



Arrival and Departure Policy 2015

The primary objective of this document is to set the policy and procedures relating to the safe arrival and departure of children utilising the facilities at Manly Warringah Gymnastic Club.

We ask that children arrive at and leave the service in a manner that safeguards their health, safety and wellbeing. Our staff will assist in this by adhering to clear procedures regarding the delivery and collection of children and ensuring that families understand their requirements and responsibilities.

USE OF CARPARKS AND DRIVEWAYS

PARKING NEAR THE CAFÉ

THIS IS A COUNCIL REQUIREMENT FOR THE SAFETY OF OUR CHILDREN.

This area is strictly a drop off and pick up zone only.

No vehicle is to park or be left unattended in this area.

Parking is available within the rear car park or on the street.

Park in the marked areas only.

- Do not exceed speed limit in the car park of 5km p/h.
- Parents and visitors must only park in designated visitor car spaces in the car park within the facility.
- No pedestrians to walk on driveways. All pedestrians must use the designated walkways/corridors.

USE OF THE FACILITY

1. All emergencies must be brought to the attention of management (at the office or by phoning 9972 9222) or to the attention of a coach.
2. Management contact details are Ph: 9972 9222: Fax. 9971 1747
Email: info@mwgymclub.com Postal address: P.O. Box 1037 Dee Why NSW 1037 or personally at the main office.
3. No smoking in any part of the facility.
4. No animals to be brought in to the facility **AT ANY TIME.**
5. The use of any cameras, filming and recording devices including, without limitation, by mobile phone and smart phones is prohibited in the facility without the express written permission of the management.

Enrolment and Orientation

Upon arrival you must either visit reception or wait to be met by MWGC staff.

All children must be signed in at arrival. It is the parent's responsibility to ensure this is done.

Name tags will be worn by the children; there are tags and pens on the table at the entry.

Black indicates NO allergies, Red indicates an allergy IS present

Please ensure your child has the correctly coloured name tag. All medical or behavioural conditions must be declared in the registration form provided.

Children are not to be left at the service unattended at any time prior to the opening hours of the service.

Our staff will be aware of each child's arrival at the service and exchange information with the person delivering the child such as who will be collecting the child.

If a child requires medication to be administered whilst at the service, the parent/carer must read the MWGC Medications policy and complete the Medicines permission form.

Children and parents are to follow all the instructions of staff at all times

Collection of Children

Children must be collected by the closing time of the service.

Any person collecting a child from MWGC must be listed as a parent or carer. All details are to be provided.

All children must be signed out at the end of their stay.

All children must notify their supervisor that they are leaving. It is the parents responsibility to ensure this is done.

MWGC should be notified if the parent/carer will be later than expected.

We will not release a child to anyone who is not the nominated parent/carer.

If there are any parental/custodial court orders in place you must notify us

In the event of an emergency MWGC reserves the right to act as staff deem appropriate. This is ensure the safety of all our visitors.

If required MWGC will seek and rely on assistance from the NSW Police Force and act in the best interest of all parties.

- Failure to agree to all the term and requirements may result is MWGC being unable to provide care.
- We reserve the right to refuse entry if necessary.
- It is the visitor's responsibility to be familiar with and agree to all MWGC rules and terms.
- All MWGC policies and procedures are available at www.mwgymclub.com