



Susan du Plooy
Cnr Lorentz and Satre Street
P.O. Box 90829, Klien Windhoek
Busybrainskwhk@gmail.com
www.busybrainsnam.com

Dear Parent/ Guardian

2023 Registration Pack

Welcome to Busy Brains Klein Windhoek

At Busy Brains we offer playful activities that gradually build on the necessary skills every child needs to become School Ready. We incorporate simple, everyday objects to stimulate the child during activities and allow plenty of time for free play, time to explore surroundings and time to interact with peers.

A wide range of theme based activities are on offer, which is rotated regularly and children are given enough opportunity to master the activity / exercise. Children have the freedom to experiment freely with different materials in an attempt to stimulate all of their senses, so getting dirty is a big part of our day. Many of our activities are based on Montessori and Mind Move principals.

Our teaching approach is child centered, and amongst all of our loving staff we try and accommodate everyone's individual needs to the best of our ability. We believe that play stimulates gross motor development which in turn forms a strong foundation for your child's learning to take place. Through play, we work in a bilingual (Afrikaans and English) environment to build a strong foundation for mathematics, reading, writing as well as social and emotional development.

We focus on developing the child as a whole through:

- Music and Movement
- Gross Motor Development
- Fine Motor Skills Development
- Social and Emotional Development
- Arts & Crafts
- Introduction to the Number Concept
- Make and Bake
- Encouraging Independence & Self-Confidence



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We have 3 classes:

• 7months-24 months (Circles) • 2-3 Years (Hearts) • 3-5 Years (Stars)

(Children from 7 to 18 months must attend with a guardian)

Time table for 2021 (subject to change):

07:15 - 08:00	Arrival/ Free Play in a Prepared Environment
08:15 - 08:45	Music/Story and Class Activity followed by breakfast
08:45 - 09:00	Potty and Changing Of Nappies
09:15 - 11:50	Outdoor Play
11:00 -11:30	Potty And Changing Of Nappies
11:30 - 12:00	Snack time (supplied by parent)
11:30-13:00	Free Play & Pick up time (HALF DAY CHILDREN)
13:00 - 14:30	Quiet Rest / Sleep time (FULL DAY CHILDREN)
15:00 - 15:15	Potty and Changing of Nappies
15:15 - 15:30	Snack Time (Supplied by the school)
15:30 - 16:45	Free Play
16:45 - 17:15	Clean Up & Pick Up Time



Late Collection Fee: If a child is collected after 17:15 a penalty fee of N\$ 30 will be charged for every 15mins.



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Terms and conditions

- Please pack: a sun hat; sunscreen; a water bottle with something to drink; breakfast that does not need preparation; a snack (if your child attends full day, the school will provide an afternoon snack); a set of clean clothes; at least 5 nappies; wet wipes (even for those that are already potty trained); bum cream (if they are still in nappies); 5 underpants (potty trainers). **Please ensure that all belongings are marked clearly with your child's name and surname.**
- Busy Brains Klein Windhoek endeavor to apply maximum safety, hygienic conditions and care at all times to ensure the safety of your child, yet cannot be held responsible in the event of sickness, injury of any kind to the child, or loss of goods, including personal toys on our premises. This applies both on the premises of Busy Brains Klein Windhoek as well as on outings in and around Windhoek.
- Registration fees are transferable between Busy Brains franchises, if you change branches throughout the year, you will not be held liable for another registration fee and you qualify for the annual registration discount should you move branches in the following year.
- If your child is ill / has a fever/ a contagious disease, please keep them at home to recover fully before sending them to school. We will notify you if your child develops an illness during the day, so that you can collect them as soon as possible. Please give us feedback on their condition and if you are not sending them to school due to an illness, the type of illness they have.
- We do not believe in pushing a child academically, socially or in any way, so we will use our judgment when moving them to another class. We aim to keep children in the age group they belong.
- We do not allow any form of bullying or disrespectful behavior towards peers or adults, should a situation arise whereby a child needs to be disciplined we follow the time-out principle, a teacher will in such a case speak to your child and take them from the given situation for a time-out period related to their age.



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- Please supply all of the below items in January once the school opens / upon registration:
 - 2 Boxes of Tissues
 - 1 Packet of 4 Toilet Rolls
 - 2 Packets of Wet-Wipes (sensitive)
 - 1 Bottle of Milton (large)
 - 1 Bottles of Sunlight Liquid or Handy Andy

- You also need to choose 3 items on the list below and include that with the above supplies in January once the school opens / upon registration:
 - 1 Packet of Rice (2kg)
 - 1 Ream of Paper (A4 or A3)
 - 1 Packs of Sugar (2.5 kg)
 - 1 Bottle of Wood Glue
 - 1 Packet of Glitter Glue Sticks or Glitter
 - 1 Packet of Spaghetti or Macaroni
 - 1 Packet of Paper Plates (Big or Small Plates)
 - 1 Bottle of Bubble Refill
 - 1 Packet of nappy bags

- Please complete and sign the registration form below and return via email to Susan at busybrainskwhk@gmail.com .

