

# TreeHouse

Crèche & Academy



Tutungeni 1559A  
P.O. Box 1692  
Rundu, Namibia  
Tel: +264 81 826 9177  
Email: [info@thereche.org](mailto:info@thereche.org)  
Web: <http://thereche.org>

## APPLICATION FORM

CHILD'S INFORMATION (please complete a separate application for each child)

Full Names: (as indicated on birth certificate) \_\_\_\_\_

\_\_\_\_\_

Surname: (as indicated on birth certificate) \_\_\_\_\_

Nick Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Language: \_\_\_\_\_

Physical address: (street and stand number) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Choice of package: Half day (07:00 – 13:00) \_\_\_\_\_ Full day (07:00 – 18:00) \_\_\_\_\_

Afternoon Care (12:00-18:00) \_\_\_\_\_

**PARENT/ GUARDIAN INFORMATION**

Father's full names: \_\_\_\_\_  
\_\_\_\_\_

Cell phone no. \_\_\_\_\_ Home Telephone no. \_\_\_\_\_

Email address: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Work Telephone no. \_\_\_\_\_

**Mother's full names: :** \_\_\_\_\_  
\_\_\_\_\_

Cell phone no. \_\_\_\_\_ Home Telephone no. \_\_\_\_\_

Email address: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Work Telephone no. \_\_\_\_\_

**Guardian's Full Names:** \_\_\_\_\_  
\_\_\_\_\_

Cell phone no. \_\_\_\_\_ Home Telephone no. \_\_\_\_\_

Email address: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Work Telephone no. \_\_\_\_\_

**MEDICAL INFORMATION** (answer all questions, do not withhold any information)

Name of your family doctor: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Does your child suffer from any illness? \_\_\_\_\_

If yes give details. \_\_\_\_\_

\_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_

Has your child had all his/ her immunizations? \_\_\_\_\_ (please attach copy of medical certificate)

Does your child have any physical disabilities? \_\_\_\_\_

If yes give a short description thereof. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instruction to the school in case of an emergency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Mission Statement.

### Mission:

The mission of TCA is to physical and mentally stimulate and develop children. To teach and equip them:

- to value themselves as individuals, whilst learning to show respect and consideration towards other.
- to develop both a sense of fun and a sense of responsibility.
- to grow into flexible, self-motivated and adaptable people in a competitive, demanding world.

### Goal:

The goal of TCA is to:

- Work with you, the parent, in offering your child the best possible start in life.
- Endeavour with you to ensure your child's potential is reached.
- Make all children feel happy and confident at school by offering both challenge and support in a stimulating environment.
- Build on what your child has learnt previously and to extend his/her interest by introducing him/her to new activities and concepts.
- Encourage children to discover and learn for themselves through various methods from "free" play to problem solving games.
- Provide varied approaches to learning by offering a variety of different experiences.
- Recognize children's feelings by encouraging them in positive ways whilst allowing them to explore their own emotions.
- Offer equal opportunities to all children in our care by recognizing each one's needs and respecting differences in language, culture, and individual development.

### Ethos & Values:

Notwithstanding the Christian ethos of our school, provision will be made for each child to develop their own spiritual values. We make use of the Step by Step curriculum for toddlers, and AOP's Horizon curriculum for kindergarten and preschool.

All our curriculums are Bible Based and we endeavour to create a Christian environment for your child to develop and grow in.

I / we \_\_\_\_\_ parent/s or guardian of the above mentioned child hereby agrees that all information given to TCA is true and correct.

I/we have read the Mission Statement of TCA and agree that my child may be educated and disciplined according to Christian Biblical standards.

Signature

Date

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## Financial Agreement.

### Application fee:

A N\$ 300 non-refundable application fee is required at the time of admission for all new learners. This fee reserves a seat and covers the application review process, administration costs, as well as admission and yearly assessment test if applicable.

### Half day:

07:00 – 13:00, 5 days per week.

**First child** - N\$ 850.00 per month for 11 months or N\$ 8 640 if paid in advance before end January.

**Second child** - N\$ 750.00 per month for 11 months or N\$ 7 560.00 if paid in advance before end January.

**Late pick-ups** – An hourly rate of N\$ 50.00 per hour will be applicable for late pick-ups. If the child stayed after three for more than five days in a month, the **full day** fees will be charged.

**Snacks and lunch** – The snacks and lunch is included in the price.

### Full day:

07:00 – 18:00, 5 days per week

**First child** - N\$ 1 050.00 per month for 11 months or N\$ 10 800.00 if paid in advance before end January.

**Second child** - N\$ 950.00 per month for 11 months or N\$ 9 720.00 if paid in advance before end January.

**Late pick-ups** – An hourly rate of N\$ 100.00 per hour will be applicable for late pick-ups. If the child stayed after three for more than five days in a month, the **full day** fees will be charged.

**Snacks & Lunch** – Included in the price is a morning snack served at 10:00, lunch served at 12:30, and an afternoon snack served at 15:00.

### Afterschool care:

12:00 – 18:00, 5 days per week

**First child** - N\$ 550.00 per month for 11 months or N\$ 5 500.00 if paid in advance before end January.

**Second child** - N\$ 450.00 per month for 11 months or N\$ 4 500.00 if paid in advance before end January.

**Late pick-ups** – An hourly rate of N\$ 100.00 per hour will be applicable for late pick-ups.

**Snack Lunch** – Included in the price is lunch served at 12:30, and an afternoon snack served at 15:00.

### Daily Rate:

Only applicable if child is at TCA for less than 10 days a month.

N\$ 60.00 for half a day. (Excluding lunch)

N\$ 100.00 for a full day.

### Hourly Rate:

An hourly rate is applicable for late pick-ups at N\$ 100.00 per hour or portion thereof.

The management of TCA reserve the right to refuse your child access if your account is overdue by 60 days and to take the necessary measures to collect outstanding fees.

I / we \_\_\_\_\_ parent/s or guardian of the above mentioned child hereby agrees to the financial terms.

Signature

Date

\_\_\_\_\_

\_\_\_\_\_