12 Lindenbergweg, Durbanville, 7550 | Posbus 43, Durbanville, 7551
Tel: 021-976-5938
E-pos: fin@dvprep.co.za | Web: www.dvprep.co.za

Voorbereidingskool Trust
DURBANVILLE
Preparatory School Trust

2022 Be the LIGHT! Wees die LIG!

NASORG – Aansoeke 2023

Geagte Ouer/s

Dankie dat u die Durbanville Voorbereidingskool Trust oorweeg vir u kind se nasorgbehoeftes vir 2023.
Ons sien uit na 'n aangename verbintenis met u en u kinders! Let asb. daarop dat u steeds afsonderlik aansoek moet doen vir Nasorg, al word u kind aanvaar by die Skool.

Stuur asb. die volgende per e-pos (**as 1 dokument in PDF**) **SLEGS** na die volgende adres: fin@dvprep.co.za

1. Volledig voltooide AANSOEKVORM
2. Bewys van WOONADRES
3. Afskrifte van albei ouers se ID-DOKUMENTE (beide kante van kaarte)
4. Afskrif van MEDIESE FONDS-kaart (beide kante)
5. Bewys van AANVAARDING by die Skool vir 2023 (NIE nodig vir bestaande 2022-leerders nie)
   SPERDATUM vir aansoeke: 29 Junie 2022

- Ouers sal teen 31 Julie 2022 in kennis gestel word van aansoeke wat AANVAAR is.
- Die registrasiefooi van R400 is dán eers betaalbaar (instruksies sal volg).
- Die kostestruktuur vir 2023 sal eers later dié jaar gefinaliseer word. (2022 se struktuur is op die webtuiste.)

AFTERCARE – Applications 2023

Dear Parent/s

Thank you for considering Durbanville Preparatory School Trust for your child's aftercare needs in 2023. We look forward to a pleasant relationship with you and your children! Take note that applications for Aftercare must be done separately, even if your child has been accepted at the School.

Please send the following (**as 1 document in PDF**) to this address **ONLY**: fin@dvprep.co.za

1. Fully completed APPLICATION FORM
2. Proof of RESIDENTIAL ADDRESS
3. Copies of both parents' ID DOCUMENTS (both sides of card)
4. A copy of your MEDICAL AID card (both sides)
5. Proof of ACCEPTANCE at the School for 2023 (NOT necessary for current 2022 learners)
   DEADLINE for applications: **29 June 2022**

- Parents will be informed by 31 July 2022 of applications that are ACCEPTED.
- The registration fee of R400 will only be payable after acceptance (instructions will follow).
- The fee structure for 2023 will only be finalised later in 2022. (2022 Fee structure available on the website.)

Vriendelike groete / Kind regards

Wilma Kotze
NASORG Finansies / Algemene Navrae
AFTERCARE Finance / General Enquiries
(fin@dvprep.co.za)

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NASORG Aansoek – 2023 – AFTERCARE Application

SLEGS vir Kantoorgebruik		
Leerderkode + VAN: Learner code + SURNAME:		
GRAAD / Toesighouer: GRADE / Caregiver:		
Registrasiefooi betaal / datum: Registration fee paid / date:		

LEERDER / LEARNER

Dui aan, asb.: Please indicate:	Halfdag / Half Day (15H00): ☐	Voldag / Full Day (18H00): ☐
Taal / Language:	AFRIKAANS: ☐	ENGLISH: ☐
Naam / Name:		
Van / Surname:		
Graad / Grade:		
Allergieë Allergies:		
Enige mediese kondisie? Any medical condition?		
Broer/sus in Nasorg 2023?	1.	Gr:
Sibling/s in Aftercare 2023?	2.	Gr:

OUERS / PARENTS

	VADER / FATHER	MOEDER / MOTHER
Huwelikstatus / Marital Status:		
Van / Surname:		
Naam / Name:		
Beroep / Occupation:		
Werkgewer / Employer:		
Werknr. / Work No.:		
Huisadres: Residential Address:		
Selnr. / Cell No.:		
E-pos / E-mail:		

MEDIESE INLIGTING / MEDICAL INFORMATION

	Naam / Name:	Nommer / Number:
Dokter / Doctor:		
Mediese Fonds / Medical Aid:		
NOODGEVAL / EMERGENCY:	1.	
(Nie ouers / Not parents)	2.	
Allergieë: Allergies:		
Mediese kondisie: Medical condition:		

*Verskaf asb. afskrif van u mediese fonds-kaart (beide kante) / Please provide a copy of your medical aid card (both sides)

PERSONE WAT LEERDER MAG AFHAAL (behalwe ouers):
PERSONS WHO MAY COLLECT LEARNER (except parents):

Naam / Name:	Sel / Cell:	Verwantskap / Relationship:
1.		
2.		

