BROADHURST PRE SCHOOL & DAY CARE CENTRE

**PLOT 5438, Extension 17, Partial, Off Nyrere Drive.**

**P.O. Box 1759, Gaborone**

**Tel: 3912203/ 3924450 / 74785629**

**E-mail: broadhurstps84@gmail.com**

**Website: www.broadhurstpreschool.com**

**Facebook (search): “Broadhurst Pre School and Daycare Center, Partial”**

**Instagram: broadhurstpreschool**

**INTRODUCTION:** Established in 1984, Broadhurst Pre School (BPS) and Daycare Center, centrally located in Partial, is a registered and licensed English Medium Pre School with 39 years of experience. Still under the same management, we are prepared to give your child the most holistic early childhood care and education for children aged 18 months to 6 years. Our mission is to provide an ideal educational environment for the children, by practicing a safe, clean, fun-loving environment, leaving ample space for their mental, physical and emotional development. Our vision aims to build lifelong learners.

With only 16 children and 2 teachers per classroom, BPS provides the personal care and attention that your child needs. We nurture the kids through play using timetables, teaching material and specialised syllabus' to suit each age group. All aspects of your child’s development are incorporated into the program and as a parent of BPS, you are always updated on the learning objectives and outcomes for your child.

Fees include freshly cooked lunch and the following activities; computers, swimming, sensory play, story time, sports, fine motor and gross motor skills games galore. There are many other paid activities also available. Whilst the kids are busy having fun, we are assessing, evaluating and recording their progress throughout their journey with us. We also issue progress reports to the parents, twice a year.

We are truly passionate about raising children who love themselves, and the beautiful and fragile world around them. We look forward to having you and your child interact with our professional, well qualified and loving staff at BPS today.

**EXCURSIONS**: Once a term, we take the kids on educational or cultural trips like visits to Mokolodi, Transport department, Notwane Equestrian Center and more.

 **PROGRESS REPORT**: Issued in term 1 and term 3.

**SCHOOL UNIFORM**: School unifrom is cumpolsory. Summer and winter uniforms are sold at the office.

**MATERIALS**: See the attached checklist for toiletries and stationary to be provided by the parent.

**SNACKS**: Please send your children with snacks for 10 am breakfast and 3pm snack times in a labelled container. Healthy foods such as yoghurt, fruits, juice and healthy sandwiches' are good food options for such break times. These snacks are also available on sale at our BPS TUCK SHOP.

 **SCHOOL FEES**

 \*Non Refundable Registration Fee: P350

 \*Unisex summer uniform: P350 per set which includes a golf shirt, a pair of shorts and a floppy hat

 \*Unisex winter uniform: P400 per set which includes lined trouser and lined jacket with a hoodie

**FEES PER TERM;** **P 7000/ TERM OR 2 Instalments: P 3500 X2 OR 3 Instalments: P2350 X3 (an interest of P50 will be added)**

\*SCHOOL FEES INCLUDE: Freshly served lunch and one class a week of computers and swimming\*

\*First payment to be made on or before 3rd January 2024. Remaining payments to be in advance, on or before the 2nd of each month.

\*Payment can be made; in cash or electronic banking. We do not have a paypoint machine.

\*All payments that are not in cash; must be accompanied by a proof of payment which should be emailed to us at broadhurstps84@gmail.com or WhatsApped to 74785629. \*Reference must be under the Child's name.

**ACCOUNT DETAILS**

BANK: Standard Chartered Bank

ACCOUNT NAME: Elite Engineers (PTY) LTD T/A Broadhurst Nursery School

ACCOUNT NUMBER: 0150153770200

BRANCH: Main Mall, Gaborone

BRANCH CODE: 660167

ACCOUNT TYPE: Savings

REFERENCE: Child’s Full Name

SMS CONFIRMATION TO: +267 74785629

EMAIL CONFIRMATION TO: broadhurstps84@gmail.com

**EXTRA-CURRICULAR ACTIVITIES**

\*FREE: Swimming, Computers, Art, Sports, Story time, Sensory Play, plenty fine motor and gross motor skills games as well as an exciting and engaging early years curriculum

\*PAID ACTIVITIES: Zumba, Ballet, Yoganastics, Taekwondo, Junior Chefs, Tot Labs, Tennis etc

**HOLIDAY AND AFTER SCHOOL CARE:** We offer holiday school and after school care to children.

**GENERAL TIMETABLE:** 7am — 8am: Arrival time, 8am-10am: Classes, IOam-11am: Breakfast and Playtime, llam-12:30pm: Classes / Extracurricular Activities, 12:30pm-13 :00pm: Lunch, 13:00pm-15:00pm Children resting time, 15:00pm-15:30pm: Snack time, 15:30pm-16:30pm: Activities / Playtime, 16:30pm- 17:00pm: Collection time (All parents must collect children on time).

We are positive that you will be happy with the environment at this school! Please feel free to visit or call us for any queries. We look forward to hearing from you.

