

M C Potgieter T/A Leer Speel-Speel

Play-to-Learn

P.O. Box 15405, Oshakati

Cell: 081 215 6444

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Parent Info Guide (Ongwediva)

Admission

- From 3 months to Grade 0/R (6 years old).
- English & Afrikaans instruction.
- Required for registration: registration form, birth certificate, immunization record and Parent's Identification documents.
- Bring: tissues, lotion, toothbrush & toothpaste.

Daily Hours

- Open 07h00 – 17h00 (gate 06h30 – 17h30).
- Educational program (classes): 08h00 – 12h00.
- Half day until 12h00. Full day until 17h00.
- Late pick-up fees: N\$50 (after 12h15), N\$100 (after 17h30).

School Holidays

- Closed on public holidays and December/January.
- Open during other school holidays.

Meals

- Breakfast, lunch & snacks provided (07:30 / 10:00 / 12:30 / 15:00).
- No outside food allowed (only water bottles).
- Babies under 12 months: Parent-supplied bottles.

Uniform

- Compulsory from 2 years.
- Available for purchase at centre.
- All clothes/items clearly marked.
- A clean set of clothes must always be in the child's bag.
- All nappies and baby supplies must be provided by parents.

Birthdays

- Parents are welcome to celebrate at school at 10h00.
- Please arrange beforehand. Jumping castles available for hire.
- Please send a small treat/gift. (It means the world to a child).

Toys & Pets

- No pets allowed.
- Toys allowed Fridays only and must fit in school bag.
- Centre not responsible for lost/broken toys.

Drop-Off & Pick-Up

- Parents must personally drop off and collect their children from the caregivers.
- Notify centre if someone else will collect your child.
- Always close the gate behind you.

Security

- CCTV cameras are in operation on the premises to monitor activity and ensure a safe environment.

Educational Program

- Classes:
 - 3-12 months: Little Worms
 - 1-2 years: Little Tortoises
 - 2-3 years: Little Snails
 - 4 years: Ladybirds
 - 5 years (Grade 00): Butterflies
 - 6 years (Grade 0/R): Bees

Aftercare (Grade 1-3)

- 13h00– 17h00
- Monthly: N\$1500 (lunch & supervision included).
- Daily: N\$150 – maximum N\$1500 per month.
- Registration: N\$500

Illness & Medication

- Sick children with a fever must stay home.
- Notify us if your child is absent.
- Medication only accepted with written instructions.
- Report allergies

Emergencies

- Firstaid provided; parents contacted if needed.
- Parents responsible for medical costs.

Monthly Fees

- Registration: N\$1500 (once-off).
- Stationery Fees (Grade 00 – N\$750 & Grade 0 – N\$1000) yearly.
- Monthly: Half day N\$2300 | Full day N\$2800 | After-care N\$1500.
- Late payment penalty: N\$200/month per child.
- Outstanding fees charged 24% interest per year & collection costs if applicable.

Cancellation

- One full calendar month written notice required.
- You may not give notice in November to avoid payment for December.
- December counts as full notice month.

Communication

- All info via WhatsApp group.
- Keep your contact details updated.
- We have an open-door policy – parents are always welcome to visit.

Transport

- Available Ongwediva & Oshakati. Forms at office.

Banking Details

- Banking details will be provided upon request or will appear on your invoice/statement.

Contact Us

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