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Cocklin Investment cc t/a Busy Brains
Liezl Moller (Member): 081-453-9852
Emma Cocklin (Member):081-673-2352
www.busybrainsnam.com

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Dear Parent/ Guardian

2023 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. We try to make use of simple objects around the house to stimulate the children during these activities. 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 principals.

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 Motor Skills
- Number concept
- Fine motor skills
- Make and Bake



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We have three age groups:

0 -2 Years (From 18months they can attend alone)

Below is our informal timetable:

- 7:30 Arrival
- 9:00 Free Play inside/ Inside activities
- 10:00 Snack time (supplied by parent)
- 10:15 Song/ rhyme
- 10:30 Outdoor play & Art activities
- 11:10 Tidy up & Snack time
- 11:30 Story time
- 11:45 Free play outside/ Home time

2 – 3 Years (With/ without a guardian)

Below is our informal timetable:

- 7:30 – 8:45 Arrival – Free Play outside
- 8:45 – 9:15 Drink water, morning exercise, toilet routine
- 9:15 – 10:00 Inside activities
- 10:00 – 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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3 - 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

2023 Fees (With/ without guardian)

Once a week monthly enrolment: N\$650

Twice a week monthly enrolment: N\$1250

Three times a week monthly enrolment: N\$1 750

Four times a week monthly enrolment: N\$ 2 150

Five times a week monthly enrolment: N\$ 2 350

Full day N\$ 2900 (aftercare and cooked lunch included till 5)

Daily fee: N\$150 per day

Registration fee: N\$950 (Includes card, 'Activity Check List', Parent/nanny workshop and T-shirt)



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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 involves messing.
- ✓ January, July and December will be charged at full price, however there will only be half a month's sessions due to holidays. No notice period will be taken in November to avoid payment of Decembers fees.
- ✓ 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.
- ✓ 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\$250 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.
- ✓ Please note that all 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 be offered to another child, unfortunately.
- ✓ With your child's registration card, you can attend other Busy Brains Franchises without paying the registration fee for that year again or receive your discount on the following year's registration fees should you move branches.
- ✓ Each Playgroup child will receive an 'Activity checklist' with registration, which the teacher will complete. The Social Sessions child's will then be completed by the guardian attending with your child and checked by the facilitator.



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- ✓ Each year with registration please choose 6 of the following items to supply:
 - 1 box of tissues
 - Shaving cream
 - Maizena
 - 1 pack of rice (2kg)
 - 1 ream of paper (A4)
 - 2 packs of sugar/ butter beans
 - 1 pack of sago (any size)
 - 1 bottle Milton
 - 1 bottle of wood glue (small)
 - Packet of glitter glue

- ✓ Please sign the registration form below and return to us.

- ✓ Please attach a copy of your child's medical aid card with the form.

Please feel free to contact us regarding any questions.

Thank you,

Liezl and Emma



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2023

Name of Child:_____ Age: _____

Date of birth:_____

Mother tongue:_____

Guardian attending:_____ Contact number:_____

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? _____



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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.

Playgroup (With/ without a guardian)

◇ Once a week monthly enrolment @ N\$650 per month_Day:_____

◇ Twice a week monthly enrolment @ N\$1250 per month_Days: _____

◇ Three times a week monthly enrolment @ N\$1750 per month_Days: _____

◇ Four times a week monthly enrolment @ N\$2150 per month_Days: _____

◇ Five times a week monthly enrolment @ N\$2350 per month. _____

◇ Full day enrollment @N\$ 2900. _____

Tick where applicable:

◇ Permission to put my child's photos on Facebook, 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.



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◇ My child is already registered at Busy Brains_____.

Person responsible for account:

Name: _____

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 2023. I will be responsible for paying the monthly 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.

Signature of parent/ guardian