



**APPLICATION FOR ADMISSION TO LAERSKOOL SWELLENDAM:  
AFTERCARE 2026**

**For Office Use:**

Date of Admission	ID (both parents)	Medical Aid Card

**LEARNER DETAIL**

Surname	
Name	
Full names	
Gender	
Date of Birth	
Teacher: 2026	
Grade: 2026	

**PARENT / GUARDIAN DETAIL**

	Parent / Guardian 1	Parent / Guardian 2
Relationship		
Marital Status		
Full Names		
Surname		
Cell Phone Number		
Telephone Home		
Telephone Work		
Email		
Occupation		
Employer		
Employer Telephone		
Residential Address		

## MEDICAL DETAIL

Kindly attach a copy of both parent's identity documents and medical aid cards.

Name: Medical Aid	
Main Member	
Medical Aid Number	
Option	
Family doctor	
Family doctor telephone	
Allergies	
Chronic Medication	
Illness	
Any additional information Swellie Aftercare must be aware of	

## PERSON RESPONSIBLE FOR PICK UP AT AFTERCARE

<input type="checkbox"/>	<b>Mother</b>
<input type="checkbox"/>	<b>Father</b>
<input type="checkbox"/>	<b>Alternative</b> _____

## ALTERNATIVE CONTACT IN CASE OF EMERGENCY

Relationship	
Name	
Surname	
Cell phone number	
Telephone Home	
Telephone Work	
Email address	
Occupation	
Employer	
Employer Telephone number	
Residential Address	

## SWELLIE BROTHERS AND SISTERS

Child 1		Grade	
Child 2		Grade	
Child 3		Grade	
Child 4		Grade	

## CUSTODY OF LEARNER(S) – IN CASE OF DIVORCE

Swellendam Primary School is committed to acting in the best interests of the learner / s in all matters affecting the child. If parents are divorced / confirmed in marriage with another party, please indicate:

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Parent with supervision and guardianship of the learner in accordance with the divorce order:

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Arrangements regarding pick-up, weekends and the like, of which the aftercare must be aware:

## GENERAL DISCLAIMER

I, the undersigned, parent / legal guardian of the said learner/s, understand and accept that my children attend Swellies Aftercare at their own risk. I undertake on behalf of myself and my children to waive and release from Swellies Aftercare, the staff, the Governing Body and Swellendam Primary School all liability in respect of any, or all claims, of whatever nature, which may arise in connection with the loss or damage to property or personal injury to my children, while attending Swellendam Primary School and Swellies Aftercare, or while moving to and from sports activities.

## TARIFFS (INDICATE OPTION WITH AN X)

R1 750	<b>Payable over 11 months – January to November</b> Transport from Swellenduimpie included	
R875	<b>Half day till 15:00 (no holiday care)</b>	
R200	<b>Care per day – half day (during school term)</b>	
R350	<b>Care per day – day (during school holidays for learners not enrolled in Swellie Aftercare)</b>	

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R200 Annual registration fee will be charged at the registration of your child  
(nonrefundable and payable across all payment options)

Swellie Aftercare will be open throughout the year during school holidays except in December when the aftercare close with Swellendam Primary School.

Swellie Aftercare will be closed on all public holidays and special school holidays.

Holiday care is included in the monthly rate for enrolled Swellie Aftercare learners. Day care is also provided for children not enrolled and must be booked in advance.

**Two paid calendar months' written notice is required to cancel the Swellies Aftercare.**

**Cancellations must be sent to Sonja van der Wath: [finansies@swellies.co.za](mailto:finansies@swellies.co.za) and  
Lindé Moore: [linde.moore@swellies.co.za](mailto:linde.moore@swellies.co.za)**

Notice during November will only be accepted if you will no longer be making use of the aftercare in the following year.

No learner will be allowed to enroll in the aftercare if:

- There are outstanding/overdue school fees with Swellendam Primary School for learner in question
- There are outstanding / overdue aftercare fees

## **BANKING DETAIL FOR PAYMENTS**

**Swellenduimpie Pre-Primer  
First National Bank Cheque Account Number: 62033607485  
Branch Code: 250655  
Reference: Family code and “Aftercare”**

Kindly send proof of payment to [finansies@swellies.co.za](mailto:finansies@swellies.co.za)

## **NO CASH PAYMENTS WILL BE ACCEPTED**

Debit order payments are welcomed and should be arranged directly with your bank.

