

# AANSOEKVORM / APPLICATION FORM

2025



Pre-Primêre Skool | Pre-Primary School

54 Louis Botha Avenue, Summerstrand, Port Elizabeth  
Tel: 041 583 3086/072 493 6241 / info@dolfyntjie.co.za / www.dolfyntjie.co.za

## KLEUTER INLIGTING / CHILD'S INFORMATION

Van / Surname: \_\_\_\_\_

Volle Name / Full Names: \_\_\_\_\_

ID Nommer / ID Number: \_\_\_\_\_

Geboortedatum / Date of Birth: \_\_\_\_\_

Geslag / Gender: \_\_\_\_\_

Nasionaliteit / Nationality: \_\_\_\_\_

Huistaal / Home Language: \_\_\_\_\_

Adres / Address: \_\_\_\_\_

Kerkverband / Church Affiliation: \_\_\_\_\_

Hoeveel kinders in gesin / How many children in family: \_\_\_\_\_

Vorige skool bygewoon & tel nr / Previous school attended & tel no: \_\_\_\_\_

Siblings name(s) & current / previous school attended & tel no: \_\_\_\_\_

Allergieë en chroniese siektes / Allergies and chronic illnesses: \_\_\_\_\_

\_\_\_\_\_

# MEDIESE BESONDERHEDE / MEDICAL INFORMATION

Dr Naam / Drs Name: \_\_\_\_\_

Dr Tel nr / Tel No: \_\_\_\_\_

Pediater Naam / Paediatrician Name: \_\_\_\_\_

Pediater Tel Nr / Paediatrician Tel No: \_\_\_\_\_

## OUER INLIGTING / PARENT INFORMATION

BESONDERHEDE / INFORMATION	PAPPA / VOOG FATHER / GUARDIAN			MAMMA / VOOG MOTHER / GUARDIAN		
Van / Surname						
Naam / Name						
ID Nommer / ID Number						
Huis Adres / House Address						
Beroep / Occupation						
Werkgewer / Employer						
Werk Adres / Work Address						
Tel Huis / Home						
Tel Werk / Work						
Sel nr / Cell nr						
Epos / Email						
Huwelikstatus / Marital Status	Getroud Married	Geskei Divorced	Wewenaar Widower	Getroud Married	Geskei Divorced	Weduwee Widow
	Saamwoon Cohabit	Enkel Single	Ander Other	Saamwoon Cohabit	Enkel Single	Ander Other

# SKOOLFOOIE / SCHOOL FEES

Ek / I \_\_\_\_\_ ouer / voog / parent / guardian

of \_\_\_\_\_ onderneem om die skoolfooie maandeliks / kwartaalliks / eenmalig elektronies te betaal. / Undertake to pay the school fees electronically on a monthly / term / annual basis.

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Signature of both parents/guardians confirming above.

Full Names Mother \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

Full Names Father \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

## ALTERNATIEWE KONTAKNUMMERS / ALTERNATIVE CONTACT NUMBERS

Indien nie een van die ouers beskikbaar is nie / If neither of the parents are available

### Kontak / Contact 1

Naam & van / Name & Surname: \_\_\_\_\_

Verwantskap / Relationship: \_\_\_\_\_

Selnr / Cell No: \_\_\_\_\_

Adres / Address: \_\_\_\_\_

### Kontak / Contact 2

Naam & van / Name & Surname: \_\_\_\_\_

Verwantskap / Relationship: \_\_\_\_\_

Selnr / Cell Nr: \_\_\_\_\_

Adres / Address: \_\_\_\_\_

# ONGELUKKE / ACCIDENTS

As u kind op die skoolgronde seerkry en ons op enige manier onseker of bekommerd is dat 'n pleister nie goed genoeg gaan wees nie, sal ons die ouers kontak. Maak asseblief altyd seker dat die skool u huidige kontakbesonderhede op rekord het. Dit is u verantwoordelikheid om ons per e-pos in kennis te stel van enige veranderinge aan beide ma en pa se kontakbesonderhede.

