



# HOLY CROSS CONVENT PRIMARY SCHOOL

P.O Box 203 Windhoek Namibia  
Tel: +264-61-235129 Fax: +264-61-248008  
E-mail: [reception@holycrossconvent.edu.na](mailto:reception@holycrossconvent.edu.na)

## Day Care Information and Registration Form 2022

Dear Parents

The school offers an aftercare service for pupils who participate in the school's extramural activities or those who wish to remain at school to do homework. This service runs from Monday to Friday. Pupils' homework and studies will be monitored and supervised. Although extra help will be given, the children will be expected to do their own homework. Only completed homework will be checked by the Day Care teacher. Where time permits, the teacher will give assistance where pupils experience problems with their homework, but this does NOT replace the parents' responsibility to see to it that their children's homework is done and to sign their children's diaries. **Intensive one-to-one remedial teaching will not be possible during these sessions.**

This service does not include the provision of food, so parents will have to pack extra lunch for their children. Pupils will not be allowed to leave the school grounds to buy food. Day Care pupils will be allowed to eat their lunch and play until 13h45. The teacher will then collect them and take them to the classroom where they will work until 15h00. They will then be given a thirty minute break. At 16h45 the children will be escorted to the waiting area. If parents wish to collect their children earlier they should do so from the relevant classroom. All children must be collected by 17h15 at the latest. Children remaining at the school after this time will not be supervised.

Children leaving the classroom to attend extramural activities will be expected to return to the classroom to complete their homework. A letter from the parent informing the teacher of the days and times of the activities will be required. The Day Care teacher must be notified by WhatsApp or a letter should the child be away from Day Care on a specific day or for a specific period.

**Fees for 2022** : N\$915 per month for 9 months : January, February, March, April, May, August, September, October, November - irrespective of the number of days your child attends in a month. There is no daily or weekly fee. **Fees are payable monthly IN ADVANCE.**

**THIS FEE MUST BE PAID SEPARATELY AND NOT TOGETHER WITH THE SCHOOL FEES**  
**Bank Acc.: Convent Day Care Programme**  
**Bank Windhoek Acc. No: 800 561 6904**  
**Branch Code: 481 972**  
**NB: PLEASE USE CHILD'S NAME AS REFERENCE**

Day care fees are calculated on an annual basis, based on costs to be incurred during that year and divided equally over nine months in the year. Day Care fees MUST please be paid at the beginning of each month. **Children whose fees are not paid by the 5th of each month, will not be allowed to continue with Day Care.**

One month's notice, in writing, must be given on cancellation of the aftercare service. Parents will be accountable for fees up to and including the one month notice period. Any child whose misconduct results in damage to property or compromises the safety or wellbeing of classmates or staff will be removed from the group immediately. The parent will be notified directly, and the child will not be allowed to attend aftercare for the remainder of the year.

Please complete the section below and return to the Reception Office.

✂.....

Name of Child..... Grade.....

I, Mr/Mrs/Ms..... would like to enrol my child.....  
in the school's aftercare programme, from month: \_\_\_\_\_ 2022.

I, the undersigned, have read and understood the terms and conditions covered above.

Signature..... Date.....