

PARENTS MANUAL 2024



Pre-Primêre Skool | Pre-Primary School

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Welcome to Dolfyntjie Pre-Primary School!

1. INTRODUCTION

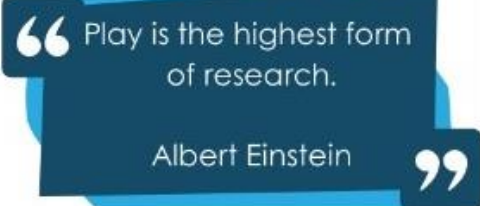
Dolfyntjie is a Private Christian bilingual Pre-Primary school, situated in the quiet street, Louis Botha Crescent, Summerstrand. Dolfyntjie officially opened its doors on 5 September 1975 and is a non-profit and unsubsidised school.

- We are a feeder school for Summerwood Primary in Summerstrand and follow the CAPS and ELDA Assessment Program.
- We offer a wide range of extra-mural activities.
- After- and holiday care is available until 17:00.
- 24/7 CCTV Surveillance in and around the school.
- Venue hire is available for children's parties subject to Dolfyntjie learners only.

We are committed to create a happy, safe family atmosphere and caring environment through mutual respect. We aim to deliver the best quality education to our children and strive to equip learners with the necessary skills to achieve their full potential. We strive to encourage responsibility and a sense of pride towards the community, environment and country.

Dolfyntjie strives to...

- Welcome babies and toddlers with a loving environment and to guide them to reach their full potential.
- To show sincere interest in each toddler.
- Firm discipline with love.
- To guide them to a healthy, balanced lifestyle.
- Bilingual school – English and Afrikaans.
- A happy school environment with a household atmosphere.
- Classrooms with caring, loving and patient teachers.



“ Play is the highest form of research.

Albert Einstein ”


2. AGE GROUPS

- **“VISSIES”:** 15 months – 2 years (must be able to walk)
- **“PIKKEWYNE”:** 2 – 3 years
- **“SEEPERDJIES”:** 3 – 4 years
- **“KRAPPIES”:** 4 – 5 years (Gr 00)
- **“WALVISSE”:** 5 – 6 years (Grade R CAPS Curriculum / Six Brick)

OUR “BABY” CLASS: “VISSIES”

- Abbigail is the designated teacher for the “VISSIES” (baby class).
- Dolfyntjie only accepts toddlers from the age of 15 months or from when they can walk.
- Parents need to provide each child's own milk and diapers.
- Abbigail / Tersia will notify you when your child is ready to start potty training. They are normally only ready for potty training from the age of 2, which will be in the “PIKKEWYN” class. We are however, prepared for any accidents and do not mind changing your little one into dry clothes as often as necessary.
- Please send enough dry clothes during the potty training phase.

3. SCHOOL FEES

SCHOOL FEES	MONTHLY	5% Discount TERM	ANNUALLY	8% Discount Annual
2024	JAN – NOV (11 Months) Payable by the 7 th of the Month	Payable by the 7 th of the first week of the new term	Payable by 31 March	If paid by 28 February
OPTION 1:				
5 DAYS PER WEEK UNTIL 12:00 (no aftercare)	2,150.00	5,616.88	23,650.00	21,758.00
TOTAL	2,150.00	5,616.88	23,650.00	21,758.00
OPTION 2:				
5 DAYS PER WEEK UNTIL 12:00	2,150.00	5,616.88	23,650.00	21,758.00
AFTERCARE: 5 DAYS PER WEEK FROM 12:00 - 14:30	1,150.00	3,004.38	12,650.00	11,638.00
TOTAL	3,300.00	8,621.25	36,300.00	33,396.00
OPTION 3:				
5 DAYS PER WEEK UNTIL 12:00	2,150.00	5,616.88	23,650.00	21,758.00
AFTERCARE: 5 DAYS PER WEEK FROM 12:00 - 17:00	1,450.00	3,788.13	15,950.00	14,674.00
TOTAL	3,600.00	9,405.00	39,600.00	36,432.00
PLAYBALL (EXTRA MURAL GROUP PACKAGE)	 <p>1,200.00 Annual Fee (120.00 x 10 months) 170.00 one-time admin fee; which includes a Playball shirt, a report and a medal. 1,370.00 Total Annual Fee</p>			
DISCOUNT				
<ul style="list-style-type: none"> Discount between 3% and 10 % may be granted for parents enrolling 3 and more children at Dolfyntjie as of 2024. Please complete the Discount Application Form and submit to reception. Feedback from the management team will be sent within seven days if the parents qualify for discount. Annual Payment Discount: 8% Discount will be applied should funds clear in our account by 28 February 2024. Term Payment Discount: 5% Discount will be applied should funds clear by the 7th of the first week of a new the Term, i.e., 7th of February, 7th of April, 7th of July and 7th of October. 				
APPLICATION FEE (not refundable):				
R 300 – Immediate payment with application (only applicable for new applicants)				
YEARLY FEE				
R 1,500 (payable strictly by end March 2024). This fee includes all: outings, baking day requirements, toiletries (tissues, soap, toilet paper, wet wipes etc), stationery, art requirements, envelopes, portfolios, art bags, etc. Therefore, no stationery requirements as it is already included in this fee.				
INTEREST				
School Fees are strictly payable upfront – on or before the 7th of every month . Interest of 2% will be charged on overdue accounts unless prior arrangements have been made.				