Wees verseker dat alle personeel noodhulpopleiding ondergaan het en dat die skool aan veiligheid voldoen. Ons is ook verbonde aan ONE EDU Emergency wat die Skool direkte en onmiddellike toegang tot 'n krisisbestuurder bied wanneer 'n noodgeval ontstaan.

Let ook daarop dat Dolfyntjie geen medikasie aan kinders mag toedien nie.

Hiermee gee ek \_\_\_\_\_ toestemming dat enige lid van die personeel my kind/ \_\_\_\_\_ mag behandel in geval van 'n besering.

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.

Furthermore, please note that Dolfyntjie is not allowed to administer any medication to children.

I, \_\_\_\_\_ hereby give permission that any member of staff may treat my child \_\_\_\_\_ in any case of injury.

\*\*\*\*\*  
Signature of both parents/guardians confirming above.

Full Names Mother \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

Full Names Father \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

# SKOOL EN NASORG / SCHOOL AND AFTERCARE

KLAS CLASS	5 DAE 5 DAYS	NASORG TOT 14h30 AFTERCARE UNTIL 14h30	NASORG TOT 17h00 AFTERCARE UNTIL 17h00
Vissies (15 Mth – 2 years)	7h30 – 12h00		
Pikkewyntjies (2-3 years)	7h30 – 12h00		
Seeperdjies (3 -4 years)	7h30 – 12h10		
Krappies (4 -5 years)	7h30 – 12h20		
Walvisse (5-6 years)	7h30 – 12h30		

## KENNISGEWING / NOTICE OF TERMINATION

Kennisgewing van een volle kalendermaand se skriftelike kennisgewing moet per e-pos ingedien word van jou voorneme om jou kind uit die skool of nasorg te neem. Jy sal aanspreeklik wees vir 1 maand se fooi, sou u versuim om dit te doen. Stuur asseblief die kennisgewing aan [info@dolfyntjie.co.za](mailto:info@dolfyntjie.co.za)

Notice of one full calendar month's written notice must be submitted via email of your intention to take your child out of the school or aftercare. You will be liable for 1 month's fee failing to do so. Kindly send the notice to [info@dolfyntjie.co.za](mailto:info@dolfyntjie.co.za)

# GODSDIENSONDERRIG / RELIGIOUS TEACHING

Is u bewus dat ons n Christelike skool is? Are you aware that we are a Christian School? \_\_\_\_\_

As jy nie die Christelike Geloof verkies nie, gee die rede waarom jy Dolfyntjie kies om jou kind op te voed.  
If you do not embrace the Christian Faith give the reason why you choose Dolfyntjie to educate your child?

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Sal U daarmee gelukkig wees dat u kind opvoeding ontvang in 'n Christelike omgewing / Would you be happy with your child receiving his/her education in a Christian environment?

As 'n Christelike skool, is die volgende waarin ons glo en wat ons leer / As a Christian School, this is our belief system and what we teach:

- Daar is net een God en ons dien, aanbid en ons glo in geen ander god nie / There is but one God and we may not worship, pray to, or believe in any other god.
- Jesus Christus is die Seun van God ons Verlosser / Jesus Christ is the Son of God and our Saviour.
- Ons glo in God die Vader, Jesus Christus die seun en die Heilige Gees / We believe in God the Father, Jesus Christ the Son and the Holy Spirit.

Weerspreek enige van jou eie oortuigings of deel daarvan, enige van die bogenoemde? / Contradict any of your own beliefs or part thereof, any of the above?

Ek ondersteun ten volle en stem saam met al die bogenoemde / I fully support and am in agreement with all the above.

\*\*\*\*\*  
Signature of both parents/guardians confirming above.

Full Names Mother \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

Full Names Father \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

# SOSIALE MEDIA / SOCIAL MEDIA

Hiermee verleen ons toestemming dat foto's van ons kleuter op sosiale media / Dolfyntjie webtuiste en skool publikasies mag plaas.

