

# **Late Pick-Up of Children Policy**

At The Parklangley Club the safety and well-being of our young athletes are our top priorities. To ensure smooth operations and respect the time of our staff and volunteers, we have established the following policy regarding late pick-ups:

# **Pick-Up Time**

Children must be picked up promptly at the conclusion of their scheduled coaching session.

The designated pick-up time and court location for each coaching activity is detailed on your invoice.

# **Late Pick-Up Procedure**

#### **Grace Period:**

A grace period of 5 - 10 minutes after the designated pick-up time will be allowed for occasional, unforeseen delays.

## **Notification Requirement:**

If you anticipate being late, please notify the club reception as soon as possible, our number is 0208 658 9028

Continued delays without notification may result in additional measures including cancellation of your child's place on the coaching programme

# **Emergency Contacts:**

If a child is not picked up within 30 minutes of the designated time and no communication has been received, we will attempt to contact the emergency contacts provided at registration.

If no contact can be made within 1-hour, local authorities may be notified as per club policy and safety regulations.

## Additional Information

Club staff and volunteers are not responsible for supervising children outside the designated coaching times.

Parents/guardians	must	ensure	their	emergency	contact	information	is	up-to-date	at	all
times.										