CASUAL AFTER CARE / HOLIDAY CARD (Allows for 5 sessions at after care or holiday care during a month). Only applicable if your child is **NOT** enrolled for aftercare

R 50 per day from 07:30 – 12:00 (only applies during school holidays) excluding a meal

R 70 per day from 07:30 – 12:00 (only applies during school holidays) including a meal

R 50 per day from 12:00 – 17:00 (applies for casual aftercare during a month or during school holidays) excluding a meal

R 70 per day from 12:00 – 17:00 (applies for casual aftercare during a month or during school holidays) including a meal

R 100 per day from 07:30 – 17:00 (applies for casual aftercare during a month or during school holidays) excluding a meal

R 120 per day from 07:30 – 17:00 (applies for casual aftercare during a month or during school holidays) including a meal

The option for this card is only available for 5 days / sessions during a month. The parents that make use of aftercare full day, during the year, this does not apply to you. It will only be applicable to children enrolled from 07:30 – 12:00 who does not support aftercare during a normal school Term/year. The reason being, the Aftercare team takes care of the Dolfyntyjies during this time while the teachers are enjoying a break.

PLAYBALL

Dolfyntyjie secured an extra-mural activity called Playball for 2024. A special price (group package) was negotiated, R120 per month for 10 months (no additional Term or Annual discount granted). A once-off admin fee of R170 are also charged. We are therefore promoting PLAYBALL and the aim is to introduce young children to constructive and enjoyable sport participation through various age-appropriate programs. All of the programs have a “multi-activity” approach, ensuring a competent foundation in all the popular sports played at school.



VENUE HIRE

- | | |
|--|-------|
| • Hiring of <u>grounds</u> for parties (EFT) | R 500 |
| • Additional electricity fee: only applies if you bring your own slippy slide or jumping castle: | R 100 |
| • Cash Deposit (refundable) | R 100 |

The venue hire is only available to Dolfyntyjie children and not the outside public.

Please book with Amelia: 074 630 5464

Rules to adhere to:

- No Dolfyntyjie toys may be used, please bring your own toys.
- The class- and bathrooms must be cleaned afterwards and all tables and chairs must be put back as received prior to the party.
- Please lock up by making sure that all windows are closed, doors locked and alarm set.
- The “VISSIE” play area is prohibited
- We do have an urn, plates, cups and saucers available at no additional charge
- Braai facilities also available. Bring your own wood and please clean the grit and braai area afterwards.
- Should the classroom and play area not be in the condition as it was received in, the R100 deposit will not be refunded.

DEBIT ORDER

A debit order collection service will be available from 2024. With this in place, parents will appreciate a hassle-free collection method whereby school fees can easily be paid. The debit order form will be circulated to parents in the first Term of 2024.