We hereby give permission that photos off our toddler may be posted onto social media / Dolfyntjie website and school publications.

Ja / Yes

Nee / No

\*\*\*\*\*  
Signature of both parents/guardians confirming above.

Full Names Mother \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

Full Names Father \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

# SECURITY

The following security measurements are in place. / Die volgende veiligheidsmaatreëls is in plek:

- Vir die veiligheid van ons kinders, personeel en besoekers is toetsigtoerusting in en om die skool geïnstalleer vir sekuriteitsdoeleindes. / For the safety of our children, staff and visitors, surveillance equipment has been installed in and around the school for security purposes.
- Sekuriteitsmonitering en gewapende reaksiedienste is in plek. / Security monitoring and armed response services are in place.

## ONDERNEMING DEUR OUERS / VOOGDE

### UNDERTAKING BY PARENTS / GUARDIANS

1. Ek/Ons doen hiermee aansoek vir die leerder wie se naam op die aansoekvorm verskyn, by Dolfyntjie Pre-Primêr en verklaar hiermee dat hy/sy die basiese kriteria van die skool sal nakom.  
I/We hereby apply to have the child whose name appears on this form as a learner at Dolfyntjie Pre Primary and confirm that she/he complies with the basic criteria.
2. Ek/Ons sertifiseer hiermee dat ek/ons wettige toesig en / of voogdyskap ten opsigte van bogenoemde leerder het.  
I/We hereby certify that I/we have legal custody and /or guardianship in respect of the above named learner.
3. Ek/Ons aanvaar die Gedragskode en enige verandering aan die reëls wat van tyd tot tyd mag verander.  
I/We undertake to adhere to the Code of Conduct and the various alterations in the rules that may be made from time to time.
4. Ek/Ons aanvaar dat, hoewel die skool al die nodige voorsorgmaatreëls tref ten opsigte van verlore goedere, die skool nie verantwoordelik is vir enige verlies nie. Ek/Ons onderneem ook dat ons kind se klere gemerk sal wees.  
I/We understand that while every reasonable effort will be made to prevent losses or damage to learner's clothing and equipment, which must be clearly marked, the school cannot be held liable for such.
5. Ek/Ons aanvaar alle finansiële uitgawes ten opsigte van enige skade aan skoleiendom wat deur my/ons kind veroorsaak mag word.  
I/We undertake to reimburse the school for any damage to school property that may be caused by our child.
6. In terme van die familiewet, ouers is gesamentlik en afsonderlike verantwoordelik vir die betaling van skoolfonds ongeag hul huwelikstatus.  
In terms of family law, parents are jointly and separately liable for the payment of the school fees irrespective of their marital status.
7. Dat Dolfyntjie die reg het om 'n kredietnavraag te laat doen op Ouers.  
That Dolfyntjie is allowed to do a Credit enquiry on parents.
8. In die geval van uitstaande skoolfonds, sal regstappe teen beide ouers geneem word, ongeag onderhouds- of hofbeslissings tussen die twee partye.  
In the event of non payment of school fees, the school will institute legal action against both parents irrespective of maintenance and court orders which may exist between the parties.
9. Die partye van hierdie aansoekvorm, onderneem om alle invorderingskommissie, regskostes en enige ander kostes wat aangegaan mag word, indien ek/ons sou versuim om my/ons skoolfondsrekening te betaal, te vereffen.  
The parties to this application undertake to pay all legal costs, including attorney/client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
10. Die skool is ook by magte om inligting aan die Invorderaars of enige agente wat namens hul optree te verskaf. Die skool sal ook van die inligtingsburo gebruik maak indien hul vermoed dat vals inligting verskaf word deur ouers.

The school may conduct an enquiry and/or Information research about the parents with an Information Bureau persons acting as their Agents and/or Credit Grantors.

