PARENTS MANUAL 2027

dolfyntjie

Pre-Primêre Skool | Pre-Primary School

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Welcome to Dolfyntjie Pre-Primary School!

A Legacy of 50 Years — Built on Love, Dedication and Community.

The year 2025, marks **50 remarkable years** of Dolfyntjie — five decades of laughter, learning, and the kind of love that only a true community can create.

From our humble beginnings in 1975 to becoming one of the most trusted and respected pre-primary schools in Port Elizabeth, Dolfyntjie's story is one of faith, family, and steadfast dedication.

Reaching this milestone is not just a celebration of years — it's a reflection of the countless children, families, and teachers who have helped shape Dolfyntjie into the nurturing haven it is today.
Our longevity is no coincidence. It is the result of deep-rooted values, consistent care, and a team whose loyalty speaks louder than words. Many of our teachers and support staff — fondly known as our tannies — have been part of the Dolfyntjie family for **10, 20, even 30 years**. Their commitment to our children and community stands as a living testament to the heart behind Dolfyntjie. When people dedicate their lives to a place, it becomes more than just a school — it becomes a home. Their continuity ensures that every new child who joins Dolfyntjie is welcomed not only into a classroom, but into a legacy of love and learning that has stood the test of time.

At Dolfyntjie, this enduring commitment is our greatest strength. It's what makes our 50-year celebration so special — because behind every milestone, every memory, and every smiling face, stands a team of people who have made Dolfyntjie their life's work.

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 know that choosing the right early education setting for your child is one of the most important decisions you can make — and we want to thank you for trusting us with this precious responsibility. For 50 years, Dolfyntjie has stood as a beacon of nurturing, play-based, and high-quality early learning.

Our Grade R classes are fully prepared for a smooth transition into any primary school in South Africa. At Dolfyntjie, the Grade R curriculum follows the Department of Education's CAPS framework, aligning with the national Foundation Phase system to ensure consistency and readiness.

At Dolfyntjie, we are committed to laying a strong, holistic foundation — one that empowers each child to confidently take their next step, wherever that may be.

We believe in what we do — and here's why we stand out:

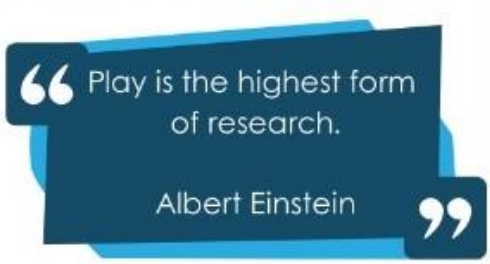
- We're open throughout the year! While others may close during school holidays, Dolfyntjie offers Holiday Care, giving parents peace of mind and children continued fun, learning and stability.
- We provide nutritious meals daily, taking one more task off your already-full plate. At Dolfyntjie, your child's wellbeing — body, mind and heart — is always our top priority.
- Our beautiful, spacious school grounds offer children room to run, explore, and imagine — far removed from the buzz and pressure of mainstream primary school settings.
- 24/7 CCTV surveillance in and around the school, ensuring a safe and secure environment for your little ones.
- Our school is self-sustainable — we run fully on solar power and make use of borehole water, ensuring an eco-friendly and reliable environment for your child.
- We offer a wide range of extra-mural activities, encouraging creativity, movement, and holistic development.

- Our Vissie class (12 months+) is thriving and will soon feature more on our platforms — it's never too early to begin a beautiful learning journey.
- All our teachers have first aid training, because your child's safety and well-being come first.
- And most importantly, our class sizes remain small (20 children per class), allowing us to offer individualised attention and care to every child.
- Each classroom has one teacher with a teacher's assistant
- Each class has its own bathroom, which not just makes bathroom breaks easy but age appropriate toilet and hygiene etiquette are taught to the little ones.
- 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 into 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.



2. CLASSES AND AGE GROUPS

CLASS NAME	AGE GROUP	DEDICATED TEACHERS/ASSISTANTS	CLASS CAPACITY
"VISSIES"	12 months – 2 years	Abigail / Sandra	12
"PIKKEWYNE"	2 – 3 years	Tersia / Maritsa	20
"SEEPERDJIES"	3 – 4 years	Helen / Zuki	20
"KRAPPIES"	4 – 5 years (Gr RR)	Amelia / Rufaro	20
"WALVISSE"	5 – 6 years (Grade R CAPS Curriculum / Six Brick)	Simone / Beatrice	20

OUR "BABY" CLASS: "VISSIES"

- Abigail is the designated teacher for the "VISSIES" (baby class).
- Dolfyntjie only accepts toddlers from the age of 12 months.
- Parents need to provide each child's own milk and diapers.
- Abigail / 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 2027	MONTHLY JAN – NOV (11 Months) Payable by the 7th of the Month	5% Discount TERM Payable by the 7th of the first week of the new term	ANNUALLY Monthly Fee x 11 Months (Jan-Nov)	8% Discount Annual Discount allocated, If paid by 28 February 2027
OPTION 1:				
5 DAYS PER WEEK UNTIL 12:00 (no aftercare)	2,514	6,567	27,651	25,439
TOTAL	**2,514**	**6,567**	**27,651**	**25,439**
OPTION 2:				
5 DAYS PER WEEK UNTIL 12:00	2,514	6,567	27,651	25,439
AFTERCARE: 5 DAYS PER WEEK FROM 12:00 - 14:30	1,345	3,514	14,796	13,612
TOTAL	**3,859**	**10,081**	**42,447**	**39,051**
OPTION 3:				
5 DAYS PER WEEK UNTIL 12:00	2,514	6,567	27,651	25,439
AFTERCARE: 5 DAYS PER WEEK FROM 12:00 - 17:00	1,698	4,436	18,676	17,182
TOTAL	**4,212**	**11,003**	**46,327**	**42,621**

DISCOUNT

- **Discount between 3% and 10 % may be granted for parents enrolling 3 and more children at Dolfyntjie**. 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 2027.**
- 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). One Dolfyntjie school shirt is included in the fee.

