

# Drop of and Pick up Procedure Policy.

This policy effective as of 20/09/2021 is the procedure for new drop of and pick up regulations to adhere to COVID 19 return to sport requirements.

No parents/guardian will be allowed to enter the building. Kinder Gym parents are exempt from this, however only one parent per child may enter. If contact with a staff member is needed, please call 0418636208 between 12pm and 3:30pm after 3:30pm staff will be on class and unable to answer calls if an emergency, please text or message the Facebook page.

All members will need to Check in and out Via the COVID QR code upon drop off AND Pick up

As a result of this the following steps must be adhered to:

- Participants are to arrive 10 minutes before the start of their class.
- Parents must stop at the front of the driveway in front of the gate where they will be met by a staff member. Parents must stay inside their cars and scan QR code (QR code will be emailed to all existing members for quick access) to check in and Validate Vaccination status. Children will only be allowed in if the parent is fully vaccinated, and this has been checked by staff. Parents may then help their child out of the car if necessary. Children 16+ will also need to be verified as fully vaccinated before exiting the vehicle.
- Parents will then drive off and the child will then come through the front gate and be taken up to the front door to sanitise their hands before entering with a staff member.
- All gymnasts must arrive in their gymnastics attire, No one will be allowed to get changed inside the building.
- All members 12+ must be always wearing a mask.
- The child will go under a wellness check where they will be asked the following questions: 1. Do you feel unwell or have you felt unwell in the past week? 2. Has anyone you live with been unwell in the past week? If answered yes to either question they will not be permitted in the building, and a log of everyone they encountered including those in their car when arriving will be taken and the following details must be given. Full name, address, email address contact phone number and date of birth.
- Upon entry students will be asked to put their bag against the wall of the kitchen and then be allocated a space to wait on one of the sprung floors.
- Gymnasts may have 1 bag clearly labelled with their name with the following contents: Water bottles, personal hand sanitiser, a towel, grips and a sealed chalk container, all items must have their names on them.

## Pick Up

- Parents will once again stop at the front gate where they will be met by a staff member.
- Parents are to have a legible sign with their child's name on it in their window so staff can easily send children out of the building.
- Children will be spaced out on arrows inside the gym until their parent arrives.



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- When parent arrives a staff member will walk the child down to the car and then the car may drive off.
- Anyone needing to make payment must pay via the parent portal. If you need to pay via eft you must do so at, drop off when checking in. You will not be allowed to leave your car for this.

Any breaking of regulations will end in dismissal from the building. By enrolling your child into any class at Phoenix Academy of Gymnastics you acknowledge and agree to all the terms and conditions stated above in this document.