11. Indien u 'n dispuut wil verklaar teen die skoolfondsstate, moet u die skool skriftelik in kennis stel.  
Should there be a dispute on your statement of account please notify the Bursar in writing.
12. Ek/Ons aanvaar verantwoordelikheid om my/ons kind te immuniseer teen alle aansteeklike siektes en gewone infeksies en sal bewys lewer indien dit nodig sou wees. I/We accept responsibility for immunizing my/our child against contagious diseases and normal infections, and shall produce proof thereof if required to do so.
13. Indien u kleuter die skool gaan verlaat vir welke rede, u die skool een maand skriftelike kennis sal gee. Skoolfooie moet ten volle betaal wees alvorens u kleuter die skool verlaat.  
In the case where your child will be leaving Dolfyntjie, you need to give one month's written notice and your child's school fees must be fully paid.

\*\*\*\*\*  
Signature of both parents/guardians confirming above.

Full Names Mother \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

Full Names Father \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

## **Heg asseblief die volgende dokumente aan / Please attach the following documentation:**

- Afskrif van geboortesertifikaat / copy of birth certificate.
- Afskrif van ID van beide ouers / copy of ID of both parents.
- Bewyse van adres / proof of address.



# KOMMUNIKASIE BELEID

Al die personeel by Dolfyntjie Pre-Primêr teken 'n selfoon-beleid-kontrak wat stipuleer dat persoonlike selfone nie tydens skoolure gebruik mag word vir oproepe of boodskappe van ouers nie.

Die sekretaresse sal boodskappe oordra en die foon slegs na die betrokke klas neem indien u dringend met u kleuter se Tannie moet praat.

Die skool se landlyn 041 583 3086 en selfoon 072 493 6241.

## Ons maak ons tans van die volgende platforms gebruik:

- **D6** (uiters belangrik om gereeld te besoek om seker te maak dat alle ouers vroegtydig bewus is van belangrike gebeure en datums. Laai asseblief die D6-app af.
- **Whatsapp** - Word in klasvorming gebruik om praktiese daaglikse inligting aan ouers te gee. Nasorg maak ook van Whatsapp gebruik om inligting deur te gee.
- **E-pos** - As ouers dringender sake wil kommunikeer, beveel ons aan dat u dit per e-pos doen en nie Whatsapp nie).
- **Telefoniese kommunikasie** - Baie belangrik, indien daar enige dringende navraag / reëling is wat getref moet word, moet asseblief nie gedurende die dag 'n Whatsapp aan die klasonderwyser stuur nie, aangesien hulle aandag aan hul leerders gee. Skakel asseblief eerder die skool en maak seker dat die boodskap betyds aan die klasonderwyser oorgedra word.
- **Facebook** – Sosiale media platform en advertensies.
- **Nuusbriewe** – kwartaallikse nuusbriewe.
- **Skool maandelikse & kwartaallikse kalenders** – Maandelikse en kwartaalbeplanners sal gesirkuleer word. Die beplanner sal alle geleenthede, uitstappies, openbare en skoolvakansies weerspieël. Dit is u verantwoordelikheid om dit te druk en byderhand te hou.
- **Briefsak**: Die briefsake word gebruik vir korrespondensie tussen die skool en ouers en omgekeerd, kyk asseblief na hierdie sak.
- **Kunssakke**: Kunswerke sal elke nou en dan huis toe gestuur word. Stuur asseblief hierdie tasse die volgende dag terug na die skool.

Die swart bord by die ingang is uitsluitlik bedoel vir die kommunikasie van ouers wat verklaar dat hul kinders deur iemand anders gehaal sal word en/of dat die normale afhaaltyd verander het.

Dit bly u verantwoordelikheid om die kantoor in kennis te stel indien enige van u persoonlike inligting verander, bv telefoonnommers ens.

Ons het 'n oopdeurbeleid en moedig ouers dus aan om enige bekommernisse of voorstelle met die korrekte kontakpunt te bespreek. Volg asseblief die onderstaande, in hierdie volgorde wanneer jy enige kwessie / bekommernisse het:

1. Klas onderwyser
2. Hoof – Simone Marais
3. Bestuurspan

\*\*\*\*\*  
Signature of both parents/guardians confirming above.