**EXPLORE, CREATE AND PLAY YOUR WAY INTO PRIMARY SCHOOL WITH BROADHURST PRE SCHOOL**

Yours Faithfully,

BPS Management and Staff

BROADHURST PRE SCHOOL & DAY CARE CENTRE

**PLOT 5438, Extension 17, Partial, Off Nyrere Drive.**

**P.O. Box 1759, Gaborone**

**Tel: 3912203/ 3924450 / 74785629**

**E-mail: broadhurstps84@gmail.com**

**Website: www.broadhurstpreschool.com**

**Facebook (search): “Broadhurst Pre School and Daycare Center, Partial”**

**Instagram: broadhurstpreschool**

## **REGISTRATION FORM**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_REGISTRATION FOR YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ TERM: \_\_\_\_\_\_\_\_**

**CHILD'S DETAILS:**

SURNAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NATIONALITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RESIDENTIAL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENDER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSTAL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOME LANGUAGE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT DETAILS**

**FATHER'S / GUARDIAN DETAILS: MOTHER'S / GUARDIAN DETAILS:**

RELATIONSHIP TO CHILD RELATIONSHIP TO CHILD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FIRST NAME: FIRST NAME:

OCCUPATION: OCCUPATION:

PLACE OF WORK: PLACE OF WORK:

PHONE (WORK): PHONE (WORK):

PHONE (CELL): PHONE (CELL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE (HOME): PHONE (HOME): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON / PEOPLE RESPONSIBLE TO PICK AND DROP YOUR CHILD FROM SCHOOL:**

NAME / RELATIONSHIP TO CHILD/ CONTACT…………………………………………………………………………

NAME / RELATIONSHIP TO CHILD / CONTACT………………………………………………………………………..

**EMERGENCY CONTACT:**

SURNAME: FIRST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE (WORK): PHONE (CELL):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO CHILD: PHONE (HOME):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHYSICAL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICAL INFORMATION:**

NAME OF DOCTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOCTOR'S PHYSICAL WORK ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOCTOR'S PHONE (WORK): DOCTOR'S PHONE (CELL):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Does your child have any allergies? (To medication, food, atmosphere etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Any disability/psychological/behavioural information regarding your child that the school should be aware of?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES / Any other information regarding your child that the school should be aware of?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS AND CONDITIONS:**

Kindly Produce;

(I) Registration Form —with non-refundable registration fee of P350. Paid? ……..

* 1. Non-refundable instalment for school fees. Paid? ..................................................
	2. Copy of child's birth certificate. ………………………………………………….
	3. Copy of child's immunisation card………………………………………………..

 I agree to the following conditions;

\*Fees must be paid on time

\*All fees are non – refundable

\*Interest of P20/day is charged for any overdue fees

\*Late pick up’s, after 5 pm, will be charged P50 / for every 30 minutes.

\*One terms notice or fees required for child leaving the school

\*It is the duty of the parent to update any outdated information about the child in this form.

I agree to all the terms & conditions and declare that I have provided all details correctly;

Parents Signature: 'Witness' Signature:

BROADHURST PRE SCHOOL & DAY CARE CENTRE

**PLOT 5438, Extension 17, Partial, Off Nyrere Drive.**

**P.O. Box 1759, Gaborone**

**Tel: 3912203/ 3924450 / 74785629**

**E-mail: broadhurstps84@gmail.com**

**Website: www.broadhurstpreschool.com**

**Facebook (search): “Broadhurst Pre School and Daycare Center, Partial”**

**Instagram: broadhurstpreschool**

**CHECKLIST: ARE YOU READY FOR SCHOOL?**

|  |  |
| --- | --- |
| **FOOD** |  |
| 10am snack |  |
| 3pm snack  |  |

|  |  |
| --- | --- |
| **MATERIALS TO BE PROVIDED EVERY MONTH** |  |
| Wet wipes ( Pampers brand, 80 wipes) |  |
| \*Soft ply\* toilet roll |  |
| Sanitizer  |  |

|  |  |
| --- | --- |
| **MATERIALS TO BE PROVIDED EVERY YEAR** |  |
| Swimming towel |  |
| Swimming costume |  |
| Small cot size Mattress |  |
| Blanket |  |
| Blunt knob scissor for kids |  |

|  |  |
| --- | --- |
| **ADDITIONAL MATERIALS TO BE****PROVIDED EVERYDAY FOR 18****MONTHS-2 YEARS OLD CHILDREN** |  |
| Change of clothes |  |
| Nappies  |  |
| Wet wipes (Pampers brand, 80 wipes) |  |

|  |  |
| --- | --- |
| **STATIONARY TO BE PROVIDED EVERY TERM** |  |
| Pencil |  |
| Eraser |  |
| Ruler |  |
| Sharpener |  |
| Paint brush (round, size 12) |  |
| 20 page flip folder |  |
| A6 size communication book x 1  |  |
| A5 size homework book x 1 |  |
| A4 size drawing book x 1 (blank pages) |  |
| A4 size class work books x 3 (72 lined pages, softcover) |  |
| Set of colours as per description below; |  |
|  \*Age 18 months to 2 years: Jumbo size triangular pencil colours. Strictly no crayons. |  |
|  \*Age 2— 4 years: Jumbo crayons and jumbo size triangular pencil colours |  |
|  \*Age 4+ years: Standard size retractable crayons, Marlin Kids Brand |  |

|  |  |
| --- | --- |
| **REGISTRATION** |  |
| Registration form |  |
| Registration fee P350 |  |
| School fees: Minimum P3300 |  |
| Copy of child’s birth certificate |  |
| Copy of child’s immunization card |  |

Stationary can be bought from the following outlets; Kalahari Art Suppliers – 75936532, Century Office Supplies – 3912655, BMS – 3915789, Spar – 3909272.