



**ST. MARTINI**  
Kindergarten + Vorschule

## Collection control

To make the collection process of your child as safe as possible, we have implemented a sign-out upon collection system for every group.

Sonnen 18		Abholkontrolle				Collection Record				Week: 11.6. to 18.6.				
Name	Surname	Booking	Monday				Tuesday				Wednesday			
			Time	AG/AC	Name Print	Signature	Time	AG/AC	Name Print	Signature	Time	AG/AC	Name Print	Sig
		14.00												
		15.00												
		15.00												
		15.00												

All parents must please sign their child out daily on the relevant class list before leaving the Kindergarten. Should your child be collected by anyone else on a specific day, please make a note of that on the collection form in the morning. You can also send us an email or call our office.

These measures are unfortunately necessary to ensure the safety of your child. They also give us clarity when (on what day/at what time) your child was collected and by whom. We will not let your child leave the Kindergarten with anyone that has not been authorised as the „official collector “.

This collection control applies the whole day. No matter whether the children stay on in the aftercare program or whether they are collected straight after the end of school or lunch.

### St. Martini Pre-Primary School (RF) NPC

Company Reg. No.: 1999/003225/08

Non-Profit Org. No.: 035-328-NPO

Public Benefit Org. No.: 930014551

#### Head Office

kindergarten@stmartini.org.za

www.stmartini.org.za

### CITYBOWL

240 Long Street, Cape Town, 8001

Phone: +27 (0) 21 423 2720

Fax: +27 (0) 21 422 4109

### WYNBERG

52 Waterloo Road, Wynberg, 7800

Phone: +27 (0) 21 761 4654

### DIRECTORS

S Welzel

J Horstmann

HJW Hildebrand

M Merkel

P Gerntholtz

Children who are not collected after lunch will be taken into the aftercare program automatically and you will be charged accordingly. The parents will be phoned to clarify the collection time of that child.

Please remember to inform us should your child for some reason not attend the Kindergarten on a specific day. We will then mark these children as absent on the relevant lists.

### **Late collection**

The child's welfare remains the primary concern when parents do not arrive to collect a child.

- Parents have to phone the school if they know they will be late.
- At 17:00, if a child is still at the Kindergarten, the after-care supervisor will phone the parents or the nominated guardian of the child (name and number on the after-care registration form).
- If after 30 minutes nobody has been reached, the principal will be contacted to formulate a plan of action to ensure the safety of the child.
- At 17:00, a "late collection fine" will be levied:
  - ! For every 15 Minutes late, a fee will be added (ref to fee schedule)
  - ! In addition to the late penalty, a full metered taxi fare home for all staff members who have to remain at school

We appreciate your understanding and co-operation in this most important safety-issue.