Arts Programs at the Richmond Cultural Centre and Annex

Late Arrival Policy

Instructors will leave their door ajar for the **first 10 minutes of class.** If you arrive within this time, please quietly join the class.

After this time, the instructor will close the door and late arrivals **will not be admitted.** This 10-minute mark is at the instructor's discretion as they use the clocks in the studio.

While we understand unforeseen circumstances may occur from time to time, it is important for us to respect the instructors, students and other parents who arrive on time for class.

Consistent lateness could result in being withdrawn from the program.

<u>Arriving to class on time means:</u>

1. Being in proper dress code and ready to start the class **at the scheduled start time.**
2. Having time to get comfortable and transition into proper studio etiquette.
3. Participating in the warm up and stretching at the start of class to prevent risk of injury.
4. Respecting the instructor, your peers and other parents.

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Late Pick Up Policy

Children must be picked up on time at the scheduled end of the program they are participating in. Please allow extra time for parking and plan to arrive a few minutes prior to the end of the program.

Children must be picked up from the classroom where the instructor will sign out the child to their parent or designated guardian.

If a parent/guardian is not there to pick up a child, the following steps are taken:

- Staff/instructors will accompany the child to either the Arts Programs administration office or front desk.
- Staff will attempt to contact the designated parent/guardian.
    - Please make sure your telephone numbers are up to date in the City's Registration System.
- **If a child is picked up late from class three times consecutively, with delays exceeding 5 minutes, they will be automatically withdrawn from the course without a refund.** This monitoring process will be overseen by instructors and staff.

Children under the age of 12 are not permitted to leave on their own. The designated parent/guardian can give approval for a child to leave after a class on their own by signing the *Safe Release* form. **This form must be signed in advance**. Staff can provide this waiver upon request.

The primary aim of this policy is to help us ensure the safety and comfort of children in a public building, given that instructors and staff cannot always be available for supervision. We appreciate your cooperation in this matter.

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