



Drop Off and Collection Procedure

Version	Date	Action
1	September 2024	New Procedure

Drop Off Procedure

Please only enter the gym a maximum of 5 minutes before your class is due to start.

Any gymnasts under 9 must be accompanied into the gym by a parent/carer who must stay until the gymnasts are called for registers.

Gymnasts aged 9 and above may be given the door code to enter alone at parent's discretion, with the understanding that the gym only take responsibility for them once their class begins.

Gymnasts coming for the first time, regardless of age must be accompanied into the gym by a parent/carer who must stay until the gymnasts are called for registers.

Collection Procedure

Please only enter the gym to collect your gymnast a maximum of 5 minute before the end of the class.

Gymnasts who are still in primary school, or of primary school age must be collected from inside by a parent/carer. They will not be allowed to leave the building alone.

Gymnasts who are in secondary school, or of secondary school age may leave alone but we must have on file a 'leaving alone permission slip' completed for them in order to allow this. A copy of this form is available online [here](#), or please ask for one in the gym if needed.

On exiting the building, there will most usually be a member of staff at the door to help with flow of traffic. If there is not you can exit by pressing the exit button. Please make sure the door is closed behind you and that you don't allow anyone into the gym as you leave. All persons entering must enter the code.

Watching/ During Classes

Regretfully we do not have space for a viewing gallery and the seats in the gym are not there for parents to use during class. We ask all parents to either wait upstairs (via the stairs in the foyer) in our parents room or you are welcome to leave and come back.

We understand some gymnasts may be nervous particularly at first. If they are unwilling to join in you can stay to help settle them if you feel necessary. Please then head upstairs once they have joined in. This helps the children to concentrate and encourages them to join in. When parents stay we find gymnasts are distracted and often run back to parents without letting their coach know and this can be a hazard in a busy gym. Rest assured we will come upstairs and fetch you if there are any problems during the class.

You are welcome to come back in and watch for the last 5 minutes, please do not enter the gym until the final 5 minutes of the class.

If you feel that you need to watch/observe the class for any reason, please do reach out and discuss this with us. Our intention is not to restrict viewing unnecessarily, it is to ensure the safety and focus of all gymnasts in attendance. Due to a lack of separate viewing gallery, having parents in the gym can sadly be distracting and cause a hazard.