

## **Emergency Contact Procedure – Zoe’s Dance and Fitness**

### **Purpose:**

To ensure the safety and well-being of all children attending our classes by having clear emergency contact information.

### **Procedure:**

1. Collection of Emergency Contact Information
  - Parents/guardians must provide a primary contact and at least one additional emergency contact before their child’s first class.
  - Required details: full name, relationship to the child, and a valid phone number.
2. Use of Emergency Contacts
  - In an emergency, the primary contact will be called first.
  - If the primary contact cannot be reached, the additional emergency contact will be called.
3. Updating Emergency Contact Information
  - Parents/guardians must notify me immediately if any contact details change.
4. Confidentiality
  - All emergency contact information is stored securely and used only for emergencies.
5. Attendance Requirement
  - Children cannot attend classes unless a valid additional emergency contact is on file.

Effective Date: February 2026