permitted to attend sessions until the account is cleared.

I, _____, have read through the above Important Information section (page 3 & 4) and agree to the terms.

Signature of parent/ guardian