

# ATTENTION: KIDS!

Never ever go anywhere alone. Make sure you are in a group with friends or with an adult you personally know and whom your parents trust.

Never go anywhere without telling your parents where you are going. Make sure your parents have the phone numbers of your friends who you are with. Always let

**Learn your parents' telephone numbers off by heart. And your mom's and dad's name and surname. Also learn an aunt's or uncle's number in case you can't get hold of your parents.**

Don't go to places that you don't know. If you get lost in a shopping centre, (anywhere else) go to the security immediately and ask for help. Don't try to look for your parents yourself... get help!

Don't go with people you don't trust. Don't go to public toilets on your own. Go with friends or with your parents.

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**Don't accept lifts from strangers. Never ever get into a stranger's car or go anywhere with them.**

**If someone is following you...Run!!!!!! And scream!!!! Make loud noises!!! Rather be safe than sorry.**

Write your name on the inside of your clothes and your schoolbag. As well as your parents' phone numbers. Never on the outside where strangers can see it.

**Don't play in the streets alone! It is easy for a stranger to stop next to you, grab you and pull you into the car.**

**REMEMBER the BUDDY SYSTEM: ALWAYS take a FRIEND / BUDDY with you, WHEREVER you go! Hold onto your friend!**

## EMERGENCY NUMBERS

POLICE - 10111

CELLPHONE HELP - 112

MISSING CHILDREN SA - 072 647 7464 / 072 MISSING

ELSA @ MCSA - 084 582 1516

SAPS CRIMESTOP - 08600 10111

CHILDLINE - 08000 55 555

# P A R E N T S L O O K O U T !

Know where your child is **at all times**, with whom they are and always make a mental note of what your child is wearing.

Always keep a **recent photograph** of your child in your purse/wallet or on your cell phone. In

case of an emergency, then the photograph would be readily available.

Know the names, addresses and numbers of all **your child's friends**.

Be cautious of every friend

they make and make an effort getting to know your child's friends

## Be involved in your child's life.

Build a trusting relationship, but do not over-do it.

Spend quality time with your children.

Make your house a place where your child **WANTS** to be and also where he/she **WANTS** to bring his/her friends.

This way you will most of the time have your child right under your nose & your child will feel confident to share information with you

Keep your children close to home and teach them to **NEVER EVER walk alone**, but always take a friend with.

Never ever send your children to the shop or anywhere else alone.

Get **ID bracelets or other means of identification** with your phone number on it. If you do not have such a bracelet or something similar, when you go out to public places, make sure to write your telephone number on your child's arm or somewhere visible.

**Teach your children their own names, addresses as well as your name and telephone number.**



**Teach your children to make loud noises, to scream in order to attract attention when they are in trouble.**

Take your children to the nearest police station/hospital/clinic and show them how to get there. Point out land marks, to prevent them from getting lost. Teach them to take the **same route to and from places** (school, shopping centres, friend's houses). This way when your child is missing, you can start looking along the discussed route.

Teach them that they **should never trust a stranger**, should not accept anything from strangers or go anywhere with a stranger. Get a **CODE WORD**... when your child is approached by the stranger and the stranger does not know the **CODE WORD**, the child should know not to trust the person.

**Mxit? Facebook?**

**Parents who allow their children to have Mxit or Facebook**, get a way to monitor it. Know who your child is talking to, show you are interested, familiarise yourself with the technology, the networks, slang language and always be one step ahead.

## IMPORTANT NUMBERS

Security Gate:	012 244 1299	Hospital	012 252 1100
Estate Office	012 244 3000	Fire	012 305 3333
<u>ADT Manager:</u>		NSRI	082 990 5961
Martinus Snyman	082 378 7213	Ambulance	082 911
Armed Response:	082 442 0703		
Sgt. Terblanche:	082 568 4480		
Sector 3 Vehicle	082 370 2617		

# Access Control Procedures

## Residents

### Access cards & 2010 car sticker

Possession of an access card will give a resident access to and exit of the estate by swiping their card on the card reader. Access Cards and Car Stickers can be obtained from the Estate Office.

## Visitor / Deliveries / Day Contractors

### Pre-announced

The owner **phones or sends a slip** to the main gate and the owner **verification code** must be presented to acknowledge they are indeed a resident. The Guests are logged in the Kalamazoo book & the Kalamazoo number given to the owner for the guests reference number on their arrival. No Kalamazoo code on arrival the guest is then considered to be an unannounced guest.

**Unannounced** Guard must place a call, via the Mircell system, to the owner of the unit to be visited.

### **NO Answer NO ACCESS**

Only on the owner's permission will the guest be allowed access with the green Kalamazoo. Only once the correct owner's verification code has been confirmed, will the guard take the phone call to be that of the owner.

### **NO CODE – NO ACCESS.**

## Golfers / Club house

Booking Sheet for every day is delivered to Security Main gate at 5pm every day.

All additional bookings: Office places a call to security with booking details. When golfers arrive, Security phones Office with reference number to verify against Kalamazoo slip. Green Kalamazoo slip to be completed by Golfer who has his Kalamazoo stamped by the Office.

## Restaurant

Phone for approval on the Mircell system.

### **Long term contractors, i.e. garden services, building contractors, domestic workers:**

#### **Only:**

Upon written permission from the owner including the name of the company, the owner name, id nr. and contact number and a list of workers with copies of id's a turnstile gate access card will be issued to the contractor.

These must be submitted to the office 2 days in advance of entering as **NO** contractor will be allowed access with only an ID document.

# CREDIT CARDS

Used with care, your CREDIT card is a very safe form of payment. Here are some tips to help with your credit card security:

## **When paying for goods and services**

- Never let your card out of your sight.
- Do not leave your card lying around.
- If you cannot find your card, report it immediately.
- To ensure that your card is always accepted, pay your account on or before the due date every month.

**Remember to sign the voucher produced by merchants for all purchases**

## **Important tips when using your card**

- Sign your card as soon as you receive it
- Review your account statements on a timely basis
- When shopping online, only place orders with your card on a secure website
- Don't send emails that quote your account number and expiry date
- Ensure that you get your own card back after every purchase
- Never write down your PIN or disclose it to anyone
- Report lost and stolen cards immediately
- Destroy your credit card receipts before discarding it

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