NASORGTYE / AFTERCARE TIMES

Halfdag / Half Day: 15H00
Voldag / Full Day: 18H00

Graad Grade	Uitkomtyd: School ends:
R	12H45
1	13H15
2	13H30
3	13H45

*Leerders word direk ná skool gehaal deur toesighouers, al kom die skool vroeër uit.
*Caregivers collect learners directly after school even when school comes out earlier.

Afhaal van leerders

1. Toesighouers hou 'n daaglikse register van leerders se afhaaltye
2. 'n WhatsApp-sisteem word gebruik om dié proses daagliks tussen toesighouers en ouers te koördineer.
3. Slegs ouers en persone op die aansoekvorm aangedui mag leerders afhaal. Alternatiewelik, móét ouers vooraf met die toesighouer reël om veiligheids- en sekuriteitsdoeleindes.
4. In uitsonderlike- of noodgevalle, soos wanneer 'n ouer laat is a.g.v. onvoorsiene gebeure, kan die toesighouer gekontak word om die leerder later te hou. 'n Ad Hoc-fooi mag gehef word.
5. Die **Ad Hoc-fasiliteit** is van toepassing as 'n ouer vooraf reël dat 'n Halfdagleerder later bly as 'n uitsondering, bv. ouer het 'n vergadering/konferensie, ens.
   (Tref asb. vooraf 'n reëling met die toesighouer, asook met Wilma Kotze by fin@dvprep.co.za)
6. Ouers moet hulself asb. vergewis van die korrekte lokaal waar die leerders is EN by watter hek hul gehaal moet word.

Dankie vir u samewerking. Kommunikasie is belangrik!

Collection of learners

1. Caregivers keep a daily register of collection times.
2. A WhatsApp system is used daily to coordinate this process between caregivers and parents.
3. Only parents and persons named on the application form may collect learners. Alternatively, prior arrangement should be made with the caregivers for safety and security purposes.
4. In exceptional cases or emergencies i.e., when a parent runs late due to unforeseen circumstances, the caregiver should be contacted to keep the learner later in the class. An Ad Hoc fee may be charged.
5. The **Ad Hoc facility** is relevant when a parent arranges in advance for a Half Day learner to stay late as an exception, i.e., parent has a meeting/conference.
   (Make a prior arrangement with the caregiver, as well as with Wilma Kotze at fin@dvprep.co.za)
6. Parents should ensure that they know in which class the learner is placed AND at which gate he/she should be collected.

Thank you for your cooperation. Communication is vital!

FINANSIËLE Inligting / FINANCIAL Information

Die Nasorg word bedryf deur 'n TRUST en is 'n onafhanklike entiteit met 'n **aparte bankrekening**:
(NIE die Skool se rekening)

The Aftercare is an independent entity and is managed by a TRUST with a **separate bank account**:
(NOT the School's account)

BANK - besonderhede:	BANK - details:

Durbanville Voorbereidingskool **TRUST**
ABSA Durbanville (Tak/Branch: 334 810 / EFT – 632 005)
Rekeningnr. / Account No.: **4050 677 455**

BETALINGS:	PAYMENTS:

- BELANGRIK – u **verwysing** met betaling:
  U rekeningkode (op staat) + Van
  bv. A013 ALBERTS
- Navrae / Betalingsbewyse:
  Wilma Kotze (fin@dvprep.co.za)

- IMPORTANT – your **payment reference**:
  Your account code (on statement) + Surname
  i.e. A013 ALBERTS
- Enquiries / Proof of payment:
  Wilma Kotze (fin@dvprep.co.za)

REGISTRASIEFOOI	REGISTRATION FOOI

- NUWE lede – **R 400,00**
  Betaalbaar by kennisgewing van aanvaarding.
- BESTAANDE lede – **R 250,00** (jaarliks)
- Inskrywingsfooie dek die beplande uitstappies vir die jaar.