## PERSON RESPONSIBLE FOR AFTERCARE ACCOUNT

Relationship	
Full name	
Surname	
Cell phone number	
Telephone Home	
Telephone Work	
Email address	
Occupation	
Employer	
Employer Telephone number	
Residential Address	

It is the responsibility of the parent, who enrolled the learner at the school, to ensure that the abovementioned person will settle the Swellie Aftercare account, otherwise you will be liable to settle the account.

I / We hereby acknowledge that we / I understand and accept the meaning of payment expectations, waivers and above conditions.

I/ We hereby confirm that I / we received, understand and subject to the information contained herein regarding rules, regulations and payments. I confirm that I am familiar with the contents of this document and that I have discussed it with my child/ren (code of conduct, rules and regulations).

SIGNED at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

20 \_\_\_\_\_ in the presence of the undersigned witnesses.

### **WITNESSES:**

\_\_\_\_\_  
**Full Name & Surname**

\_\_\_\_\_  
**Signature**

### **PARENT:**

\_\_\_\_\_  
**Full Name & Surname**

\_\_\_\_\_  
**Signature**

## **RULES AND CODE OF CONDUCT**

Swellie Aftercare is a parent-funded service offered by Swellendam Primary School. Attendance is voluntary and is available to learners from Grade R to Grade 7 in Swellendam. Swellie Aftercare strives to provide high quality service to the learners and parents, among other things, the education and care of the learners after school.

### **1. MISSION**

Swellie Aftercare strives to provide a quality service that aims at the child's well-being at all times. The staff of Swellie Aftercare cares a lot for the learners and looks after their academic, emotional and physical needs.

### **2. RULES FOR LEARNERS**

#### **3.1 GENERAL**

Aftercare learners must move directly to the aftercare venue after school or extracurricular activities so that they can be marked present on the register.

- Learners must stay within the designated areas (where there is supervision) during study time and play time to ensure their safety.
- Fellow learners, staff and equipment must be treated with respect at all times.
- No bullying, foul language, teasing or any other derogatory behaviour is allowed and will be addressed immediately.
- It is the responsibility of parents to notify Swellie Aftercare of any changes or cancellations of extracurricular activities, transport or collection arrangements.
- By signing this, parents and learners submit to the rules of Swellie Aftercare.

#### **3.2 ACADEMIC**

- Study times will be observed during the school term and is set in place to establish a healthy academic routine for learners.
- Study times for learners are as following:
  - Grade R                    13:00 - 14:00
  - Grade 1 & 2              14:00 – 16:00
  - Grade 3 – 7              14:00 – 17:00
- During study times, learners will be expected to do homework / supplementary activities / own activity within the study room, whether reading, drawing or colouring.

- Homework will be completed, even outside study hours. During exams, study times will be extended according to the need.
- Learners (Grades 4 - 7) must have a homework book and it is their responsibility to ensure that ALL homework is taken down in class. ALL books related to homework must also be brought to aftercare
- The aftercare does not accept responsibility for homework not written down or for homework not completed as result of books not being present.
- Computers within the aftercare venue are for research for assignments / oral presentations only and to access work from Google Classroom.

### **3.3 PLAYTIME / AREAS**

- Learners must stay within the designated areas (where there is supervision) at all times.
- Learners may not climb in the trees at the school.
- ALL play equipment (indoor and outdoor) must be treated with respect and no destructive behaviour will be tolerated
- **Parents must please ensure that learners have a marked water bottle at all times.**
- Own toys are brought to aftercare at your own risk.
- Aftercare reserves the right to stop games that adversely affect other learners.

**Learners should try to follow these rules. Learners who do not follow the rules will be reprimanded according to their transgression**

Swellie Aftercare is committed to protecting children and cultivating and maintaining good habits, values and routines. We rely on parents to instill discipline and good routine / habits at home. A well-educated child has a good foundation and a strong character and can therefore make the right choices and make the right decisions in difficult situations

### **3. BULLYING**

It is the policy of Swellie Aftercare and Swellendam Primary School to provide a friendly, safe environment for all Swellie Aftercare learners. Any form of bullying is unacceptable and will not be tolerated.

Bullying is when one or more learners act towards another with the aim of hurting, humiliating, upsetting or causing discomfort

Bullying is a form of abuse. If such behaviour occurs, learners should know that such incidents will be addressed and dealt with immediately.

Bullying can be any or a combination of the following:

- Emotional
- Physical
- Racist and Religious
- Sexual
- Verbal and Digital (also after hours)

Bullying hurts. No one deserves to be a victim of it. Bullies must learn that their behaviour is unacceptable and that they must treat all people with respect. Anyone who is aware of bullying should report it immediately to the Aftercare Manager.

