**Pick-Up Policy & Agreement**

**Dismissal Time:** Participants should be picked up promptly at the conclusion of their lesson. If a participant is not picked up within 10 minutes of their lesson ending, their parent/guardian will be notified and a Late Pick-up Fee, of $1.00 per minute, per swimmer, will be assessed. All late fee charges must be paid before returning to the next scheduled swim lesson. Fees must be paid to the Campus Recreation Office located in the Student Services Building, Room 105.

A. First Time – The Program Coordinator or designee will wait with the swimmer until he/she is picked up by their parent/guardian. The Program Coordinator or designee will remind the child’s parent/guardian that this is a late pick up and that the Late Pick-up Fee has been assessed. In addition to the fee, the parent will also be informed they need to arrange prompt pick-up for the swimmer in the future.

B. Second Time – The Program Coordinator or designee will wait with the swimmer until he/she is picked up by their parent/guardian. The Program Coordinator or designee will remind the parent/guardian a second time that this is a late pick-up and that the Late Pick-up Fee has been assessed. In addition to the fee, the parent will also be informed that if they are late again, their child can no longer attend this Gator Swim Lessons Program for the duration of the summer.

C. Third Time – The Program Coordinator or designee will notify the parent that their child may no longer attend the Gator Swim Lessons Program for the duration of the summer. The registration fee for the current swim session will be forfeited; any future session fees that have already been paid will also be forfeited.

**Failure to Pick-Up Child:** If a child is not picked-up within 10 minutes after their lesson, the Program Coordinator or designee will immediately call the parent. If reached, the Program Coordinator or designee will impress upon them the severity of their tardiness and proceed with the outlined policy for late pick-up, depending on whether this is a first, second or third offense. If the parent cannot be located, the Program Coordinator or designee will call the emergency contact. If he/she cannot be reached, the University Police will be notified and the child will be turned over to the authorities.

Before signing this document, I have read, understand and hereby agree to the terms and conditions of the Pick-Up Policy and Agreement Form. I recognize all fees must be paid prior to the beginning of the next scheduled lesson and failure to comply with this policy will result in forfeit of future scheduled lessons and/or sessions until payment is made. Additionally, only the named persons below will be authorized to pick-up the designated participant unless otherwise specified by the primary parent/guardian. Lastly, any questions that I have had, have been answered to my satisfaction.

**Primary Contact**

Name of Minor’s Parent/Guardian: ______________________ Signature: __________________ Date: __________

Best Contact Number: ________________________________

**Alternate Contact**

Name: ______________________ Relationship: __________________

Best Contact Number: ________________________________

| Minor’s Name: ______________________ | Office Use Only: |
|  | General ( ) | Private( ) |
|  | Session 1( ) | 2( ) | 3( ) | 4( ) |

Class Time: