

LAERSKOOL EDLEEN AFTERCARE CENTRE



APPLICATION FORM 2023

Gr 1 - Gr 7

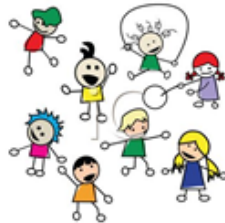
HOURS: School time: 13:30 – 17:30
Holiday time: 07:00 – 17:30

LAERSKOOL EDLEEN OFFICE
Posbus 8030 – Edleen – 1625
Tel: 011 - 976 1033/4
Email: hoof@laerskooledleen.co.za

AFTERCARE ADMIN-OFFICE:

Tel no. 011 - 976-1033/4
(8:00 - 13:30)
Email: Finance: fin2@laerskooledleen.co.za

ALL Application forms: admin@laerskooledleen.co.za



PLEASE COMPLETE FORM AND RETURN IMMEDIATELY

NO learner will be allowed at the aftercare **without** a completed application form. School fees and after-school fees must both be up to date, otherwise the fees paid to school fees will be allocated and after-school will be refused! **No** telephone applications will be accepted!!!

Please make sure your
Aftercare account is paid within
15 days of each new
Term

All fees are payable
in advance

Banking details

Laerskool Edleen

ABSA

Branch code: 632 005

Account number: 260 750 534

Reference: Same ref as School money with NS

**Gr. 1 – 3 MUST PLEASE SUPPLY THEIR OWN STATIONARY FOR
THE STUDY CLASS**

**Aftercare centre open on 09 January 2023 Monday
Laerskool Edleen open on 11 January 2023 Wednesday**

Holiday Hours: **7:00** – 17:30
 During school terms: 13:00 – 17:30

Appendix A



Laerskool Edleen Naskoolsentrum

LEARNER'S DETAILS

Please write
neatly

Learners details:

Surname				
Full names				
First name				
Grade in 2023				
Sex				
Date of birth (D/M/Y)				
Compulsory documents	Copy of parent ID (1 - Father)	Yes	No	
	(2 - Mother)	Yes	No	
	Legitimate water and electricity account	Yes	No	
Previous after care centre				
Name of Medical aid				
Medical aid number				
Main member				
Name of doctor				
Telephone number of doctor				
Language				
Learner home language				
Learner mother tongue				
Preferred language of teaching	English	Afrikaans		
Health problems: Allergies -. Nuts/eggs/bee sting etc. Diabetes/Epileptic/ etc.				
Parent 1 (Father) South African Citizen	Yes	No		
Parent 2 (Mother) South African Citizen	Yes	No		
Parent 1 (Father) Immigrant	Yes	No	If yes, date of Immigration:	
Parent 2 (Mother) Immigrant	Yes	No	If yes, date of Immigration:	



Laerskool Edleen Naskoolsentrum

FAMILY's DETAIL

PLEASE WRITE NEATLY

Full names of Learner									
Surname of Learner									
Marriage status of parents	Married	Divorced	Single	If divorced: Where does learner stays?	Mother	Father	Other		
	Guardian	Other			Grand-parents	Family			
PARENT 1 / FATHER / GUARDIAN/OTHER				PARENT 2 / MOTHER / GUARDIAN / OTHER					
Surname				Surname					
Full names				Full names					
Title				Title					
Initials				Initials					
ID number				ID number					
Copy of ID	Yes	No		Copy of ID	Yes	No			
Occupation				Occupation					
Company				Company					
Work address				Work address					
Home address				Home address					
Postal address				Postal address					
Contact numbers	Cell:				Contact numbers	Cell:			
	Home:					Home:			
	Work:					Work:			
	Email:					Email:			
	Fax:					Fax:			
	Other					Other			
ANOTHER CONTACT PERSON				ANOTHER CONTACT PERSON					
Surname				Surname					
Name				Name					
Relationship				Relationship					
Home address				Home address					

Contact number	Cell:	Contact number	Cell:
	Home:		Home:
	Work:		Work:

Appendix C

IMPORTANT FINANCIAL INFORMATION

Person responsible for paying school fees	Full name	
Parent 1 (Father)	ID number	
Other	Home address	
	Signature	
Person responsible for paying school fees	Full name	
Parent 2 (Mother)	ID number	
	Home address	
	Signature	
Address for correspondence	Address 1	Address 2
Financial accounts etc.		

