



POLICY DOCUMENT

By way of affiliation, Knox Gymnastics is required to accept, comply and adhere with the policies of Gymnastics Australia and Gymnastics Victoria

GYMNAST DROP OFF AND PICK UP POLICY

Approval Date	Next Review	Author/Modifier
1/7/2020	June 2021	Samantha Lowe – General Manager

Policy Purpose and Scope

To outline the drop off and pick up arrangements before and after class for all club members 12 years of age and under to ensure the safety of all members.

Knox Gymnastics Club requires the following;

1. For all children 12 years of age and under be accompanied into the building via the side entrance and a parent/guardian wait until class is called onto the gymnastic floor before leaving the building.
2. For all children 12 years of age and under be accompanied by a parent or guardian to exit the building via the side entrance into the car park.
3. It is recommended to arrive at least five minutes prior to the start of class and be on time to pick up your child at the conclusion of their class.
4. Students will not be dismissed into the spectator area if a parent is not visibly present. Please remind your children that if you are late (or if they cannot see you), they are to inform a coaching staff team member who will supervise your child until you arrive.
5. It is recommended to not leave siblings unsupervised/unaccompanied in cars whilst dropping off and picking up gymnasts.
6. The main office is open until 6pm weekdays and 1pm on Saturday, however in the event of being delayed and the office is closed, the after-hours phone number is 9753 6835, and should only be used for communication to the coaching staff. This is not a general enquiry phone number.

4 Mossfield Avenue, FERNTREE GULLY, VIC, 3156 | P (03) 9758 1089 | **Emergency** (03) 9753 6835

E info@knoxgymnastics.org.au | W www.knoxgymnastics.org.au

ABN: 64043843155 | Incorporated Registration: **A0002292K**