YEARLY FEE

R 1,930.00 (payable strictly by 31 March 2026). This fee includes all: outings, baking day requirements, toiletries (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.

PAYMENT PLAN POLICY

At the beginning of each school year, parents must select their preferred payment plan. Please note that if you change your selected payment plan during the school year (from termly to monthly), you will **forfeit** any applicable discount associated with your original payment plan.

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 73.50 per day from 07:30 – 12:00 (only applies during school holidays) excluding a meal
R 94.50 per day from 07:30 – 12:00 (only applies during school holidays) including a meal

R 52.50 per day from 12:00 – 14:30 (applies for casual aftercare during a month or during school holidays) excluding a meal
R 73.50 per day from 12:00 – 14:30 (applies for casual aftercare during a month or during school holidays) including a meal

R 73.50 per day from 12:00 – 17:00 (applies for casual aftercare during a month or during school holidays) excluding a meal
R 94.50 per day from 12:00 – 17:00 (applies for casual aftercare during a month or during school holidays) including a meal

R 126 per day from 07:30 – 17:00 (applies for casual aftercare during a month or during school holidays) excluding a meal
R 147 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 Dolfyntjies during this time while the teachers are enjoying a break.

VENUE HIRE

- Hiring of grounds for parties (EFT) R 525.00
- Cash Deposit (refundable) R 100.00

The venue hire is only available to Dolfyntjie children and not the outside public and only in the school terms.

Please book with Amelia: 074 630 5464

Rules to adhere to:

- No Dolfyntjie 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, this is self-help.
- Should the classroom and play area not be in the condition as it was received in, the R100 deposit will not be refunded.

DOLFYNTJIES BANKING DETAILS

Account name:	Dolfyntjie 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 opens on 13 Jan 2027 @ 07:30

Term 1:	13 Jan – 19 Mar
Term 2:	06 Apr – 25 Jun
Term 3:	20 Jul – 22 Sept
Term 4:	05 Oct – 10 Dec

School Closes on 3 Dec 2027
Holiday Care Closes 10 Dec 2027

SCHOOL HOURS

Dolfyntjie opens 07:30 and closes 12:30. Aftercare will start from 12:30 to 14:30 or 17:00.

A fine will be imposed should a child be collected late:

10min	-	R40
15min	-	R80
20min	-	R160

5. HOLIDAY CARE / AFTERCARE

Holiday Care will be available from **4 Jan 2027, 07:30 - 17:00** and closes on **10 Dec 2027, 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/Special School Holidays as indicated below:

- 21 March – Human Rights Day
- 22 March – Public Holiday
- 26 March – Good Friday
- 29 March – Family Day
- 26 April – Special School Holiday
- 27 April -Freedom Day
- 1 May – Worker's Day
- 16 June – Youth Day
- 9 Aug – National Women's Day
- 24 Sept – Heritage day

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 RR 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 addresses 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

Below is a list of provisional 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:

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. **Cricket** From 3 years of age
9. **Playball** From 2 years of age
10. **Ibhayi Gym Tots** From 3 years of age
11. **Netball** 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 2026. 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
- "KRAPPIES & WALVISSE:" 12:30

AFTERCARE MENU	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	**Cheesy Pasta** Sweet potato / Cucumber and tomato salad	**Sausage Stew** Rice, sweetcorn and peas	**Spaghetti Bolognaise** with cubed carrots	**Chicken a-la-king** with rice and peas	**Hotdogs** Or French toast
WEEK 2	**Nuggets / Fish fingers** and chips + tomatoes and cucumber on the side	**Savoury mince & rice** with mixed vegetables	**Pasta dish** With tomato and cucumber	**Chicken stew** on rice with a mix of butternut and sweet potato	French toast with cucumber and tomatoes on the side
SNACK: 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 <u>do not</u> 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 however welcome to send cupcakes or party packs to his/her child's class. The teacher will arrange a certain time to do the birthday celebrations, thereafter the day will continue as per usual.
Remember that we do hire out the "Krappie" 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 <u>by the birthday boy/girl</u> 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.

<u>To link your cards, choose one of these easy options:</u>

- 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” (12 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.

At least one PTA meeting per term is required.
The yearly PTA Events calendar must be provisionally drawn up the last quarter of the year, for the coming year.

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 PTA annual events (at least 4 events per year).

21. ANNUAL EVENTS

All annual events are decided by the principal and vice principal. All events will be communicated to parents via the different platforms well in advance.

Once every second year, our learners have a wonderful opportunity to dance, sing, act, and dress up. A theme is chosen, and a concert is created around it. This is also a wonderful opportunity for the learners to showcase their talents, strut their stuff, and have loads of fun in front of their parents and families. This is also a wonderful opportunity for the learners to strengthen their self-confidence.

22. OUTINGS

To keep school interesting and fun, we have a few provisional 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 33grade 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.

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** – Each class has a whatsapp group 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 calendars** – Monthly 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

26. 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.

27. CONCLUSION

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 to welcome 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.