



MIKRO MAKKER AFTERCARE - 2026



We are glad that you have decided to entrust your child's aftercare to us.



We can assure you that we strive to make our aftercare a second home for our learners. Their safety and happiness are our priority.

1. FEES & REMITTANCE DETAILS

The following information is very important. Please read it carefully and **COMPLETE ALL FORMS CORRECTLY AND IN FULL**.

- a) A deposit of **R815** is payable along with the submission of all **new 2026 applications** (this will reserve your place in aftercare for 2026).
- b) This R815 deposit will be deducted from your first month's aftercare fee in 2026.
- c) Only fully completed applications will be processed.
- d) Aftercare fees are payable over 11 months – 1 January to 1 November.
- e) The annual aftercare fee is **R19 965-00** (for attendance from January to December), and the monthly aftercare fee which is **payable over 11 months** from 1 January to 1 November, is R1,815-00.
- f) Monthly fees are strictly payable in advance.
- g) Daily rate – R110 per learner per day. (Mikro learners not enrolled in the aftercare).
- h) An additional benefit is that all holiday aftercare fees are included in the annual fee. Holiday aftercare is still subject to prior confirmation of attendance. Communication in this regard will be sent to parents in advance.
- i) Holiday aftercare (excluding December holidays): R150/day per child (Mikro learners not enrolled in the aftercare).
- j) Parents have a choice of payment methods for aftercare fees:
 - Debit order: R1,815 per month for 11 months (1 January to 1 November).
 - Cash: (Upon receipt - N-FAMILY CODE, learner's first and last name should be used as a reference).
 - Electronic transfer: (Please send proof of successful transaction to adebeer@laerskoolmikro.co.za). Use N-FAMILY CODE, learner's first name, and last name as a reference.
 - Credit card: (Card facility available at the finance office).
 - Aftercare fees during school holidays – Mikro learners not enrolled in aftercare (these fees can only be paid via EFT or by credit card and must be paid strictly in advance).
 - **Notice period: (30 days written notice) to lgreen@laerskoolmikro.co.za**

SCHOOL'S BANKING DETAILS

ACCOUNT HOLDER:	Laerskool Mikro	BANK:	ABSA, Kuils River
CHEQUE ACCOUNT NUMBER:	1006 242 380	BRANCH CODE:	632005
REFERENCE:	N-FAMILY CODE + Learner's First Name + Last Name		

- k) If your aftercare fees, according to your initial binding choice, are not settled on or before the 3rd of each month, the learner will no longer be allowed to attend the Aftercare Facility. No arrangements for late payments or installment payments can be made.
- l) Statements are sent monthly by email or by hand if parents do not have an email address. It is the parents' duty to check it carefully and ensure all personal details are correct, such as address, phone numbers, email addresses, etc. If you do not receive a statement, it remains your duty to pay the aftercare fees and enquire about the account. Not receiving a statement cannot be used as an excuse for non-payment of aftercare fees. It is your responsibility as a parent to stay up to date with after-care payments each month.
- m) Debit Orders
 - You must please complete a new debit order form each year (see attached).
 - Debit orders can only be deducted from your bank account on the first of the month.
 - Debit orders are processed from 1 January to 1 November 2026.

2. GENERAL INFORMATION

- The registration form must be completed in full and signed by both parents.
- It is the parent's responsibility to notify the finance office of any changes regarding the information provided on the registration form, e.g., contact numbers, etc.
- Mikro Makkers Aftercare reserves the right to deny a learner access if they do not adhere to the aftercare rules.
- No personal toys are allowed.

3. SIGNING LEARNERS IN AND OUT

All learners MUST report to aftercare at the following times at the end of the school day:

- Grade R: 13:00
- Grade 1 and 2: 13:00
- Grade 3 short days: 13:00
- Grade 3 long days: 14:15
- Grades 4 to 7: 14:15
- Grades 1 to 7 on Tuesdays at 13:00

The assembly area is the Grade 1 canopy in the Foundation Phase courtyard. Supervisors will pick them up from there. Please make sure your child understands the importance of this. We have no control over your child if they have not reported to their aftercare supervisor. **If a learner participates in sports, they must first report to their after-care supervisor and then go to sports.** "A sports letter is sent to parents each term, where you are asked to indicate your child's extracurricular activities."