DOLFYNTJIES BANKING DETAILS

Account name:	Dolfyntyjie Pre-school
Bank:	ABSA
Account no:	164-0280-243
Branch no:	632005
Type:	Current Account
Reference:	Childs' name and surname

4. SCHOOL TERMS / SCHOOL HOURS

SCHOOL TERMS	SCHOOL HOURS
School opens on 17 Jan 2024 @ 07:30	Dolfyntjie opens 07:30 and closes 12:30. Aftercare will start from 12:30 to 14:30 or 17:00.
Term 1: 17 Jan – 20 Mar	A fine will be imposed should a child be collected late:
Term 2: 3 Apr – 14 Jun	10min - R40
Term 3: 9 Jul – 20 Sep	15min - R80
Term 4: 01 Oct – 13 Dec	20min - R160
School Closes on 6 Dec 2024	

5. HOLIDAY CARE / AFTERCARE

Holiday Care will be available from **8 Jan 2024, 07:30 - 17:00** and closes on **13 Dec 2024, 07:30 – 17:00**.

These children enrolled for aftercare until 17:00 will not be charged extra for holiday care.

Aftercare/holiday care cell phone number: 072 493 6241.

Holiday and aftercare are available throughout the year and will only be closed on Public Holidays as indicated below:

- 21 & 29 Mar
- 1 & 27 Apr
- 1 May
- 16 & 17 Jun
- 9 Aug

6. CURRICULUM

We believe in developing children in a balanced way. Although we are a private school, we follow the Departments Curriculum called CAPS. Gr 00 and younger classes, follow the ELDA curriculum, which is in relation to CAPS. Parents will continually be kept informed of which themes are taught in the classrooms. Conversational Xhosa lessons throughout the year. Children will receive quarterly reports.

7. LANGUAGE

Dolfyntjie strives to be inclusive of our community and therefore teach in both Afrikaans and English. Assessments are done in the child's preferred language, either Afrikaans or English. The Dolfyntjie staff speak Afrikaans and English in the classrooms and addressing each child in their language of choice. We teach the curriculum in both languages, for example, we would say "go and touch something red" then follow by saying "gaan raak aan iets wat rooi is."

Classes are therefore 50/50 Afrikaans-English. It must be noted that Dolfyntjie would have to drastically downscale the school operations and resources if it had to exist with purely Afrikaans-speaking pupils, and therefore the management of the school welcomes a multi-language environment which allows us to grow our educational capabilities and offer our pupils/children the best possible pre-school education and preparation. Practical ways for parents to promote their mother tongue at home:

- Replacing English with Afrikaans media, or limiting the English media.
- Focusing on supplementing at home as well as continued repetition of Afrikaans words, terms and comprehension when English is used.
- Other activities to improve and develop language and listening skills:
- Treasure hunt, singing of songs, drawings, Simon says, "telefoontjie", story time, baking etc

Please note that if possible we will invite an Audiologist as well as a Speech & Language Therapist for a session at Dolfyntjie with the parents during the first term. This is an important evening where speech and language is discussed and where parents can ask questions and interact.

8. EXTRA AND OPTIONAL ACTIVITIES OFFERED

Extra-mural activities offered at Dolfyntjie during the week. Communication surrounding the dates, fees, enrolments, etc will be sent out in the first Term of the year: Some of the activities are listed below:

- | | |
|------------------------|---------------------|
| 1. Monkeynastix | From 2 years of age |
| 2. Kindermusik | From 2 years of age |
| 3. Soccer | From 3 years of age |
| 4. Art | From 3 years of age |
| 5. Ballet | From 3 years of age |
| 6. Rugby | From 3 years of age |
| 7. Stimuzone | From 3 years of age |
| 8. Playball | From 3 years of age |
| 9. Cricket | From 3 years of age |

9. EXPECTED ARRIVAL AND PICK UP TIME PROCEDURES

- Please do not park in the drive-through, rather park in our parking area.
- Only adults will be allowed to collect children from school.
- Please fetch your child punctually by the stipulated time. A fine, as outlined above, will be charged when fetching your child late.
- Children will only be handed over to the designated collectors, appointed by you as per your contract. Should someone else collect your child, we need to be notified in writing or telephonically.