Full Names Mother \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

Full Names Father \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

# COMMUNICATION POLICY

All the staff at Dolfyntjie Pre Primary signs a contract stipulating that no personal cell phones may be used during school hours to receive calls or messages from parents.

The secretary is only allowed to take the phone to the toddler's teacher in case of an emergency and the parent needs to talk to the teacher personally.

The school's landline 041 583 3086 or cell phone 072 493 6241.

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

- **D6** application (utmost importance to visit regularly to make sure all parents are aware of important events and dates well in advance. Please be sure to download the D6 app)
- **Whatsapp** - Used in class formation to give through practical daily information to parents. Aftercare also makes use of Whatsapp to give through information
- **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.

The black board at the entrance is exclusively intended for the communication of parents stating that their children will be fetched by someone else and/or that the normal pickup time has changed.

It is the parents' responsibility to inform the office about any possible changes in their contact information, i.e, cell phone numbers etc.

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

\*\*\*\*\*  
Signature of both parents/guardians confirming above.

Full Names Mother \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

Full Names Father \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

# DISCIPLINARY CODE OF CONDUCT

At Dolfyntjie, we aim to foster a nurturing, supportive environment where children can develop their social skills, self-confidence, and self-esteem. We are committed to using positive reinforcement as our primary strategy to encourage acceptable behaviour, recognising that children thrive when their efforts are acknowledged and celebrated. We aim to guide children towards making good choices, rather than enforcing behaviour through punishment.

When using positive reinforcement, immediacy, frequency, and consistency are crucial in helping children learn new skills and behaviours. We understand that every child is on their own developmental journey and that behavioural learning occurs best within a caring and empathetic environment.

## Key Principles

- **Positive Reinforcement:** Acknowledging and reinforcing positive behaviours helps children understand what is expected of them and builds their confidence.
- **Guided Reflection:** Offering opportunities for children to reflect on their choices in a supportive manner, understanding the impact of their actions, and learning from mistakes.
- **Collaboration:** Encouraging open communication and partnership between the child, teacher, and parents to ensure a consistent approach both at school and home.

## Steps in the Discipline Framework:

### 1. Setting Clear Expectations

- Teachers will clearly explain the school's guidelines and expectations to the children, ensuring they understand acceptable behaviours. These expectations will be presented age-appropriate and empathetic, using language that the children can understand.
- Children are encouraged to ask questions and express their feelings about these rules, fostering a sense of shared responsibility in the classroom.

### 2. Positive Reinforcement and Gentle Guidance

- Positive behaviours will be **immediately recognised and reinforced**, with teachers using praise, encouragement, and acknowledgement of the child's efforts.
- If a child's behaviour does not align with the expectations, teachers will first redirect the child by offering gentle reminders or suggestions on how to improve. This will be done in a supportive and caring manner, ensuring the child feels safe to learn from their mistakes.
- **Constructive alternatives** to time-out, such as offering the child a chance to take a break, engage in a calming activity, or help solve the issue, will be used to manage the situation while maintaining the child's dignity.

### 3. Reflecting on Behaviour

- After an instance where a child struggles with behaviour, the teacher will sit with the child to talk about what happened. The discussion will focus on helping the child understand the effects of their behaviour and exploring ways they can make better choices in the future.
- This conversation will always be held calm and caring, with the teacher acting as a guide to help the child reflect and grow.

#### 4. Working with Parents

- If a child continues to struggle with certain behaviours despite in-class interventions, teachers will communicate with parents to share observations and **collaborate on strategies** that can be used at home and school.
- We believe in **open communication** between parents and teachers, and regular updates will be provided to ensure that everyone involved in the child's care is on the same page.
- Parents are encouraged to provide insight into the child's behaviour outside of school and work with the school to develop consistent responses and supports.