School fees must be paid before 3th (third) of each month

Method of payment	Debit order	Monthly cash	EFT	
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_____ Signature: Parent 1 (Father)	_____ Date
_____ Signature: Parent 2 (Mother)	_____ Date
_____ Signature: Guardian	_____ Date

Laerskool Edleen

2023

Memorandum of agreement between
LAERSKOOL EDLEEN NASKOOLSENTRUM
(FULL NAME OF AFTER CARE CENTRE)

and

(full name of parent)

Below are the terms and conditions for admission as a learner to the Naskoolsentrum explained. This agreement contains important information and should be read carefully.

CONDITIONS FOR STUDENT'S ADMISSION

1. An Aftercare centre is functional during the school terms but will be closed on public holidays as well as school holidays. During school holidays, a holiday centre will be available on our property **BUT ONLY IF ENOUGH LEARNERS ATTEND**, a survey will be done one month in advance to determine whether the Aftercare will be open during the holiday or not. . During the month of December, will only be open till the end of Term, as per fees being payable per term.
2. The centre closes at 17:30. In the event that a child is fetched late, an extra fee of R50 per learner, will be charged. The fee will be for every 5 minutes that you are late. Fees are to be paid in cash immediately upon arrival. Your support and understanding of this matter will be greatly appreciated. **Aftercare centre contact number – Mrs. Du Plessis – 082 570 1089 – from 13:30.**
3. Fees:
 - 3.1. Holiday tariffs are solely for the students that make use of the holiday centre, keeping in mind that the Aftercare will only be open during the Holidays if enough learners attend.. These tariffs are day-to-day and will be R100 per day per learner, regardless of when the learner goes home. This centre is **only** available to learners of the school.
 - 3.2. The afternoon tariffs, of R100 per learner per afternoon, are per student that only attends the Aftercare program on certain days during the school term.
 - 3.3. **Fees are strictly payable (in advance) before or on the 3rd of every month.** Please place all fees in a clearly marked envelope. Fees can be paid directly into our bank account or at the office (between 8:00 and 13:00)
 - 3.4. In the event that you wish to no longer make use of the facilities, notice of one calendar month must be given. All Aftercare Learners must attend aftercare for the Term, should you not wish to attend aftercare in the Next term, notice must be given in the current Term. The date of termination of your contract will be calculated from the date that the written notice was received. No verbal notices will be accepted.
 - 3.5. In the event that fees are not paid in advance (without formal written arrangements as to when the fees will be paid), will result in a suspension of the learner's admission, thus the learner will not be allowed to make use of the centre or its facilities.
4. The learners will be provided with a lunch and then again with a snack later on. Should the learner have any allergies (food or medication), we ask that it please be brought under our attention.

5. The Aftercare Centre has been registered with the Department of Health and Welfare and they have approved the meals provided.
6. No learner will be permitted to leave the school grounds during the afternoon without written consent. No telephonic consent will be accepted. Learner must be collected and signed out by persons that have been permitted to do so. In the event that the learner must leave/go home at a certain time, albeit by bicycle or on foot, the parent/guardian must provide a written consent specifying the time that the student has to leave the property.
7. The onus is on the student to report for the allotted study time after any after-school activities have been completed.
8. Should the learner have any after-school activities, the learner is to report to the Aftercare centre AND have lunch prior to the commencement of said activities.
9. There is a timeslot allotted to study and homework prior to any other activities at the centre. Please note that this time dedicated to homework does not replace a parent's attention or responsibilities. We request that extra time still be paid in the evenings to ensure that the student performs at his/her best.
10. The centre has provided every necessary precaution in your child's safety, however, in the event of an injury or accident, the centre is equipped to handle the situation with the discretion and sensitivity required. All matters related will be handled with the utmost confidentiality. Should you experience any problems, please contact the school principal at 011- 976-1033/4 so that the issue can be resolved.
11. FEES NOT PAID
 - 11.1. In the event that the fees are not paid on the specified date, the outstanding balance (including capital as well as interest) will be calculated at the current prime lending rate per annum. This amount is immediately claimable and payable.
 - 11.2. The parent(s) hereby explicitly agree to a collection costs, including lawyer and client costs as well as collection commission.
 - 11.3. The parent(s) hereby indicate, as domicilium et executandi (address to which all judicial process means may be) the following address.
12. No waiver or indulgence by the Aftercare granted and no failure by the school too timely or promptly any right under this Agreement to enforce, shall be deemed to amount to a waiver of that or any other right.
13. The school rules are applicable to the aftercare provided that as a private institution the school have the right to ban your child from the Aftercare centre if, disciplinary codes of conduct seriously violated. In minor cases, your child will be punished with a written warning, but in severe cases or persistent minor offenses, he or she will be prohibited from attending the school.
14. Every student must ensure that he / she has the necessary stationery every afternoon to do homework.
15. Appendix A, B, C, D, E and F as a legal part of this agreement is considered.