- NEW members – **R 400,00**
  Payable upon notice of acceptance.
- CURRENT members – **R 250,00** (annually)
- Entry fees cover costs of planned activities during the year.

Belangrik / Important

Die **2023**-fooie word eers later in 2022 bekend gemaak.
(Verwys webtuiste vir huidige fooie)

EENMALIGE betalings – moet betaal word vóór 31 Jan 2023 om enige korting te verdien.

MAANDELIKSE betalings:
*10 gelyke paaiemente, maar dek die hele jaar se Nasorg.
*Betaalbaar vanaf **1 Jan tot 1 Okt** 2023.
*Geen betalings in Nov/Des nie.

Nasorgfooie **STRENG VOORUITBETAALBAAR** op die 1ste van die maand (anders as by die Skool).

Die Trust behou die reg tot kansellasie van lidmaatskap in die geval van onbetaalde fooie.

GEEN kontantbetalings, a.g.v. sekuriteitsdoeleindes.

The **2023** fees are only announced later in 2022.
(Refer website for current fees)

ONCE-OFF payments – payable before 31 Jan 2023 to qualify for the discount.

MONTHLY payments:
*10 equal payments for the whole year's Aftercare.
*Payable from **1 Jan to 1 Oct** 2023.
*No payments in Nov/Dec.

Aftercare fees are payable **STRICTLY IN ADVANCE** on the 1st of the month (different from the School).

The Trust retains the right to cancel membership in the case of unpaid fees.

NO cash payments for security reasons.

ALGEMENE REËLS (Engels op keersy)

INSKRYWING
Geskied **jaarliks** vir alle lede: R400 (Nuwe lede) en R250 (Bestaande lede).
Dié gelde dek die koste van beplande uitstappies gedurende die jaar.
Dit bly die ouers se verantwoordelikheid om te verseker dat ons altyd die korrekte kontak-/leerderinligting het.
Verandering van Halfdag na Voldag (of andersom) word slegs EEN maal per jaar toegelaat en moet skriftelik gereël en goedgekeur word. (Wilma Kotze - fin@dvprep.co.za).
'n Kalendermaand se skriftelike kennisgewing word vereis vir KANSELLASIE van lidmaatskap. Alternatiewelik, sal 'n maandfooi outomaties gehef word.

MIDDAGETE (Slegs Graad 1 tot 3)
'n Ligte middagmaal word verskaf. Leerders sit aan by 'n tafel en goeie tafelmaniere word aangemoedig.
'n Versnapering word later verskaf. Ouers mag ekstra kos inpak, maar vermy asb. te veel suiker/sout/meelprodukte (eerder neute, vrugte, biltong, ens. in plaas van lekkers, skyfies, koekies, ens.).
Enige ernstige allergieë moet asb. skriftelik aan die toesighouer bekend gemaak word.

BUITEMUURSE AKTIWITEITE
Toesighouers sal toesien dat leerders aktiwiteite bywoon, maar hul vergesel nie leerders na die velde/lokale nie.
Maak asb. seker dat die toesighouer skriftelik in kennis gestel word van u kind se aktiwiteite/sportprogram.
In geval van veranderinge van dié program, moet u asb. die toesighouer in kennis stel via WhatsApp.
As skolesport gekanselleer word, verwittig asb. die toesighouer, asook die onderwyseres dat die leerder Nasorg toe moet gaan. Ons probeer om te alle tye verwarring en angstigheid by ons kinders te voorkom.

HUISWERK
Dit bly die OUER se verantwoordelikheid. Aandag word wel gegee aan tuiswerk in groepsverband, bv. klanke, wiskunde, ens. Leerders sal slegs verskoon word van tuiswerk doen met geskrewe toestemming van 'n ouer.
Leerders moet ook hul eie skryfbehoeftes hê.

