



# LITTLEQUEST ACADEMY

## FEES STRUCTURE, GENERAL RULES & POLICIES

OPEN REGISTRATION FOR 2026



For appointments or  
inquiries, reach out to us at:



[info@littlequestnam.com](mailto:info@littlequestnam.com)

[www.littlequestnam.com](http://www.littlequestnam.com)



+264 813723469/+264 853723469

Windhoek West, John Meinert  
Street, Erf 1547, Namibia

# Littlequest Academy

## SCHEDULE OF SCHOOL FEES 2026

Please find below the school fee structure for the 2026 academic year. Should you have any queries, please contact the school at [info@littlequestnam.com](mailto:info@littlequestnam.com) or on +264 813723469/+264 853723469

### REGISTRATION AND DEPOSIT FEE(S)

A non-refundable registration fee of NAD 500 is payable upon acceptance, followed by a NAD 3,500 (School (Pre-Primary)) deposit payable in 3 installments and a NAD 1,000 deposit for Homework Supervision & Academic Support and School Readiness Programme .

| PROGRAMME                                                 | DEPOSIT    | REGISTRTION |
|-----------------------------------------------------------|------------|-------------|
| School (Pre-Primary) Ages (4–5 (Grade 00 and 5-6 Grade 0) | NAD 500.00 | NAD 500.00  |
| Homework Supervision & Academic Support (Grades 0–7)      | NAD 500.00 | NAD 500.00  |
| School Readiness Programme (Ages 4–6)                     | NAD 500.00 | NAD 500.00  |

### SCHOOL FEES (MONTHLY)

Fees are payable monthly in advance, before the 5th day of each month from January to December.

| PROGRAMME                                                 | MONTHLY     | YEARLY        |
|-----------------------------------------------------------|-------------|---------------|
| School (Pre-Primary) Ages (4–5 (Grade 00 and 5-6 Grade 0) | NAD 3500.00 | NAD 42,000.00 |
| Homework Supervision & Academic Support (Grades 0–7)      | NAD 1600.00 | NAD 19,200.00 |
| School Readiness Programme (Ages 4–6)                     | NAD 1600.00 | NAD 19,200.00 |

### OTHER FEES

| SERVICE                                                                       | FEE        |
|-------------------------------------------------------------------------------|------------|
| Late Payment Fee<br>(Charged if fees are not settled by the 5th of the month) | NAD 500.00 |
| Late Collection Fee (Aftercare)<br>(Charged per 15 minutes after 17:30)       | NAD 100.00 |

## PAYMENT METHODS

Fees can be settled via electronic bank transfer (EFT). Please use your child's name and surname as a reference for all payments.

| BANKING DETAILS |                             |
|-----------------|-----------------------------|
| Bank            | BANK WINDHOEK               |
| Account Number  | 2000925160                  |
| Branch          | LIFESTYLE                   |
| Reference       | CHILD'S FULL NAME & SURNAME |

## GENERAL INFORMATION

Proper enrollment documentation and timely payment of fees are essential for the smooth running of the school and safeguarding the interests of all learners.

### Withdrawal Notice

A full calendar month's written notice is required for the withdrawal of a learner. Notice cannot be given for the months of October or November.

Thank you for choosing Little Quest Academy. We look forward to welcoming your family into our community for the 2026 academic year and working together to provide your child with an exceptional foundation for lifelong learning.

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## GENERAL RULES & POLICIES

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### 1. Introduction

These general rules and policies have been developed to promote a safe, nurturing, and inclusive learning environment for every child enrolled at Littlequest Academy. They set out the core values, responsibilities, and expectations of our learners, parents or guardians, and staff members. The policies also serve as a practical guide for the daily running of the school in alignment with Namibian early childhood development principles and educational standards.

By enrolling your child at Littlequest Academy, you acknowledge and accept these policies as part of our collective commitment to a holistic, child-centered approach that nurtures academic, emotional, and social growth. Our goal is to create a foundation where each learner can develop their confidence, curiosity, and love for learning in a caring, Namibian community environment.

#### Key Points:

- Our policies reflect best practices in early childhood development and align with Namibian educational standards.
- By enrolling your child, you agree to support a collaborative, child-centered learning approach that emphasizes curiosity, creativity, and personal growth.
- We strive to create a community where learners feel confident, respected, and motivated to develop lifelong skills and a love for learning.