- Please attach a copy of your child's medical aid card with the form and a copy of the main member's ID.

Please feel free to contact me if you have any questions.

Thank you,

Susan du Plooy



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Year applying for Busy Brains: 2023

Name of Child: Elzay Jonk Mother tongue: English

Date of birth: 16/12/2020 Age: 2 years

Guardian attending: _____ Contact number: _____

Parent 1: Melissa Jonk Contact number: 0814173871

Parent 2: Garin Jonk Contact number: 0812386362

E-mail: beliefcleaning@gmail.com

Parent 1 Occupation: Tourism Parent 2 Occupation: Tourism

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

Elzay loves music and animals

Which preschool are you planning on sending your child after Busy Brains, if known?

Medical information:

Was your child born prematurely? If yes, at what age? No

Any allergies? None How severe: _____

When last did your child have their ears and eyes tested? Ears about 1 yr ago

Has your child ever been hospitalized and for what reason? No

Has your child been diagnosed with any disorder or disability? No

When did your child start?

Rolling 1 yr Crawling 11 months

Walking land 7 months Talking _____

Any other important information I should be aware of? _____

Please supply us with authorization to administer medicine (supplied by yourself) in

case of an emergency: I Melissa Jonk give permission to

administer medicine to my child Elzay Jonk.



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Choose an attendance option for your child.

Registration fee: N\$ 950 (Includes a T-shirt, Name Stickers).

Option 1 Half Day:

- Once a week monthly enrollment @ N\$ 800 per month- Day: _____
- Twice a week monthly enrollment @ N\$ 1 350 per month- Days: _____
- Three times a week monthly enrollment @ N\$ 1 850 per month- Days: Mon, Wed, Fri
- Four times a week monthly enrollment @ N\$ 2150 per month - Days: _____
- Five times a week monthly enrollment @ N\$ 2 350 per month - Days: _____

Option 2 Full Day:

- Five times a week monthly enrollment @ N\$ 3000 per month -----
- Other full day option arrangement _____
monthly enrollment @ N\$ _____ per month ** to be confirmed by Susan **

Occasional Drop & Go fee: N\$ 150

Tick where applicable:

- Permission to put my child's photos on Facebook for advertising. YES / NO
- My child is already registered at Busy Brains YES / NO

If yes, at which branch _____



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Important school fee information:

1. Registration fees are non-refundable and non-transferable.
2. School fees are applicable from January to December (to be paid) even though the school closes for holiday during some parts of the year.
3. If your child is absent for a period of time, school fees are still applicable and must be paid accordingly.
4. If you decide to take your child out of the school throughout the year we require 1 months' notice or payment in lieu thereof. **No notice will be accepted between 1 October and December for the current school year.** Please advise us by 1 Oct if you are moving your child to a pre-school the following year.
5. The registration fee for the year you are applying for reserves your child's space. If it is not paid by 1 October for the applicable year, or a specific arrangement has been made, we can unfortunately not guarantee a space for your child. Existing students get N\$ 150 discount on the registration fee for the following year.
6. Monthly fees are payable in advance before the 5th of every month. Should your fees be outstanding for two consecutive months, your child's place will unfortunately be offered to another child.
7. In the case of a 'state of emergency, lock down, limitations on movement or similar amended operating regulations due to a pandemic or other unforeseen circumstances' being called for by the president of the country, and subsequent school closures as a result, other than what is planned for during the school year; the school endeavor to assist parents financially or otherwise to the best of its ability in the given situation, but reserves the right to charge full school fees, as would have been during normal operations.


Person responsible for account:

Name and Surname: Melissa Jonk

Email: bel.efcleaning@gmail.com

Telephone Nr: 081 417 3871

Herewith, I give permission for my child Elzag Jonk to attend Busy Brains Klein Windhoek and I agree to the terms as stipulated in the Busy Brains Registration pack for 2023. I accept that my child attends Busy Brains Klein Windhoek at my own risk and that the company and/or its staff cannot be held responsible in the event of injury, sickness or loss of goods on the premises or on a school outing in and around Windhoek. I will be responsible for paying the monthly fees by the 5th of each month.



Signature of parent/ guardian