OSHIKOTO PRIVATE SCHOOL

Oshikoto Private School
EXCELLENCE, QUALITY & DEDICATION EVERYDAY

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Enrolment form Grade: Kindergarten-Grade 7 (2027)

(Form number __/2027)

School Registration and Agreement Form

Please complete this form and return it with the registration fee (N$ 250.00) to be paid into the school account. This form must be completed by someone who has parental responsibility and should be accompanied by the following documents:

(Proof of payment, Child's full Birth Certificate, Passport Photo, Parents/Guardian ID/previous school attendant).

SECTION A: CHILD INFORMATION

Full Name of Learner: _____
Preferred/Familiar Name: _____
Gender:
Age:
Date of Birth (DOB): _____
Copy of Birth Certificate attached: ☐ Yes ☐ No
Passport Photo attached: ☐ Yes ☐ No

SECTION B: GRADE APPLICATION (Tick appropriate box)

☐ **Kindergarten**
☐ **Pre-Primary**
☐ **Grade 1**
☐ **Grade 2**
☐ **Grade 3**
☐ **Grade 4**
☐ **Grade 5**
☐ **Grade 6**
☐ **Grade 7**

SECTION C: LANGUAGE OPTION (Tick selected language)

☐ Oshindonga
☐ Afrikaans

SECTION D: FAMILY & CONTACT DETAILS

Mother's Name: _____

Father's Name: _____

Guardian/Other (specify): _____

Residential Address: _____
_____

Contact Numbers:
Home: _____ Mobile (Mom): _____Mobile (Dad): _____

Email Address (for invoices): _____

Other persons allowed to collect child (over 15 years):
Name: _____ Contact: _____
Name: _____ Contact: _____

SECTION E: HEALTH & SUPPORT INFORMATION

Doctor's Name & Contact: _____

Special Health Needs: _____

Allergies (food, medication, etc.): _____

Dietary Restrictions: _____

Are all vaccinations up to date? ☐ Yes ☐ No

Languages spoken at home: _____

Ethnic Origin (optional): _____

Festivals Celebrated: _____

Previous School/Day-care attended: _____

Any specialists/professionals working with your child? _____

SECTION F: SPORTS PARTICIPATION (Tick selected activities)

☐ Soccer
☐ Swimming
☐ Gymnastics
☐ Athletics
☐ Karate

SECTION G: 2026 FEE STRUCTURE & PAYMENT PLAN

All amounts below are in Namibian Dollars (N$)

GRADE	Forms	Reg. Fee (once-off)	Stationery Fee (once-off-Yearly)	School Fee (per month)	Uniform (once-off)	Hostel (per month) On parent request (not compulsory)
Kindergarten	20	250	1,100	680.00	750	1,450
Pre-Primary	20	250	1,100	780.00	750	1,450
Grade 1	20	250	1,100	1,200.00	750	1,450
Grade 2	20	250	1,100	1,200.00	750	1,450
Grade 3	20	250	1,100	1,200.00	750	1,450
Grade 4	20	250	1,100	1,200.00	750	1,450
Grade 5	20	250	1,100	1,200.00	750	1,450
Grade 6	20	250	1,100	1,200.00	750	1,450
Grade 7	20	250	1,100	1,200.00	750	1,450
After care fee	**380 Per Month**					

NOTE: The total payable amount includes all monthly fees multiplied by the academic year term duration, plus stationery and registration fees.

SECTION H: TERMS & CONDITIONS FOR PAYMENTS

- Registration fee of N$ 250 is non-refundable and must be paid upon submission of this form.
- Stationery fee is a once-off annual payment and must be paid before 30 November 2026.
- Monthly school fees are due by the 2nd day of each month.
- Late payments incur a penalty fee of N$ 150 per month.

All payments must be deposited into the official school account:

Account Name: *Oshikoto Private School*

Bank: *Standard Bank*

Account Number: *60007252799*

Branch Code: *081171 (Ongwediva)*

NB: Reference: Child's Full Name and Grade

SECTION I: SCHOOL RULES & GENERAL INFORMATION

- ***Drop-Off Time:*** *From* ***07:10 AM***
- ***Lesson Start Time: 08:00 AM sharp***
- ***Pick-Up Time:*** *No later than* ***14:00 PM***
- ***Late pick-up fee may*** *be charged after 14:00 (N$150).*

➢ ***Discipline and Conduct:***

- *Learners must respect teachers, staff, and fellow learners at all times.*
- *Fighting, bullying, or inappropriate language will not be tolerated.*
- *Parents will be contacted in case of misconduct and repeated offenses may lead to suspension of the learner.*

➢ ***Uniform and Cleanliness:***

- *School uniform is mandatory from Monday to Friday.*
- *Learners must be neat and hygienic daily.*

➢ ***Communication & Meetings:***

- *Parents must attend all scheduled meetings.*
- *Changes in contact details must be reported immediately.*

➢ ***Health & Safety:***

- *Sick children (transmittable severe colds & flu) should not attend school.*
- *Parents must inform the school about any infectious conditions.*
- *Children must be collected by authorized persons only.*

➢ ***Participation in Sports & Extra Activities:***

- *Sports are encouraged to promote physical development and teamwork.*
- *Safety and discipline during sports is strictly enforced.*

DECLARATION BY PARENT/GUARDIAN

I, _____, the parent/guardian of _____ (child's name), hereby confirm that all information provided is accurate. I have read and agree to the terms and conditions outlined in this form.

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Document Submitted	Tick (☐)
Copy of Birth Certificate	
Passport Photo	
‘Proof of Payment	
Parent/Guardian ID Copy	
Completed Application Form	

Approved by: _____

Date Received: _____