An aftercare learner must first report to their aftercare supervisor after practice before going home — they may not leave directly from the sports field.

Learners MUST be signed out each day by an adult when they go home. No learner will be allowed to leave aftercare for a carpool, play date, etc., unless you have informed the aftercare supervisor.

Picking up learners: Parents should report at the main entrance of the school premises (Spruit Street). A member of the aftercare staff, who will be on duty at the front entrance, will call the learner. The parent/guardian should wait there. If any arrangement regarding the pick-up point changes, it will be communicated in the aftercare WhatsApp group. This will only happen in **exceptional circumstances**, in which case the turnstile at Grade R (Spruit Street) will be used. Unauthorized persons may not pick up the learners. Staff must always be aware of who the authorized persons are.

4. HOMEWORK CLASS

Homework Class:

Homework is done under strict supervision and in a structured manner. However, the aftercare does not take responsibility for a learner's academic performance. Signing the homework book remains the parent's responsibility.

Homework classes start at:

- Grade 1 and 2: 13:30 – 16:00
- Grade 3: 13:30 (short days) and 16:00
- Grades 4 to 7: 13:30 (short days) and 16:00

Homework is compulsory for all Grade R to 7 learners. All Grade 2 to 7 learners must have a reading book in their bags each day to keep themselves occupied if they finish their homework early. We also provide a late homework class for learners participating in sports and other extracurricular activities.

The late homework class takes place from 16:00 – 17:30 for both junior and senior learners.

5. **FIRST AID**

Minor cases will be handled by the aftercare supervisors and in serious cases, the parent will be contacted to collect the learner.

6. **BATHROOMS**

- Grade R learners will use the Grade R bathrooms during aftercare hours.
- Grade 1 learners use the Grade R bathrooms to change immediately after school.
- Grade 1 and 2 learners will use the Grade 1 and 2 bathrooms.
- Grade 3 to 7 learners will use the Grade 3 and 4 bathrooms.

7. **SNACK TIME**

Snacks will be distributed roughly at the following times:

- Grades R - 2: 13:15
- Grade 3: 13:15 (13:10 on Mondays, Tuesdays & Fridays)
- Grades 4 - 7: 14:30

Learners who go to sports or extracurricular activities directly after school will receive their snacks before going. Here is an example of the snacks your child(ren) will receive:

U The aftercare program provides both summer and winter menus, which are updated regularly and shared with parents via the official WhatsApp group. In addition, learners receive fresh fruit daily as part of their balanced nutrition.

8. **OPENING AND CLOSING TIMES**

Aftercare opens every afternoon at 13:00. The Aftercare closes promptly at 18:00. Fines will be charged if a learner is collected after 18:00.

9. **SCHOOL HOLIDAYS**

Mikro Aftercare will be open during March/April, June/July, and September/October holidays.

Aftercare closes on the same day as the schools close for the December holidays at 18:00. It reopens a week before schools reopen in January (Monday, 5 January 2026 at 07:00). It will be closed on public holidays.

10. **AFTERCARE COMMUNICATION: ADMISSION & CANCELLATION**

All communication regarding admission and cancellation and any administration-related queries are handled by **Liza Green**. Her contact details are:

- **Phone number: 021-903 2126**

- **Email: lgreen@laerskoolmikro.co.za**

All communication regarding the day-to-day activities of the learners will be handled by the aftercare supervisor. An Aftercare WhatsApp group will be created. The contact details are as follows:

- **Email: nasorghoof@laerskoolmikro.co.za**

11. **RULES AND CODE OF CONDUCT**

Learners in aftercare are subject to the school and aftercare codes of conduct. This means that rules enforced at school also apply to the aftercare, including the following:

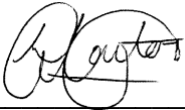
- Learners must sign in promptly and arrive on time for homework classes.
- Learners may only play in designated supervised areas.
- No learner may leave the aftercare area without permission.
- No books or other equipment may be removed from classrooms.
- Learners may not play in the school corridors.
- Hardball games are not allowed in aftercare.
- Riding bicycles and skateboards are prohibited.
- Grade R & grade 1 learners must play carefully on the climbing frames and consider other learners.
- Aftercare staff will administer appropriate consequences for rule violations.
- Parents will be called in if there is a serious issue. This includes, among other things:

- Bullying (physical or emotional)
- Fighting or aggressive behavior
- Use of foul language
- Theft,
- Damage to property,
- Possession of prohibited or dangerous items,
- Racist remarks,
- Serious violations will be brought to the principal's attention and may result in suspension from aftercare.
- Parents will be responsible for replacing any property or toys belonging to the aftercare that are damaged or lost by learners.

You are welcome to contact me regarding any questions, comments, or complaints, as together we create a positive environment for your child(ren).

We look forward to walking this “aftercare journey” with you and your child.

You are kindly, yet urgently, requested to complete and return this document to the finance office within two days of receipt. On the Payment Method form, please indicate how you prefer to pay. The Governing Body relies on you to strictly adhere to your chosen payment method.



MR LOUIS C MOUTON
PRINCIPAL

ASpree

MS ANNARIE SPREETH
DEPUTY PRINCIPAL

11 November 2025

I, _____ (name of parent / legal guardian), hereby declare that the information filled out on this form is true and correct, and by my signature below, I give permission to the Chairperson of the School Governing Body or his/her representative to verify or confirm this information. I am aware that if any such information is found to be untrue or incorrect, I can be held legally responsible.

I undertake to pay the aftercare fee in advance and to give one calendar months' notice (30 days from the date notice is given) before withdrawing my child from aftercare OR to pay a full term's fees.

I agree to adhere strictly to the pickup times (as indicated above).

Signed at _____ on the _____ day of _____ 202____.

Signature of Parent / Legal Guardian: _____ Name: _____

***Please complete the following information – LEARNER’S INFORMATION:** 2026

Learner: Name & Surname		Grade:
Nickname:		Start date:
ID Number		Date of Birth:
Siblings in the Aftercare	Name:	Grade:
	Name:	Grade:

***PARENTS’ INFORMATION:**

Parent 1 Name:			
Parent 1 Tel no:		Parent 1 Email address:	
Parent 1 Home address:			
Parent 2 Name:			
Parent 2 Tel no:		Parent 2 Email address:	
Parent 2 Home Address			

***MEDICAL INFORMATION & DIETARY REQUIREMENTS:**

Dietary requirements:	
Doctor: Name & Tel no:	
Medical Aid: Name & no:	
Allergies (food / medication / other):	
Any medical condition / medicine staff should be aware of:	

***GENERAL INFORMATION REGARDING ATTENDANCE:**

Fulltime [Monday - Friday]					
Daily [specify days]	Monday	Tuesday	Wednesday	Thursday	Friday
Details of at least 2 other people who may pick up the learner	Name	Tel no:		Relationship:	
Will the learner attend aftercare during school holidays?	YES		NO		

As the parent / legal guardian of the above-mentioned learner(s), I hereby:

	- Give permission for the school to place his/her photos on the aftercare WhatsApp group only.
	- Give permission for the school to place his/her photos on aftercare social media platforms.
	- Do NOT give permission for the school to place his/her photos on any social/other media.

EXTRA CURRICULAR ACTIVITIES	DAY	TIME

***This information MUST please be provided!!**



LAERSKOOI MIKRO PRIMARY

SPRUITSTRAAT | KUILSRIVIER | 7580

SPRUIT STREET | KUILS RIVER | 7580

021-903 2126

info@laerskoolmikro.co.za

www.laerskoolmikro.co.za



Please provide your Remittance Details by completing this form

This form must be completed by the parent(s). If your aftercare fees, according to your initial binding choice, do not reflect in the school's bank account on or before the 3rd of each month, the learner will no longer be allowed to attend the Aftercare Facility. The parents will be requested to make alternative arrangements with immediate effect. **No payment arrangements can be made.**

Hereby, the parent(s) give consent that statements and any information regarding aftercare fees may be sent via email or by hand.

