

## **PICK-UP AND RELEASE POLICY – Guardian Communication**

Thank you for your interest in Girls on the Run / Heart & Sole! We are excited that your child is interested in participating in our program. Your child's safety is very important to us and our Pick-Up and Release Policy is in place to ensure the well-being of every program participant or youth volunteer age 15 and below.

Please read the policy below to learn how we work together to keep your child safe.

**Please note that a signed Pick-Up and Release Policy - Agreement & Waiver is required for every program participant or youth volunteer, which Parents and Guardians can complete during the registration process.**

### **AUTHORIZED PICK-UP & RELEASE PROCEDURES**

Guardians are responsible for arranging/providing transportation for their child(ren) to and from weekly lessons. During registration, you will be asked to identify secondary guardians, emergency contacts and other people authorized to pick up your child.

Children may only be released to guardians, emergency contacts, and authorized individuals listed on the child's registration form and who are age 16 and up. If Authorized Individuals are driving a child, Guardians are responsible for ensuring the individual meets all legal driving requirements. Coaches and staff are required to contact 911 in cases where drivers may be impaired or under the influence.

For your child's safety, a picture ID must be shown when picking up the child, until these individuals are known to your child's coach. Please make everyone on your approved pick-up list aware of this policy so that they have an ID available. Picture ID can be a driver's license, state ID, passport, school/work ID, military ID, green card, visitor's visa, etc. If a picture ID is unavailable, contact Girls on the Run prior to your program start date.

**Timely Pick-Up:** Our coaches volunteer over 40 hours of their time to lead the Girls on the Run / Heart & Sole teams. Please respect our coaches by picking up your child(ren) on time. Pick-up is considered late if it occurs **more than 10 minutes** after the end of the session. The third instance of tardiness, involving the same child(ren), will result in your child(ren) being withdrawn from the program.

**No Show:** If no one arrives to pick up your child within 10 minutes after the end of the session, the coach will call the Guardian(s) listed, then the Emergency Contacts, and lastly any Authorized Individuals whose phone numbers are provided until someone confirms they will pick up your child. As a last resort, if all persons listed are unreachable or unable to pick up your child, Girls on the Run will contact local authorities to assist.

**Changes to Authorized Individuals:** You may add or delete a person to the Authorized Individual list by sending a handwritten note or electronic message (email or text) to the coach or Girls on the Run staff 24 hours in advance of the time of pick-up. Make sure that recently added Authorized Individuals know to present their ID.

**Site Specific Pick-Up/Release Policies:** If a program site has an existing Pick-Up/Release Policy, Girls on the Run must follow the procedures set by the program site as well as those set forth here. Your coach will notify you if there are site-specific procedures to follow.

**Program Transportation/Private Transportation Companies:** Guardians are responsible for arranging/providing transportation for their child(ren) to and from weekly lessons. Girls on the Run coaches, other volunteers and staff are not allowed to transport any child, outside of their immediate family. In addition, Girls on the Run will not release a child to private companies (e.g. Uber, Lyft, Taxi Cabs, etc.) unless the driver's name is listed as an Authorized Individual on the child's registration form.

**After-School Programs and Coordinated Transportation Solutions:** If your Child participates in an after-school program in addition to Girls on the Run or your family utilizes an after-school activity bus or a federal, state or local government funded transportation program that utilizes private transportation companies, your Child will be released to whatever activity or transportation that is designated on the Child's participant record. Guardians, Secondary/Emergency Contacts and Authorized Individuals will be contacted if at least 10 minutes have passed after the program ends and transportation has not arrived or the Child is unable to be delivered to the after-school program.

**Children Walking Home:** Your child may walk home if you've identified them as a "walker" on their program/volunteer registration form (electronic or paper version), and the child's walking distance is 1 ½ miles or less. Children whose destination is more than 1 ½ miles away must be released to a Guardian or Authorized Individual. You may change your child's walking status by emailing the coach or Girls on the Run staff at least 24 hours before your child is to be released. For your child's safety, the walker designation applies to weekly lessons only, and does not apply to the 5K or other special events.

## **5K/EVENT TRANSPORTATION**

Guardians must provide transportation to and from the Girls on the Run 5K or other special events. If your child needs transportation to attend an event, please talk to your child's coach or a Girls on the Run staff person in advance to discuss possible solutions that may be available.

## **5K/EVENT SUPERVISION AND LOST CHILD**

Guardians are responsible for the safety and whereabouts of their child(ren) at the Girls on the Run 5K or other special events and must provide supervision at all times. If you are unable to

attend the 5K or other special events and are unable to arrange supervision for your child, please talk to your child's coach or a Girls on the Run staff person in advance of the 5K or special event. If you or your child(ren) cannot find one another at the 5K please go to the Lost Child Area. Girls on the Run may contact local authorities to assist if an adult does not retrieve the child.