

Late Pick Up Policy



Purpose

The Late Pick Up Policy aims to safeguard the safety, security, and well-being of all athletes and participants at West Coast Gymnasts in instances where a parent or guardian is unable to collect their child on time.

This Policy serves several important purposes:

- Safety and Security:** The policy ensures that gymnasts are not left unattended or unsupervised after their class has ended. It provides a structured process for ensuring that someone is responsible for the gymnasts until their parent or guardian arrives.
- Operational Efficiency:** By requiring parents or guardians to notify the gym if they anticipate being late, the policy allows the gym to make necessary staffing arrangements and ensures that resources are allocated efficiently.
- Parental Responsibility:** The policy encourages parents or guardians to plan their schedules effectively and be mindful of their responsibilities to pick up their child on time. It reinforces the importance of punctuality and accountability.
- Financial Consequences:** The imposition of late pick-up fees serves as a deterrent to repeated instances of lateness and helps cover the additional costs incurred by the Club due to extended supervision periods.
- Communication and Coordination:** By requiring communication with the Club administration team in case of lateness, the Policy facilitates effective coordination between parents and staff, ensuring that everyone is informed and aware of the situation.

Overall, the purpose of a late pick-up policy is to create a safe, organised, and efficient environment for both gymnasts and staff, while also promoting parental/guardian responsibility and accountability.

Scope

This policy applies to all West Coast Gymnasts members, participants, parents/guardians, employees and volunteers of West Coast Gymnasts.

Policy Review

This policy will be reviewed every two years to ensure it remains relevant to Club operations and reflects both community expectations and member needs.

Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board of Management and/or the Club's Operations Manager.

Revised On	Version	Approved By	Date Endorsed	Content Review/Purpose
Policy created	1	Committee	2022	Policy Creation
Policy Updated	2	Committee	2024	Policy Updated Includes adjustments to wording and charges

Responsibility of Timely Pickup

Parents are requested to plan and allocate sufficient time for picking up their child in a timely manner after each session. This ensures the smooth operation of our classes and avoids inconvenience to both staff and other parents.

Siblings who finish their class earlier must be collected at the time of their class finishing. Parents who leave their child waiting until their older sibling finishes will be charged a late fee. Whilst all due care is taken for every athlete, West Coast Gymnasts cannot be held responsible for any children left behind once a class has been dismissed.

Notification Requirement

If a parent/guardian anticipates they will be late to pick up their gymnast, they are required to promptly notify the Gym via telephone. This communication should occur before the conclusion of the gymnast's class.

Supervised Waiting Period

Upon the conclusion of their class, the gymnast will be required to remain inside the facilities under the supervision of their coach or another WGC employee until a parent/guardian arrives. This ensures the safety and security of the gymnast until they are picked up.

Late Pickup Fee

In the event that a gymnast is not collected within five minutes of the class ending, a late pickup fee may be applied (at the discretion of the Club). The late pickup fee will be calculated at \$1 per minute. The Club reserves the right to charge and take payment from the account holder responsible for the athlete's fees which are recorded on file via the Customer Portal (iClass system).

Staffing Arrangements

In the event of a late pick-up at the end of the evening, two staff members will remain at the Club until the situation is resolved. This ensures that there is adequate supervision and care for the gymnast until they are safely picked up by their parent/guardian. This also falls into line with our Child Safeguarding Policy and ensures that no coach is left alone with a child in a 1:1 situation, protecting both athlete and coach.

Given this Policy, additional charges may be incurred as the Club will need to cover the wages and superannuation costs for two staff members to remain at the Club until the athlete is collected.

Late Fee Justification

The imposition of a late fee is necessary to cover operational and staffing costs incurred due to late pick-ups. The Club appreciates that unforeseen circumstances do happen but consist late picks must be avoided at all costs.

Breach of Policy

The policy and its enforcement are the responsibility of the Club's Committee (Board of Management). In the event that this policy is breached, the club's Operations Manager must let the Committee know of the breach at the next Meeting.

The Committee will then discuss and decide on the appropriate course of action.