### 2. Learner Participation and Responsibilities

Every child plays an active role in their learning journey. Participation, respect, and accountability are central to fostering a positive school environment. Every child enrolled at Littlequest Academy is encouraged to:

- Receive a high-quality foundational education that supports their learning abilities, social skills, and creativity.
  - Learn in a clean, safe, and positive environment that promotes health and well-being.
  - Be given the opportunity to express themselves freely in a respectful manner and to have their voices heard.
  - Learners are encouraged to engage fully in classroom activities, ask questions, and explore topics creatively while respecting the learning process and others' ideas.
  - They should maintain personal hygiene and demonstrate care for their own health, including washing hands regularly and following safety protocols.
  - Learners are expected to show kindness, fairness, and courtesy to peers and adults, including following classroom rules and cooperating in group activities.
  - Responsibility includes respecting school property, handling learning materials with care, and contributing to a safe and orderly learning environment.
  - Play and recreational activities are vital; children should participate actively and learn to cooperate, share, and problem-solve in both structured and free-play settings.
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**Each child also carries the responsibility to:**

- Treat classmates, teachers, and all members of the school community with courtesy and respect.
- Follow classroom guidelines established in cooperation with teachers.
- Handle school property and learning materials carefully.
- Practice honesty, teamwork, and responsibility both in class and during playtime.
- Uphold the school's spirit of respect, cooperation, and care for others.

### **3. Parent and Guardian Roles and Responsibilities**

Parents and guardians are vital partners in supporting their child's development and maintaining the integrity of the school's learning environment. As part of our shared commitment, parents and guardians are invited to:

- Be acknowledged and respected as active participants in their child's educational journey.
- Parents are invited to actively engage with the school by attending meetings, reading reports, and consulting with teachers to support their child's growth academically, socially, and emotionally.
- Receive regular updates on their child's progress, behavior, and well-being through reports, meetings, and digital platforms.
- They should provide accurate, up-to-date information about the child's health, contact details, and home circumstances to ensure safe and responsive care.
- Parents are expected to ensure children arrive at school punctually, dressed appropriately, and in good health, supporting routines that encourage positive learning habits.
- Only individuals listed on the official Pick-Up Authorization Form may collect children, and any changes must be communicated in writing with proper identification.
- Parents are responsible for ensuring timely payment of fees and understanding the school's rules, policies, and communications.
- Receive regular updates on their child's progress, behavior, and well-being through reports, meetings, and digital platforms.
- Consult with teachers or the school principal regarding their child's academic or social development.
- Be informed of school programmes, events, and policy changes.

**Parents and guardians also have a duty to:**

- Ensure their child attends school punctually, in good health, and neatly presented.
- Notify the school of any changes in their child's health, home circumstances, or emergency contact details.
- Read, understand, and comply with all school rules and communication notices.
- Ensure all school fees are paid in full by the required due dates.
- Inform the school before 08:00 if a child will be absent on a particular day.
- Authorize only listed individuals to collect the child from school, in writing, with proper identification.

## 4. School Operations and Daily Procedures

### 4.1. Arrival and Dismissal

Please find below the school fee structure for the 2026 academic year. Should you have any queries, please contact the school at [info@littlequestnam.com](mailto:info@littlequestnam.com) or on +264 813723469/+264 853723469

- The school day runs from 08:00 to 17:00 for the Pre-Primary and Readiness Programme.
- Children must be signed in by a parent or guardian between 07:45 and 08:00 each morning.
- Only pre-authorized individuals may collect a child. Identification will be verified to ensure safety.
- Aftercare operates until 17:30. A late collection fee of N\$50 per 15 minutes applies after 17:30. Persistent late collection will be addressed as a serious policy breach.

### 4.2. Health and Safety

Children showing signs of illness must remain home until fully recovered; all medications require a signed authorization form; parents must disclose allergies or chronic conditions. Regular safety drills are conducted to prepare learners for emergencies.

- Illness: Children displaying symptoms of illness such as fever, vomiting, diarrhea, or contagious infections should remain at home until fully recovered.
- Medication: Any medication must be accompanied by a completed Medication Authorization Form and be in its original packaging.
- Allergies and Medical Conditions: Parents must disclose all allergies or chronic conditions (e.g., asthma) during enrollment.
- Safety Preparedness: The school conducts regular, age-appropriate safety drills to ensure readiness in emergencies.

### 4.3. Fee Structure and Payment

All Pre-Primary Programme(s) (Ages 4–6): N\$3,500 per month. School Readiness and Homework/Academic Support Programs cost N\$1,500 per month each, payable in advance. Registration is a once-off N\$1,500 fee. Late payments incur a N\$500 charge if not settled by the 5th, and withdrawal requires one calendar month's notice, excluding October and November.

- Registration Fee: A once-off, non-refundable fee of N\$1,500 is payable upon enrollment.
- All Pre-Primary Programme(s) (Ages 4–6): N\$3,500 per month.
- School Readiness & Homework Assistance (Grades 0–7): N\$1,500 per month.
- Fees must be paid in advance by the first school day of each month.
- Failure to pay fees on time may result in suspension of services until settlement.
- A full three-month written notice is required for withdrawal.

