



## Vibefitness

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# PICKING UP AND DROPPING OFF CHILDREN PROCEDURE

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### Our commitment

Our club is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that children and young people are not left alone after dance/fitness classes.

### What we will do

- Make sure parents/guardians and children know the time and location of classes and when they can expect to drop off and collect their children.
- Request coaches and other staff personnel to arrive before scheduled session times.
- Give coaches a register of parent/guardian emergency contact numbers and make sure they have access to a phone to sign children in on our mindbody class booking system on arrival and to contact parents/guardian if required.
- Once registration has been completed the main doors to the studio will then be closed for entry to safeguard children inside the building. Any late comers may not be able to gain entry to the studio if they are late and are not pre booked onto then session.
- Ensure that if parents/guardians are late to pick up, coaches will try to make contact with them and:
  - ask assistant staff to wait with the coach/official and the child
  - get parents/guardians to collect their children from vibefitness studios
  - avoid transporting children to their homes unless permission has been given by parents/guardians.

### What we ask you to do

- Book your child onto classes via your mindbody account
- Drop off/Pick your children up on time or make other arrangements.
- Parents will wait with their child until a member of staff have let the child into the building and signed them in on the class register.
- Parents will contact Vicki at vibefitness in advance if they believe they may be late to class on 07934175249. Please ensure that you have had a response from vibefitness confirming that you can gain late access to the studio.



- Inform staff about any changes in arrangements for picking up your child.
  - Inform staff of any changes to emergency contact details and changes to medical information.
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