#### 5. Supporting Children with Additional Needs

- In cases where a child's behaviour persists despite the above steps, the teacher, principal, and parents will meet to discuss a **holistic support plan** for the child. This may involve:
  - Consistent approaches between home and school.
  - Incorporating professional support, such as counselling or developmental assessments, to better understand the child's needs.
- The goal will always be to provide the child with the tools and guidance they need to succeed in a supportive environment, never to isolate or punish them.

#### 6. Addressing Harmful Behaviours

- In rare cases where a child's behaviour poses a risk to themselves or others, teachers will take immediate, **gentle action** to ensure everyone's safety. Parents will be contacted promptly to discuss the situation.
- Rather than focusing on punishment, the school will work with parents to explore the underlying reasons for the behaviour and identify solutions that support the child's emotional and social development.

#### 7. Ongoing Review and Adaptation

- After a period of applying the agreed-upon strategies, the child's progress will be reviewed in partnership with parents and teachers. The goal is to provide ongoing support and adapt the approach to best meet the child's needs.
- If, after a significant amount of time, there is no change in the child's behaviour, the principal will meet with the parents to discuss the next steps, which may include continued support at school, adjustments at home, or further professional assistance.

#### 8. Temporary Removal for Restorative Support

- In circumstances where a child's behaviour continues to be a concern despite the consistent application of all the above strategies, we may request that parents temporarily remove their child from Dolfyntjie. This step allows time for reflection and to work closely with parents and professionals to develop a supportive and effective plan for the child's return to school.
- During this time, we will collaborate with the family to provide guidance and resources that support the child's well-being and development. We always aim to welcome the child back to Dolfyntjie with a plan that ensures they feel supported, understood, and set up for success in their learning environment.

# GEDRAGSKODE

By Dolfyntjie streef ons daarna om 'n koesterende, ondersteunende omgewing te bevorder waar kinders hul sosiale vaardighede, selfvertroue, en selfbeeld kan ontwikkel. Ons verbind ons daartoe om positiewe versterking as ons primêre strategie te gebruik om aanvaarbare gedrag aan te moedig, met die besef dat kinders floreer wanneer hul pogings erken en gevier word. Ons doel is om kinders te lei om goeie keuses te maak, eerder as om gedrag deur straf af te dwing.

Wanneer positiewe versterking gebruik word, is dringendheid, frekwensie, en konsekwentheid noodsaaklik om kinders te help om nuwe vaardighede en gedrag aan te leer. Ons verstaan dat elke kind op hul eie ontwikkelingsreis is en dat gedragsleer die beste plaasvind in 'n sorgsame en empatiese omgewing.

## Sleutelbeginsels

- **Positiewe Versterking:** Erkenning en versterking van positiewe gedrag help kinders om te verstaan wat van hulle verwag word en bou hul selfvertroue.
- **Geleide Refleksie:** Geleenthede word aan kinders gebied om oor hul keuses te reflekteer op 'n ondersteunende manier, die impak van hul optrede te verstaan, en uit foute te leer.
- **Samewerking:** Oop kommunikasie en samewerking tussen die kind, onderwyser, en ouers word aangemoedig om 'n konsekwente benadering by die skool en tuis te verseker.

## Stappe in die Dissipline-Raamwerk

### 1. Duidelike Verwagtinge Stel

- Onderwysers sal die skool se riglyne en verwagtinge duidelik aan die kinders verduidelik en seker maak dat hulle verstaan wat aanvaarbare gedrag is. Hierdie verwagtinge sal **ouderdomsgepas** en empaties aangebied word, met taal wat die kinders kan verstaan.
- Kinders word aangemoedig om vrae te vra en hul gevoelens oor hierdie reëls uit te druk, wat 'n gevoel van gedeelde verantwoordelikheid in die klaskamer bevorder.

