



## Uncollected Child Policy

The parents are aware of the closing times of Tree of Knowledge :

**Monday – Thursday at 13h00**

**Friday at 12h00**

### 1. Steps

- Wait and Monitor:  
Staff will wait with the child in a designated safe area (e.g., the school office or a secure classroom) until they are collected.
- Staff will contact a parent when they are 15 minutes late.
- If parents or guardians cannot be reached, staff will attempt to contact emergency contact listed on the child's school.
- Penalty fees will be charged for children who are collected later than 30 minutes, if arrangements have not been made.
- Penalty fee structure :
  - 30 minutes – 1 hour late : R100
  - 1 hour – 2 hour late : R300
  - Thereafter R100 per 30 minutes

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*Invest in Quality Education*

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