Signed at Kempton Park on this _____ day of _____ 20_____

SIGNATURE OF FATHER _____

SIGNATURE OF MOTHER _____

FULL NAMES OF CHILD _____

CHILD DATE OF BIRTH _____

MEDICAL DETAILS

LEARNERS INFORMATION

SURNAME _____

FULL NAME _____

DATE OF BIRTH _____



PERSON RESPONSIBLE FOR PAYING MEDICAL EXPENSES

SURNAME AND INITIALS _____

ADDRESS _____

TEL (HOME) _____ TEL (WORK) _____

NAME OF MEDICAL AID _____

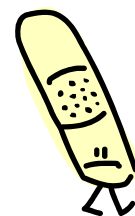
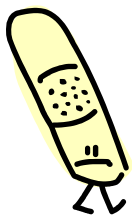
MEDICAL AID NUMBER _____

In case of illness or an accident where medical treatment in the opinion of the person responsible for my child is required, I agree that my child might be taken to Edleen Medical Centre

The doctor's bill will be for my account. Attached please find a copy of my medical aid card

Here by I _____ agree that the medical bill will be for my account and my toddler may be taken to Edleen Medical Centre.

Signature of Parent/s



Initials



EDLEEN MEDICAL CENTRE TRUST

REG. NO IT9582/06

VAT NO 4230234801

PO BOX 8185
1625 EDLEEN

94 Green Ave
EDLEEN
1619 KEMPTONPARK

Tel 011 975 0631

Fax 011 394 0313

28 April 2017

Die Hoof/Headmaster

EDLEEN PRE-PRIMÈRE SKOOL/EDLEEN PRE-PRIMARY SCHOOL

RE: BEHANDELING VAN PASIËNTE VAN EDLEEN PRE-PRIMÈRE SKOOL/TREATMENT OF PATIENTS FROM PRE-PRIMARY SCHOOL 2017/18

Hiermee bevestig Edleen Mediese Sentrum dat ons enige geval en/of noodgeval hier sal behandel./We hereby declare that Edleen Medical Centre will be treating any illness or emergency.

Ons versoek u asseblief om so ver moontlik, die Mediese Fonds Besonderhede en Adres van die persoon, verantwoordelik vir die rekening, aan ons te verskaf./We request the following information per treatment: Name and date of birth of patient, Medical Aid, Medical Aid Number, name, address and contact number of person responsible for account.

Indien daar geen besonderhede is nie, sal die rekening aan Edleen Pre-Primêre Skool gestuur word en sal die Skool verantwoordelik gehou word vir die rekening vereffening binne 30 dae na besoek./In case none of above information was given to Edleen Medical Centre, the account will be sent to the school to be settling by die school within 30 days. The School will remain responsible for the account until it is fully paid.

Vir enige navrae kan u ons gerus kontak./For further information feel free to call us.

Die uwe/Regards

DR LASIA MILLER
ALGEMENE PRAKTISYNS/GENERAL PRACTITIONERS

DR JANELL RETIEF

CONCENT FORM FOR MY CHILD WHO ATTENDS THE LAERSKOOL EDLEEN AFTERCARE CENTER

1. I, _____ (full name and surname of parent/s) parent of _____ (full name and surname of learner) hereby agree that my child may participate in all activities

2. I indemnify on behalf of myself, my lawyers, my heirs and my executors, my child, Laerskool Edleen naskoolsentrum, its officers and employees hereby relieve them from liability for damages of whatever nature and any legal expenses or costs that may arise from any claim resulting from the death of child or from any illness or injury sustained by aforementioned child admitted during his / her association with the Naskoolsentrum.

3. I accept that all reasonable precautions will be drawn for the safety and welfare of my child and that I will be held responsible for the payment of medical and / or hospital bills. If applicable, in case of an injury not caused by the negligence of the responsible staff member can be.