#### **4. AUTHORITY**

The learners and Swellie Aftercare Parent Community must accept that it is the duty of an Aftercare Centre to supervise the learners and that certain rules have been put in place to ensure a healthy and safe environment for the learners during their stay at the aftercare. The code of conduct is also important so that Swellie Aftercare can function in an orderly and effective manner

#### **5. DISCIPLINE**

- 7.1 Discipline must be maintained at all times so that learners can continue their program in a safe environment and calm atmosphere. Discipline is established so that the aftercare staff can continue to perform their tasks and take care of the needs and safety of the learners. The learners are exposed to a healthy disciplinary system that will enable them to distinguish between what is right and wrong, inside and outside the Aftercare environment. In this environment the learners will therefore learn to be responsible for their actions and subsequent consequences.
- 7.2 It is our vision at Swellie Aftercare to create a culture of efficient children and to give every learner the opportunity to study and practice his/her sport or culture. It cannot take place in an atmosphere of disorder. Learners will be constantly reminded of the importance of positive behaviour.
- 7.3 Disciplinary action is used to correct the offensive behavior, for the benefit of the offender and other learners. Co-operation between the Parent / Guardian and the Aftercare staff remains of the utmost importance.
- 7.4 This policy must be read in conjunction with the discipline policy of Swellendam Primary School as the same disciplinary system is used.
- 7.5 Learners who do not comply with the policy may be requested to leave Swellie Aftercare for one week.
- 7.6 Repeated transgressions may result in permanent dismissal from Swellie Aftercare

## **8. IMPORTANT INFORMATION**

- 8.1 Communication from Swellie Aftercare to the parents takes place via WhatsApp messages or letters.
- 8.2 It is the parent's responsibility to inform the aftercare of all your child's activities for the term as well as any changes made to such activities. Kindly forward this information to Lindé Moore on 083 781 1829
- 8.3 Learners receive a balanced lunch at aftercare. All food allergies must be communicated to Swellie Aftercare. Cold drinking water is always available.
- 8.4 After lunch the children have an opportunity to play for a while before going to their relevant homework classes where their homework is done. From here we will see that the children arrive at their activities at the right time, as communicated by parents.
- 8.5 Cell phones and tablets are only allowed during holidays. The devices will not be allowed outside at all. Specific times that the devices may be used will be specified. What is viewed / done with the device will be monitored and the device will be removed if inappropriate games are played or "videos" are viewed. These devices are sent to school at own risk.
- 8.6 There are sign-out registers where the parents have to sign out their children every afternoon when they come to pick up the children. When any other person comes to pick up your child it must be communicated as such-the child will not be allowed to go with anyone else without prior arrangement.
- 8.7 Parents must remember to pick up their children before or no later than 17:30. If you are late and do not notify us, a fine of R50 will be charged for every 10 minutes after 17:30.
- 8.8 We have an incident booklet in which we record incidents. This will be the case, for example, when children are fighting and it is necessary to act. We write down all incidents and corrective action will be noted. For example, time out might be given after addressing the issue.
- 8.9 In the case of more serious offenses the parents will be notified and if necessary, further steps will be taken. The same rules that apply to discipline at school, apply here at aftercare. Discipline situations are handled by the aftercare and will only (in extreme cases) be referred to the school management.
- 8.10 We encourage you to report any complaints and gain complete insight into situations. You are therefore welcome to discuss these matters with the Aftercare Manager.

- 8.11 We are committed to improving our services in order to ensure your child's holistic well-being and development and therefore welcome any constructive comments and suggestions that can contribute to achieving this goal.
- 8.13 Please review the form with your child/ren so that they are aware of the rules and regulations.

**We look forward to welcoming you to our Swellie Aftercare family**

## SUPPLIES

We kindly request that you send the following items with on the first day your child attends Swellie Aftercare.

**EVERYTHING MUST BE CLEARLY MARKED, PLEASE!**

### Grade R - Grade 3:

- 1 x Wipes
- 1 x Roll Paper Towels
- 1 x Box Tissues
- 1 x Box of plaster (Elastoplast or Clicks branded)
- An extra set of seasonal clothes in their school bag
- A water bottle
- Pencil case: No Ice-Cream holders please
  - Retractable Crayons
  - 2x HB Pencils (Grade 1-3)
  - 1 x Eraser
  - Scissors
  - Pritt
  - A4 writing pad (192 pages)

### Grade 4 - Grade 7:

- 1 x Wipes
- 1 x Roll Paper Towels
- 1 x Box Tissues
- 1 x Box of plaster (Elastoplast or Clicks branded)
- An extra set of seasonal clothes in their school bag
- A water bottle
- Pencil case with all the necessary stationery - NO ONE MUST LEND