### 2. Positiewe Versterking en Sagte Leiding

- Positiewe gedrag sal onmiddellik erken en versterk word, met onderwysers wat lof, aanmoediging en erkenning van die kind se pogings gebruik.
- As 'n kind se gedrag nie met die verwagtinge ooreenstem nie, sal onderwysers die kind eers herlei deur sagte herinnerings of voorstelle te gee oor hoe om te verbeter. Dit sal op 'n ondersteunende en sorgsame manier gedoen word, wat verseker dat die kind veilig voel om uit hul foute te leer.
- Konstruktiewe alternatiewe vir **“time-out”**, soos om die kind 'n kans te gee om 'n pouse te neem, aan 'n kalmerende aktiwiteit deel te neem, of om te help om die probleem op te los, sal gebruik word om die situasie te bestuur terwyl die kind se waardigheid behou word.

### 3. Refleksie oor Gedrag

- Ná 'n geval waar 'n kind sukkel met gedrag, sal die onderwyser saam met die kind sit om te gesels oor wat gebeur het. Die bespreking sal fokus **daarop om** die kind te help om die gevolge van hul gedrag te verstaan en maniere te ondersoek waarop hulle in die toekoms beter keuses kan maak.
- Hierdie gesprek sal altyd kalm en sorgsaam **geskied**, met die onderwyser wat as 'n gids optree om die kind te help reflekteer en groei.

#### 4. Samewerking met Ouers

- As 'n kind aanhou sukkel met sekere gedrag ten spyte van ingrypings in die klas, sal onderwysers met ouers kommunikeer om waarnemings te deel en saam te werk aan strategieë wat by die huis en skool gebruik kan word.
- Ons glo in oop kommunikasie tussen ouers en onderwysers. Gereelde **terugvoering** sal verskaf word om te verseker dat almal wat betrokke is by die kind se versorging op dieselfde bladsy is.
- Ouers word aangemoedig om insigte te verskaf oor die kind se gedrag buite skool verband en saam met die skool te werk om konsekwente reaksies en ondersteuning te ontwikkel.

#### 5. Ondersteuning van Kinders met Bystandbehoefte

- In gevalle waar 'n kind se gedrag volhard ten spyte van die bogenoemde stappe, sal die onderwyser, skoolhoof en ouers vergader om 'n holistiese ondersteuningsplan vir die kind te bespreek. Dit kan insluit:
  - Konsekwente benaderings tussen huis en skool.
  - Die insluiting van professionele ondersteuning, soos berading of ontwikkelingsassesserings, om die kind se behoeftes beter te verstaan.
- Die doel sal altyd wees om die kind **met** die **nodige** gereedskap en leiding te voorsien wat hulle nodig het om in 'n ondersteunende omgewing te slaag, en nooit om hulle te isoleer of te straf nie.

#### 6. Aanspreek van Skadelike Gedrag

- In seldsame gevalle waar 'n kind se gedrag 'n risiko vir hulself of ander inhou, sal onderwysers onmiddellike, stappe neem om almal se veiligheid te verseker. Ouers sal dadelik gekontak word om die situasie te bespreek.
- In plaas daarvan om op straf te fokus, sal die skool saam met ouers werk om die onderliggende redes vir die gedrag te ondersoek en oplossings te identifiseer wat die kind se emosionele en sosiale ontwikkeling ondersteun.

#### 7. Voortdurende Hersiening en Aanpassing

- Na 'n tydperk van die toegepaste strategieë sal die kind se vordering in vennootskap met ouers en onderwysers hersien word. Die doel is om deurlopende ondersteuning te bied en die benadering aan te pas om die kind se behoeftes die beste te akkommodeer.
- Indien daar ná 'n beduidende tydperk geen verandering in die kind se gedrag is nie, ---sal die skoolhoof met die ouers vergader om die volgende stappe te bespreek, wat deurlopende ondersteuning by die skool, aanpassings by die huis, of verdere professionele hulp kan insluit.

