



Policy Name: Late Parent Pick Up Policy	Date of approval: April 9, 2026	Date of activation:
Approved by: Board of Directors	Linking to: Board of Director Policies Applicable manuals	Replacing previous version:

Review Cycle: Reviewed yearly by the Board of Directors

Late Parent Pick-Up Policy

Purpose: To ensure the safety of our athletes and staff and to maintain smooth operations, athletes must be picked up promptly at the end of their scheduled class, practice, or event.

1) On-Time Pick-Up Requirement

Parents/guardians (or an authorized adult) must pick up athletes no later than the scheduled end time of their class/practice.

2) When “Late” Begins

Pick-up is considered late once a parent/guardian is 10 minutes past the scheduled end time.

3) Late Pick-Up Fees

If a parent/guardian is late, the following fees will apply:

- \$25 when pick-up is 10 minutes late (i.e., 10+ minutes after the scheduled end time), and
- An additional \$25 for every additional 10-minute period (or part thereof) thereafter until the athlete is picked up.

Examples:

- Pick-up at 10–19 minutes late: \$25
- Pick-up at 20–29 minutes late: \$50
- Pick-up at 30–39 minutes late: \$75

4) Payment / Billing

Late pick-up fees will be charged automatically to the credit card on file unless other payment arrangements have been made.

5) Repeated Late Pick-Ups

Repeated late pick-ups create safety and staffing concerns. Peaks Gymnastics Society reserves the right to require a meeting with management and/or remove the athlete from the program for ongoing violations.

6) Emergency Situations

We understand emergencies occur. If you are running late, please contact the front desk as soon as possible. Late fees may still apply; any waiver is at management's sole discretion.

7) Athlete Supervision

Late athletes will remain in a designated area under staff supervision as staffing permits. For safety reasons, athletes may not wait unsupervised outside the facility.

8) Acknowledgment

Registration and/or participation in programs at Peaks Gymnastics Society constitutes acknowledgment and acceptance of this Late Parent Pick-Up Policy.