



## COLLECTION POLICY

### 1. Purpose

The safety and wellbeing of all children at Elevations Dance is our top priority. This Collection Policy sets out clear guidelines for the safe and secure drop-off and collection of students attending classes, workshops, or events.

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### 2. Arrival

- Children should arrive no earlier than **5 minutes before the start** of their class, unless otherwise agreed.
  - Younger students must be accompanied to the studio entrance by a parent, guardian, or authorised adult.
  - Children must not be left unattended outside the building.
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### 3. Collection

- Children must be collected **promptly at the end of their class.**
  - Only authorised adults (as named on the registration form) are allowed to collect children.
  - If someone different will be collecting your child, you must inform Elevations Dance in advance, providing their full name and relationship to the child. Password required for handover.
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### 4. Late Collection

- If a parent or guardian is delayed, they must contact Elevations Dance as soon as possible.
  - Children will be supervised by a staff member until collected.
  - Repeated late collections may result in additional charges or a review of your child's place in class.
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### 5. Older Students (Aged 11+)

- Children aged 11+ may leave the premises unaccompanied, however they must be made aware that if they cannot see their parent- we advise them to return inside the building. Please remind your child of road safety. As soon as your child leaves the building- the teacher is not responsible for your child.
  - If you would like a handover for your child aged 11+, please email [info@elevationsleeds.com](mailto:info@elevationsleeds.com) and we are happy to escort them out of the building to hand them over to a waiting parent/guardian.
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## 6. Emergency Situations

- In the event of an emergency, Elevations Dance will contact the parent or guardian using the details provided on the child's registration form.
  - If no authorised adult can be reached within **30 minutes** of the class ending, we may be required to contact local safeguarding services.
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## 7. Contact

Please ensure your contact information is up to date.

To inform us of changes or collection arrangements, contact:

Name: Hayley Byrne

Phone: 07790 225385

Email: [hayley@elevationsleeds.com](mailto:hayley@elevationsleeds.com)