UITSTAPPIES
Ouers sal deur die jaar op hoogte gehou word van pret-aktiwiteite, bv. talentkonsert, Nat-en-Gly, asook die Polkadraai Aarbeiplaasuitstappie. (Dit is onderhewig aan goedkeuring a.g.v. COVID)
Vrywaringsvorms moet deur ouers ingevul/onderteken word vóórdat leerders uitstappies mag meemaak.

DISSIPLINE
Goeie samewerking tussen die Nasorg en ouers is noodsaaklik.
Toesighouers sal met die nodige omsigtigheid en diskresie optree. Die nodige respek, samewerking en onderwerping aan gesag word te alle tye van leerders verwag.
Skooleiendom en ander leerders se eiendom moet met sorg hanteer word.
Geen skadelike voorwerpe óf voorwerpe wat liggaamlike skade kan berokken word toegelaat nie.
Nasorgpersoneel neem nie verantwoordelikheid vir leerders se besittings nie en die leen van bv. skryfbehoeftes en ander persoonlike items word ontmoedig.
Geen gedragsprobleme soos vuil taal, bakleiery, boelie, spot/terg, aggressiewe gedrag/spelery, ens. sal geduld word nie.
Klagtes moet gerig word aan Wilma Kotze (fin@dvprep.co.za) of Linda Range (linda@dvprep.co.za). Dié klagtes sal deur die bestuur ondersoek word en met omsigtigheid volgens die Trust/Skool se reëls hanteer word. Die Trust/Skool sal besluite neem re: die ontslag van 'n leerder, indien probleme nie na wense opgelos word nie.

GENERAL RULES (Afrikaans on flip side)

ENTRY / REGISTRATION

This is done **annually** for all members: R400 (New members) and R250 (Current members).
These fees cover the planned excursions during the year.
It is the parents' responsibility to ensure that we always have the correct contact- & learner information.
Changing from Half Day to Full Day (or the reverse) is allowed ONCE a year and should be requested and authorised in writing. (Wilma Kotze – fin@dvprep.co.za)
One calendar month's written notice is required for the CANCELLATION of membership. Alternatively, one month's fee will be charged automatically.

LUNCH (Only Grade 1 to 3)

A light lunch is provided. Learners sit down for lunch and good table manners is encouraged.
A snack is also given later. Parents may pack in extras, but please avoid too much sugar/salt/flour. (Pack in nuts, fruit, biltong, etc. instead of sweets, chips, cookies, etc.)
Please report any allergies to the caregiver in writing.

EXTRA-MURAL ACTIVITIES

Caregivers will ensure that learners attend their various activities and sport, but they do not accompany learners to the venues/fields.
Parents should inform the caregiver of the learner's activities programme in writing. If any changes occur, please inform the caregiver via WhatsApp.
If school sport is cancelled, please inform both the caregiver and the class teacher that the learner should go to Aftercare. We always endeavour to avoid confusion OR that a learner should be anxious.

HOMEWORK

Homework remains the parents' responsibility, even though time is given for homework. Attention is given to work that can be done as a group. Learners will only be excused from doing their homework if parents have given written consent. Learners should use their own stationery.

EXCURSIONS / EVENTS

Parents will be kept informed during the year regarding fun activities, i.e., talent concert, Slip & Slide and the outing to the Polkadraai Strawberry Farm. (Subject to authorisation re: COVID)
Parents are required to sign an indemnity form before learners will be allowed to go on any excursions.

DISCIPLINE

Cooperation between parents and the caregivers/staff is of the utmost importance.
Caregivers are always committed to act with discretion and care. Therefore respect, cooperation and submission to authority is expected from our learners.
School property and the property of other learners should always be treated with care and respect.
No hazardous objects or items that may cause bodily harm will be permitted.
The Trust and Aftercare Staff do not accept responsibility for learners' personal belongings and lending/borrowing of stationery or other personal items is discouraged.
Behavioural problems such as bad language, fighting, bullying, teasing, aggressive play, etc. will not be tolerated.
Complaints or incidents may be reported to Wilma Kotze (fin@dvprep.co.za) or Linda Range (linda@dvprep.co.za).
These reports will be investigated by management and treated with discretion and confidentiality according to the rules of the School/Aftercare. Decisions regarding the termination of membership will be taken by the Trust if problems are not solved amicably.