



## **Girls on the Run Sign In and Sign Out Policy**

Safety of our participants is our number one concern. We ask that each site follow the sign in and sign out procedures. This will help us keep track of all our participants and make sure they leave our care and supervision safely.

### **School Sites –**

Please take attendance to see who is present.

Have parent or “picker upper” initial attendance sheet at end of class.

If child is going to additional after school program, please ask school professional in charge of after school group to sign out child.

### **Recreation Centers –**

Please have parent sign child in and out. We do NOT want parents dropping kids off at front door. Parents need to make sure child is delivered to GOTR coach.

Let front desk know where GOTR is going if running off-site. Once you all have left the recreation center, a child can no longer meet up with you unless delivered by the parent directly. Nor, should the child be left at front desk or recreation center alone.

### **General Reminders –**

Never leave a child alone. If parent is late for pick up, please try calling parent to see where they are and when they will be to location. Remind parents that you have a schedule to keep and they need to be on time for pick up.

- **Chronic Pick Up Tardiness.** Please let us know if a parent is chronically late at pick up. We will send home a note to the parent, reminding them of pick up time and that they will start to be charged \$1/minute that they are late.
- **Note:** School sites often have an after school program that the child can go to. The parents will be charged for the child attending after school care. Please check with your site.

Never drive a child home. GOTR coaches may NOT transport a child.

One coach should always have a cell phone on them.