10. DRESS CODE

- We suggest that you send your child to school in comfortable clothes. This encourages the child to make full use of the outdoor facilities we have available.
- It is advisable to have the following in their bag: extra set of clothing, warm clothes and sunblock.
- All clothing & shoes must be marked.
- During summer months, please send a marked towel and costume to school on a Friday. We will have water activities at school on the warmer days.
- Included in the R300 Application Fee, is a Dolfyntjie shirt.
- The option for Dolfyntjie branded clothing (T-shirt, long sleeve shirt and jacket) is available at an additional fee. The additional clothing order slip will be sent out in the first quarter of the year to all parents.
- It is compulsory to wear the Dolfyntjie school shirt on outings. Pupils may wear it on any other day but Fridays is usually the preferred day to wear their Dolfyntjie shirts.
- Barefoot is the best – weather permitting.

11. FOOD

- Dolfyntjie does not provide breakfast. Please make sure your toddler eats a balanced breakfast before attending school. A cooked lunch is however provided to all aftercare children at 12:30.
- Parents to provide a lunch box, snacks and a water bottle from home. All containers must be marked.
- Please, no glass bottles allowed.
- We kindly request that you do not put in sweets, cake, chocolates and fizzy drinks. A sweet treat is however allowed on Fridays. We try to encourage a healthy lunchbox policy.
- Cake Day is once a term. Every class gets a turn to bring a sweet/salty snack. Details pertaining to this day will be communicated to you by the class teacher.
- Herewith the aftercare menu for 2024. Note that it is subject to change with the discretion of management.

MEALS ARE SERVED AT THE FOLLOWING BREAKS:

- "VISSIES & PIKKEWYNE:" 11:30
- "SEEPERDJIES:" 12:00
- "KRAPPES & WALVISSE:" 12:30

AFTERCARE MENU	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	Pasta Dish (Tuna) Corn & peas + Raw carrot strips on the side	Sausage, Stew, Rice and pumpkin and potato mixed	Spaghetti Bolognese with peas	Chicken a-la-king, Rice with cut corn	Hot dogs + Apples on the side
WEEK 2	Nuggets / Fish fingers and chips + tomatoes and cucumber on the side	Chicken Pie, rice, gravy and butternut	Pasta Dish, sausage and peas	Savoury mince, rice and baby carrots	French toast with cucumber and tomatoes on the side
WEEK 3	Mac & Cheese with bacon sweetcorn	Beef stroganoff on rice with diced potatoes and peas	Chicken stew on corn with carrots and potatoes	Shepherd's Pie- with rice, corn, baby carrots and peas	Pizza Dish with carrot strips on the side
STOEPTYD: Fruit or brown bread with peanut butter					

NOTE: The school must be notified of ANY allergies your child might have, eg. Nuts, dairy, gluten etc. Please be sure not to provide any food that could be a choking hazard, eg. cherry tomatoes or grapes should be cut into half or even quarters before sending it to school.

12. TOYS

When children bring toys to school, it leads to problems. Their toys get lost, get broken and it causes unhappiness. Please do not send any toys to school. We have more than enough toys at the school.

13. BIRTHDAYS

We do not do birthday parties during school hours. Parents are welcome to send cupcakes or party packs to his/her child's class. The teacher will arrange to blowing out of candles and singing, thereafter the day will continue as per usual.




Remember that we do hire out the "Krappe" class for birthday parties over the weekend for all Dolfyntjie students. *A wonderful idea arose where parents suggested that with every child's birthday, a storybook is donated by the birthday boy/girl to his/her class.*

14. ILLNESS

If your child is sick and not going to be at school, please phone and let us know.

In case of contagious diseases, including a heavy cold/flu and head lice, please keep your child at home. Furthermore, please note that Dolfyntjie is not allowed to administer any medication to children.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 38 degrees +	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or pus draining from	Hospital stay and/or emergency room visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching, or fever. I have been evaluated by my doctor, if needed.	Treated with appropriate lice treatment at home. Return to school nurse for head check.	Free from drainage and/or have been evaluated by doctor, if needed.	Released by my medical provider to return to school.
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15. SELF-SUSTAINABLE / OFF-THE-GRID

Dolfyntjie has diligently set up the required infrastructure to prevent any disruptions due to load-shedding during our curriculum activities. In addition, we have a functioning borehole and a rainwater harvesting system in place. Our kitchen is equipped with a gas stove, complete with all necessary measures, to ensure timely preparation of meals for the children.