#### **4.4. Medical Emergencies**

The school provides first aid and contacts parents immediately. If professional care is required and parents are unavailable, an ambulance will transport the child, with all costs borne by the parent.

- In case of a medical emergency, parents or guardians will be contacted immediately.
- The school will provide basic first aid as an immediate response.
- If urgent professional care is required and parents cannot be reached, the school will call an ambulance to the nearest health facility.
- All costs incurred (ambulance, medical treatment, etc.) remain the responsibility of the parent or guardian.
- The school will take every precaution for safety but cannot assume liability for unforeseen injuries or illnesses.

#### **4.5. Termination of Attendance**

The school reserves the right to terminate enrollment due to unexcused absences, persistent non-payment, or repeated disruption to the school environment.

- The school reserves the right to discontinue a child's enrollment in the event of: Repeated, unexcused absences or chronic lateness.
- Persistent non-payment of fees or failure to comply with a payment plan.
- Repeated disruption of school operations or inappropriate conduct by a parent or guardian.

#### **4.6. Pick-Up and Drop-Off Policy**

Children may only be released to parents, guardians, or authorized individuals on the Pick-Up Authorization Form; the school does not accept verbal requests. Transport operators must follow pick-up procedures and provide identification; late fees apply for persistent delays.

- Children must be dropped off between 07:45 and 08:00 and signed in by a parent or guardian. Learners may not be left unattended before supervision begins.
- Learners will only be released to parents, guardians, or authorized persons indicated in the official Pick-Up Authorization Form.
- Any other person collecting a child must be indicated on the form, provide proof of identification, and be approved by the school. Verbal requests are not accepted.
- The form can specify once-off, semi-permanent, or transport service arrangements.
- Transport services must provide driver details and follow school pick-up procedures. Unauthorized drivers will not be allowed to collect learners.
- Learners not collected by 17:30 incur a late fee. Persistent late collection may result in a meeting with the parent/guardian.

## 5. Health, Safety, and Conduct

Littlequest Academy prioritizes the health, safety, and well-being of all learners and maintains a supportive environment that promotes respect and inclusivity.

- Bullying, discrimination, or hostile behavior is not tolerated. Learners are encouraged to demonstrate empathy, respect, and cooperation in all interactions.
- Hygiene: All children must practice good hygiene, including regular handwashing.
- Learners are requested to refrain from bringing sugary snacks to school.
- Personal Items: Parents are responsible for their child's personal belongings. The school is not liable for lost, damaged, or stolen items.
- Respect and Inclusion: The academy has zero tolerance for bullying, discrimination, or any form of hostility. We celebrate Namibia's cultural diversity and encourage empathy and respect among all learners.
- School Property: Children must respect school property. Parents may be held financially responsible for deliberate damage.

## 6. Media, Photography, and Publicity

The school may capture images and videos of learners during activities and events for promotional and educational purposes while respecting privacy and parental consent.

- Photos and videos may appear on social media, websites, marketing materials, or other publicity. Parents will be informed in advance.
- Parents must indicate in writing if their child may not be photographed or filmed.
- Little Quest Academy, its staff, and volunteers cannot be held responsible for illness, injury, or other incidents; parents indemnify the school and transport providers during off-site activities.

## 7. Enrollment, Documentation, and Fee Policy

Proper enrollment documentation and timely payment of fees are essential for the smooth running of the school and safeguarding the interests of all learners.

- Required documents include a passport-sized photo, copy of birth certificate, immunization card, parent IDs, medical aid card, and doctor's note for serious allergies or illnesses.
- Monthly fees for School Readiness and Homework/Academic Support are N\$1,500 each, payable in advance; late fees of N\$500 apply after the 5th of each month.
- Sibling discounts of N\$300 apply if fees are paid on time.
- A calendar month's written notice is required for withdrawal, excluding October and November.
- A 10% administration fee applies to all refunds.

## 8. General Provisions

These provisions ensure learners are prepared for school, parents stay informed, and the school fosters an engaging, inclusive, and safe environment.

- Dress Code: Children should wear comfortable and weather-appropriate clothing. A clearly labeled spare set of clothes must be kept at school.
- Communication: The school communicates via email, SMS, or notices on the official platform. Parents must ensure that their contact information is always current.
- Educational Excursions: Written parental consent is mandatory for any outing or field trip beyond the school premises.
- Community Engagement: Littlequest Academy promotes community involvement and encourages parental participation in school activities, cultural events, and open days.

## 6. Media, Photography, and Publicity

I/We, the undersigned, hereby confirm that we have read, understood, and agree to adhere to all the guidelines, policies, and payment terms as outlined in the Littlequest Academy General Rules & Policies.

**NB: The signatures of the account holder and both parents and/or legal guardians are required where applicable.**

\_\_\_\_\_  
Signature of account holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date