



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.

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 you lift share with another family, and this arrangement is a regular arrangement, please confirm via the collection authorisation form.
 - 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 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