16. SECURITY

The following security measurements are in place:

- For the safety of our children, staff and visitors, surveillance equipment has been installed in and around the school for security purposes.
- Security monitoring and armed response services are in place.

17. ACCIDENTS

If your child gets hurt at school and we are in any way unsure or worried that a plaster is not going to be good enough, we will contact the parents. Please always make sure that we have your current contact details on our records. It is your responsibility to notify us by email of any changes to both mom and dad's contact details.

Rest assure that all staff underwent first aid training and that the school is safety compliant. We are also affiliated with ONE EDU Emergency which provides the School with direct and immediate access to a crisis manager when an emergency arises.

18. MY SCHOOL CARD

Link your MySchool and Woolworths cards to make a difference. MySchool MyVillage MyPlanet (MySchool) is a long-standing, multi-partner loyalty programme aimed primarily at fundraising for education, but also for charities that support local communities, animals, and the environment. MySchool manages the national customer and school base of Woolworths and its other retail partners, enabling customers to use their shopping and loyalty cards to support schools and other charities.

Make a sustainable difference for us when swiping at Woolworths and link your MySchool and Woolworths cards.

To link your cards, choose one of these easy options:

- Download the MySchool App (Login = card number; default password = your ID)
- Online: www.myschool.co.za (Login = card number; default password = your ID)
- Call: 0860 100 445 or email: cs@myschool.co.za



19. BASIC DAY PROGRAM

07h30 Arrival, educational play and free play

08h30 Spontaneous social play – Back area

Gross motor skill / Social development / Creativity

08h50 Morning contact

Opening, Weather Map, News, Register, Birthdays, Bible, Theme Discussion

09h15 Spontaneous creative play

Creative activities – satisfaction from creating on your own

10h00 Clean-up time/refresh time

10h30 Spontaneous social play

Gross motor skill / Social development / Creativity

11h45 Music / movement / Educational / Story

SCHOOL ADJOURNS:

12h00 "VISSIES" & "PIKKEWYNE" (15 months - 3 years)

12h10 "SEEPERDJIES" (3-4 years)

12h20 "KRAPPIES" (4-5 years)

12h30 "WALVISSE" (5-6 years)

20. PTA (Parent Teacher Association)

In the beginning of the year, an invitation is sent out to you regarding the new year's PTA team.

A parent representative per class will be ideal and any parent could send their request to the PTA Chair to become part of the team. Once a representative per class has been identified, the first PTA meeting will be held to vote in the new PTA Chair and Secretary.

Each PTA member need to understand that this is a commitment for the year to assist wherever its needed and to work closely with fellow PTA members to:

- Build a sense of community among parents, teachers, and students.
- Raise money to help both the running and the activities of the school.
- Encourage parents to be actively engaged in their children's education.
- Provide parents with the forum and tools to collectively influence the decisions that affect children not only at their schools, but also throughout their districts, within their province, and across the nation.
- They give their points of view to the teachers concerning academic improvement and moral standards.
- Foster closer relations between parents, teachers and school, in support of students.
- Plan and assist with all annual events.

21. ANNUAL EVENTS

Part of the PTA's responsibility is to plan the annual events. We attempt to have the following main events annually. All events will be communicated to parents via the different platforms well in advance:

- Fietsietrap
- Night run
- Movie night
- Soup and Sherrie Music Trivia

22. OUTINGS

To keep school interesting and fun, we have a few visitors and outings throughout the year. Most outings come visit the school, each outing is exciting and the whole school participates. To name a few:

- **Save-a-pet:** Educating the children about saving and taking care of pets and helping by donating some pet food.
- **Fire Department:** Fire brigade visiting the school and showing off the red fire truck. Educating the children about fire and fire safety.
- **Jurassic school experience:** Jurassic Adventures is bringing education to life. Their day program consists of an introduction to dinosaurs and prehistoric life, they teach the children about fossils and the dinosaur song. The children will get to meet Toasty the T-Rex and Ruby the Raptor.
- **Animals in Wonderland:** Educating the children about reptiles, the danger thereof and giving them the opportunity to touch them. It is vital that our children get taught a love for nature.
- **SANCCOB Penguin:** Environmental education experience, which highlights the conservation message. Penguin visit is an exciting outing for the grade 00 and Grade R we learn about marine life, go on guided treasure hunts and at the end of the day we adopt a Penguin and give him a name.
- **SpecSavers:** The Grade R class visits Spec Savers in the first term and by doing this screening, each parent will know the way forward.
- **Dentist at health:** Teeth examination and educational talk.

23. NOTICE OF TERMINATION

Written notice of one full calendar month must be given of your intention to take your child out of the school or aftercare. Failing to do so, you will be liable for 1 month's fee.

24. INDEMNITY

When enrolling your child at Dolfyntjie, you indemnify and agree to the following:

- To accept and abide by all the rules, regulations, terms and conditions governing Dolfyntjie Pre-Primary School.
- indemnify the Principal and/or any member of staff of Dolfyntjie (Hereafter referred to as 'The School') against any claim that may arise from injury, illness and /or accident to our child/children whilst he/she is at The School or being conveyed to or from The School.
- permit our child to take part in extramural activities and educational daytrips whilst acknowledging that it is at your own risk.
- indemnify any member of staff against any claims of whatsoever nature that may arise from damage to or loss of any property of the child /children. It is recorded that members of staff of The School will take due care and give proper consideration to the supervision and safety of my child /children.

25. COMMUNICATION

At Dolfyntjie, we are currently making use of the following platforms:

- **D6** application (utmost importance to visit regularly to make sure u are aware of important events and dates well in advance. Please be sure to download the D6 app.
- **Whatsapp** - Used in class formation to pass on practical daily information to parents.
- **Email** - If parents want to communicate more urgent matters, we recommend you do this via email and not Whatsapp).
- **Telephonic communication** - Very important, if there is any urgent query / arrangement that needs to be made, please do not send a Whatsapp to the class teacher during the day as they are attending to their learners. Please rather phone the school and make sure that the message is conveyed to the class teacher on time.
- **Facebook** – Social media platform and advertising.
- **Newsletters** – quarterly newsletters.
- **School monthly & quarterly calendars** – Monthly and term planners will be circulated. The planner will reflect all events, outings, public and school holidays. It is your responsibility to print this and keep it handy.
- **Letter Bag**: The letter bags are used for correspondence between the school and parents and vice versa, please look after this bag.
- **Art Bags**: Artwork will be sent home every now and again. Please return these bags to the school the next day.

We have an open door policy and therefore encourage parents to voice any concerns or suggestions to the correct contact point.

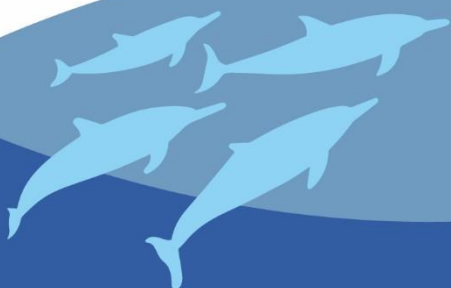
Kindly follow the below, in this order when you have any issue / concerns:

1. Class teacher
2. Principal – Simone Marais
3. Management Team

To conclude, Dolfyntjie is a Christian school where our focus is on raising followers of Jesus. We strive to uplift the community and create a family-like environment at Dolfyntjie. This is the first phase of our children's school journey and to set the foundation, we as parents need to lead by example.

Many of the parents who have children attending Dolfyntjie, were once pupils here themselves! Your children will become friends for life and so it is important to be part of the Dolfyntjie family. That's why it is so important to get to know the fellow parents and get involved wherever you can.

We look forward in welcoming your child at our school. We trust that your child will enjoy an educational time at our school and that they will form part of our big happy family.



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