4. I transfer my powers as a parent / guardian to the principal of the school or his representative if medical / surgical intervention for my child may be required. As far as I know, he / she are able to participate in mixed activities and he / she is in good health.

5. I request the person responsible to take note of the following. (Mention aspects that the staff should be aware. example allergic tendency to abnormal bleeding, epilepsy, diabetes, etc.)

6. I agree that if my child does not keep to the school's rules, I will be liable for any damages the child may cause to school property due to non-compliance with school rules. Furthermore, if my child violates school rules and move out of the Aftercare area, the risk, and danger exists that the child could be injured or killed. Should such a tragedy (injury/death) occur in result of the child violate school rules, neither I nor my heirs, executors or children stand right to claim any form of damages from the school and/or its employees.

The following information is essential in case of medical treatment or hospitalization:

NAME AND ADRES OF EMPLOYER: _____

INITIALS AND SURNAME OF FATHER: _____

TELEPHONE NUMBER: _____

INITIALS AND SURNAME OF MOTHER: _____

TELEPHONE NUMBER: _____

NAME OF MEDICAL AID: _____

MEDICAL AID NUMBER: _____

NAME AND SURNAME OF MAIN MEMBER: _____

Please complete if you believe that you qualify for reduced medical fees (hospital treatment):

FATHER'S OCCUPATION: _____

MOTHER'S OCCUPATION: _____

NUMBER OF DEPENDENTS: _____

(excluded spouse)

HOME ADDRESS OF FATHER: _____

TELEPHONE NUMBER (HOME): _____

TELEPHONE NUMBER (WORK): _____

TELEPHONE NUMBER (OTHER): _____

We herewith give consent to Laerskool Edleen to request any information from any credit buro to confirm my information given to them

SIGNATURE OF PARENT/S, GUARDIAN

FEES FOR 2023

(DEBITORDER AUTHORIZATION FORM on page 15)

All fees are payable in advance on or before the **3rd** of each month.

From beginning of January till beginning of November

<u>FEE PER LEARNER PER TERM</u>	
TERM 1 - 53 DAYS AT R77 P/DAY - 11 JAN - 24 MARCH 2023	Term 1 R4081
TERM 2 - 53 DAYS AT R77 P/DAY - 12 APRIL - 23 JUNE 2023	Term 2 R4081
TERM 3 - 54 DAYS AT R77 P/DAY - 18 JULY - 29 SEPT 2023	Term 3 R4158
TERM 4 - 47 DAYS AT R77 P/DAY - 10 OCT - 13 DEC 2023	Term 4 R3619
LUNCH RATE PER DAY FOR LEARNER WHOM DO NOT ATTEND THE AFTERCARE CENTRE EVERY DAY (EMERGENCY ONLY)	R100
<p>HOLIDAY RATE PER DAY PER LEARNER WHO JUST ATTEND THE AFTERCARE DURING HOLIDAYS</p> <p>HOWEVER TAKE NOTE THAT AFTERCARE WILL ONLY BE OPEN DURING HOLIDAYS SHOULD ENOUGH LEARNERS ATTEND - ALL HOLIDAY FEES TO BE PAID IN ADVANCE BEFORE THE HOLIDAY STARTS</p>	R100 per day
<p>★ IF CHILD IS PICKED UP <u>AFTER 17:30</u> A FEE WILL BE CHARGED FOR EVERY 5 MINUTES THAT YOU ARE LATE ★</p>	R50 per child
ONLY PUPILS OF LAERSKOOL EDLEEN MAY ATTEND THE AFTERCARE.	

Fees are payable per term, full term fee must be paid before the end of the First month of each term.

During holidays, you are still liable to pay the full month's School fees, except for December.

NAME OF LEARNER: _____

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

Herewith I, _____ parent of _____	
Gr _____ admit receipt of the letter containing the rules of the aftercare. I have gone through it and discussed it with my child.	
_____	_____
Parent/s signature	Date

Laerskool Edleen Aftercare Rules

Dear parents

We request that you please go through these rules with your child and encourage them to adhere to these rules. These rules are for the safety of the children at the aftercare. We must repeat these rules daily, and some learners still do not adhere to the rules. We depend on the parents, as primary caregivers, for support of this matter.

Each learner **must** be signed out by an adult!

Many of these rules are in the aftercare contract that parent signed.

