

Movers and Shakers Afterschool Program Pick-Up Policy

The safety of our participants and preventing accidents is a top priority for us. Our policy allowing ONLY gymnasts and program participants in the Gym area is very strict and is based on safety and liability issues. Permitting adults to come unaccompanied to the Afterschool area is possible only with your respect for and observation of the following requirements:

- 1) **Pick up for Afterschool is at the back of the ACM building.** The gravel parking lot does not have designated spaces but please park in an orderly fashion so that multiple cars can safely park and maneuver. Do not park in the loading/unloading zone alongside the sidewalk.
- 2) **Stay within the clearly defined pickup area and Afterschool area in the building.** Do *not* go into the gymnastics area or move the barriers to get into the area.
- 3) **Do not leave the Afterschool area to go into the Gym to get your child.** If your child is playing in the Gym, ask one of the staff to get your child. Wave your hands like a maniac or yell (nicely) to staff to get their attention, if necessary. But do not go into the gym area.
- 4) **If your child is not ready to leave and you are going to allow them to stay later, please do not stay in the Afterschool area for the additional time.** It creates confusion to have additional adults in the area as there is a “grey area” regarding authority and responsibility. Also, there is not the space to accommodate parents who are waiting and it inhibits our efforts to clean at the end of the day.
- 5) **Please do not involve the staff in extended conversation.** While we encourage communication between staff and parents, staff members need to maintain their focus on the children. Questions about the program, fees, scheduling, etc should be asked in the office. If you need to discuss concerns with staff, please set up a time in the office or arrange for a staff member to call you. Quick questions are fine, but questions requiring more than a minute to answer need to be addressed at another time.
- 6) **Sign your child out.** Sign out sheet should always be on the desk as you enter the Afterschool area.
- 7) **Children must shake hands with a staff member to say goodbye.** This will ensure that staff are aware that the child is leaving and transfers responsibility from the staff to the adult picking up the child.
- 8) **Do not make payments in the Afterschool area.** Payments can be made online, in the office, or dropped in the tuition drop box in the Lobby. If you need to stop in the office when picking up, you may park in the front and ask the office staff to have your child sent to the office for pickup. This should be used infrequently as the most efficient pickup is at the back of the building.
- 9) **Children must be picked up by 6PM.** Late pickup fee is a flat fee of \$5 + \$1 per minute after 6.

If you have any questions regarding the pick-up policy, please contact the Management. Please sign below to acknowledge that you have read and understand the Afterschool Pick-up policy. **All parents and adults with permission to pick up your child** will need to read and sign this policy. You can either distribute this as individual forms or use the 2nd sheet list format to collect signatures. Thank you for your cooperation!

Student Name _____

Adult Name _____ Relationship to child _____

Adult Signature _____ Date _____

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The following adults are authorized to pick up my child and their signatures provided below provide confirmation that they have read and agree to the ACM Afterschool pick up policy. (Parent/Guardian names should also be included in this list)

Name(s) of Child/ren this applies to:

Adult Name/Relationship to child

Adult Signature/Date