#### 8. Tydelike Verwydering vir Herstellende Ondersteuning

- In omstandighede waar 'n kind se gedrag 'n aanhoudende bekommernis bly ten spyte van die konsekwente toepassing van al bogenoemde strategieë, mag ons versoek dat ouers hul kind tydelik van Dolfyntjie verwyder. Hierdie stap gee tyd vir refleksie en vir noue samewerking met ouers en professionele persone om 'n ondersteunende en effektiewe plan vir die kind se terugkeer skool toe te ontwikkel.
- Gedurende hierdie tyd sal ons saamwerk met die gesin om leiding en hulpbronne te verskaf wat die kind se welstand en ontwikkeling ondersteun. Ons doel is altyd om die kind terug te verwelkom by Dolfyntjie met 'n plan wat verseker dat hulle ondersteun, verstaan, en gereed is vir sukses in hul leeromgewing.

# VRYWARING FORM / INDEMNITY FORM

We, the father and mother/guardians of the child hereby agree. / Ons, die vader en moeder/voogde van die kind stem hiermee saam:

- To accept and abide by all the rules, regulations, terms and conditions governing Dolfyntjie Pre-Primary School. / Om al die reëls, regulasies, bepalings en voorwaardes vir Dolfyntjie Preprimêre Skool te aanvaar en daarby te hou.
- When enrolling your child at Dolfyntjie, you 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. / Wanneer jy jou kind by Dolfyntjie inskryf, vrywaar jy die Skoolhoof en/of enige personeellid van Dolfyntjie (hierna 'Die Skool' genoem) teen enige eis wat mag voortspruit uit besering, siekte en /of ongeluk aan ons kind/kinders terwyl hy/sy by Die Skool is of na of van Die Skool vervoer word.
- I/We permit our child to take part in extramural activities and educational daytrips whilst acknowledging that it is at your own risk / Ek/Ons laat ons kind toe om aan buitemuurse aktiwiteite en opvoedkundige daguitstappies deel te neem terwyl ons erken dat dit op eie risiko is.
- I/We further 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. / Ek/Ons vrywaar verder enige personeellid teen enige eise van watter aard ook al wat mag voortspruit uit skade aan of verlies van enige eiendom van die kind/kinders. Daar word aangeteken dat personeellede van Die Skool die nodige sorg sal neem en behoorlike oorweging sal skenk aan die toesig en veiligheid van my kind/kinders.

\*\*\*\*\*  
Signature of both parents/guardians confirming above.

Full Names Mother \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

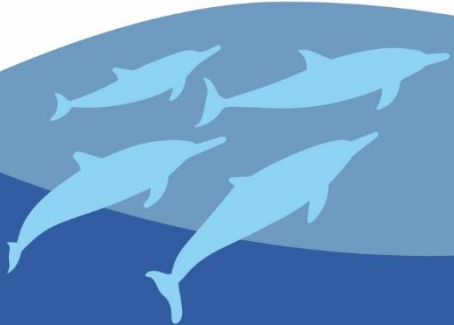
Full Names Father \_\_\_\_\_; Signature \_\_\_\_\_; Date \_\_\_\_\_

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.

Dolfyntjie is 'n Christelike skool waar ons fokus daarop is om volgelinge van Jesus groot te maak. Ons streef daarna om die gemeenskap op te hef en 'n gesinsagtige omgewing by Dolfyntjie te skep. Dit is die eerste fase van ons kinders se skoolreis en om die grondslag te lê, moet ons as ouers deur voorbeeld lei. Baie van die ouers wat kinders het wat Dolfyntjie bywoon, was eens self hier leerlinge! Jou kinders sal lewenslank vriende word en daarom is dit belangrik om deel van die Dolfyntjie-familie te wees. Daarom is dit so belangrik om die medeouers te leer ken en betrokke te raak waar jy ook al kan.

Ons sien uit daarna om u kind by ons skool te verwelkom. Ons vertrou dat u kind 'n leersame tyd by ons skool sal geniet en dat hulle deel sal vorm van ons groot gelukkige gesin.



072 493 6241  
041 583 3086

[www.dolfyntjie.co.za](http://www.dolfyntjie.co.za)  
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