Rules:

1. It is the learner's responsibility to report to the aftercare for lunch, even if they are not hungry on a specific afternoon.
2. Learners must first line up for prayer and lunch before they change into sports clothes.
3. Learners must first report for lunch before going to extramural activities.
4. Gr2 – 7 learners must write where they are going and, on the sign, out sheet, e.g. Rugby, netball, choir, etc.
5. Study time starts strictly at 14:15. Only learners who are at extramural activities with coaches are excused.
6. If extramural activities start later in the afternoon, learners must first go to study. They are not allowed to wonder about on the school grounds without supervision. Failure to report to study will result in a written warning.
7. It is the learner's responsibility to report to study after extramural activities.

8. The aftercare personnel do not take responsibility for learners who are not on the aftercare premises during aftercare hours. (13:45 – 17:30). Learners know that they are supposed to be there.
 9. Study time is compulsory, even if a learner does not have homework for that day.
 10. Registers are taken at study time. Please note that study time does not replace the time that parents need to spend with learners in the evening. Homework that is not completed during study time must be done at home.
 11. No learner may leave the premises without written consent from the parent. If someone else is collecting the learner, please notify us in writing.
 12. If learners must walk home at a specific time, please notify us in writing.
 13. There are many learners who use unappropriated language. Please discuss this matter with your child.
 14. No dangerous games (e.g. Judo, Karate, wrestling, rugby etc.) are allowed. Neither is playing tennis or cricket – there is no room for these activities. They are allowed to play soccer. Learners are not allowed to pick each other up, carry each other around, or carry each other or piggyback.
 15. Learners are not allowed to jump off the swings and jungle gym.
 16. Learners are not allowed to hang upside down from swings or jungle gym.
 17. Learners are not allowed to bite, spit at, bump, slap, tackle or kick each other, not even as part of a game.
 18. Only round, preferably soft balls are allowed to be played with on the premises.
 19. Learner's sports equipment can be stored in the aftercare class until they go home.
-
20. Please ensure that clothes are marked clearly. It makes is easier to find it if lost.
 21. We are not responsible for learner's toys or cell phones. It is the learner's own responsibility to take care of it.
 22. In the event that you will be late collecting your child, please inform Johanni Du Plessis – 082 570 1089.
Unless there is a valid reason, you will be charged R50 for every 5 minutes late after 17:30, which is payable immediately to the person on duty. Fees are to be paid in cash immediately upon arrival.

23. Every learner must have the necessary stationery every afternoon to do their homework.

We especially appeal to our Junior partners (Grades 1 - 3) that each student will hand in a marked pencil case with the following stationery at the aftercare class. The pencil case will then be placed in the bag where the student is placed. Every afternoon the study teacher takes the bag to the classroom. This prevents pencils from being forgotten at home.

Stationery: 2H Pencil, eraser, sharpener with container, colouring pencils, glue and ruler. Everything must be clearly marked.

We ask for your support in this matter.

Aftercare – greetings



LAERSKOOL EDLEEN

DEBITORDER AUTHORIZATION FORM

PLEASE COMPLETE IN FULL

Learner/s (oldest to youngest)	This Year	Next Year
Name and Surname	Grade _____	Grade _____
Name and Surname	Grade _____	Grade _____
Name and Surname	Grade _____	Grade _____
Bank		
Branch Name		
Branch Number		
Account Number		
Type of account		

(PLEASE CIRCLE DATE FOR DEBIT ORDER BELOW)

I/We herewith give authorization to debit the account above with the amount of R_____ on the following date 1ST / 25TH / 28 ST of each month from January for 11 months up until November.

School fees for 2023: One Child: R1744, Two Children: R3242 and Three Children: R3853

PPS for 2023: Full day R2781 and Half day R1787

Aftercare for 2023: Invoiced per term. Pleased refer to page 12.

PLEASE NOTE: NO STATIONARY OR TOURS CAN BE PAID VIA DEBITORDER. ONLY SCHOOL FEES ARE PAYABLE BY DEBITORDER.

Please note that 30 days written notice is required should you like to cancel this debit order.

I/We agree to pay all bank charges which may be incurred with reference to this debit order. I/We understand that I/we are not entitled to any refund going of via this debit order while this debit order is viable.

Signed at _____ on this the _____ day of _____ 20__

Signature: _____

OFFICE USE	
DATE UPLOADED	
BUSINESS INTEGRATOR	ACCEPTED / DECLINED
ACCOUNT NUMBER	