NB!

PARENT / LEGAL GUARDIAN: _____

HOME ADDRESS: _____

WORK ADDRESS: _____

PHONE (WORK): _____ (HOME): _____ (CELL): _____

EMAIL ADDRESS: _____

DETAILS OF CHILDREN IN MIKRO PRIMARY AFTERCARE IN 2026

Name & Surname	Grade in 2026
1.	
2.	
3.	

*TICK THE APPROPRIATE BOX:

1. Payment will be made via the attached debit order, effective for 11 months from 1 January to 1 November 2026.

2. Payment will be made monthly in cash // electronic transfer // credit card. The first payment must be made on or before 1 January 2026, thereafter by the 3rd of each month, with the final payment on or before 3 November 2026.

SIGNATURE: _____

DATE: _____



LAERSKOOL MIKRO PRIMARY

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DEBIT ORDER AUTHORIZATION – AFTERCARE 2026

ACCOUNT HOLDER DETAILS:			
Name & surname:		ID Number:	
Address:		Code:	
Contact details: Work		Cell	
Account holder:		Bank:	
Account number:		Branch code:	
Account type:			
INSTRUCTION:			
Period:	Monthly	First Collection Date:	01 / 01 / 2026
		Amount: R	
Recurring Deduction:	Repeat deduction monthly until cancelled by client	YES	NO
I, the client, hereby authorize StratCol to collect the above-mentioned amount via an electronic debit order from the specified account and to transfer said funds to the StratCol user – MIKRO PRIMARY SCHOOL - as mentioned above.			
I confirm that I am the authorized person for signing and authorizing this debit order, with signing authorizations as registered with my bank.			
Signature:		Date:	
Name and surname of learners attending Mikro Primary Aftercare			Grade in 2026

AGREEMENT

I hereby authorize STRATCOL to issue and deliver payment instructions to my banker for collection against my abovementioned account at my abovementioned bank.

The individual payment instructions so authorized to be issued, must be issued and delivered according to the abovementioned interval on the date when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not differ as agreed to in terms of the Agreement.

The payment instructions authorized to be issued must carry a number, which number must be included in the said payment instruction and if provided to me should enable me to identify the agreement on my bank statement. The said number should be added to this form on page 2 under client reference number, before the issuing of any payment instruction and communicated to me directly after having been completed by me.

I agree that the first payment instruction will be issued and delivered as per collection instruction.

If, however, the date of the payment instruction falls on a non-processing day (weekend or public holiday), I agree that the payment instruction may be debited against my account on the following or previous business day.

DEBICHECK

Allows for tracking of dates to match with flow of Credit at no additional cost to myself. I authorize the originator to make use of the tracking facility provided for in the EDO system at no additional cost to myself.

Subsequent payment instructions will continue to be delivered in terms of this authority until the obligations in terms of the Agreement have been paid or until this authority is cancelled by me by giving the Stratcol User notice in writing of not less than the interval (as indicated on the Authorization) and sent by prepaid registered post or delivered to his address indicated above.

MANDATE

I acknowledge that all payment instructions issued by the Stratcol User shall be treated by my above-mentioned bank as if the instructions had been issued by me personally.

CANCELLATION

I agree that although this authority and mandate may be cancelled by me, such cancellation will not cancel the Agreement. I also understand that I cannot reclaim amounts which have been withdrawn from my account (paid) in terms of this authority and mandate if such amounts were legally owing to the Stratcol User.

ASSIGNMENT

I acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20_____.

SIGNATURE AS USED FOR OPERATING ON THE ACCOUNT: _____

STRATCOL USER NO: 10589

OFFICE USE ONLY

EFT NAEDO

Client reference number: _____ Abbreviated Name: _____

NAEDO TRACKING (Please circle): ` 1D/ 2D/ 3D/ 4D/ 5D/ 6D/ 7D/ 8D/ 9D/ 10D/ 14D/ 21D/ 32D