Dolphin Cove
Parental Contract
Agreement of Policies and Procedures

Payment Policy

- All fees are due by the 1st of each month. Payment must be received before services are rendered. By paying in advance, you will be guaranteed a spot for your child at Dolphin Cove.
- Fees for drop-ins are due before services are rendered. Drop-ins are based on space availability.
- ***A $5.00 per day late fee is assessed for payments which are more than five days late. Anyone with overdue fees (5 school days) will not be allowed to participate.***
- There is no reduced rate for children who are ill or absent. If a child has an extended illness (2 weeks or more) contact the Director to discuss financial arrangements.
- Should the school close due to inclement weather, you will not be charged for the day. Credits will be applied to following payments.
- The charge for returned checks will be $25.00. After a returned check, only money orders or cash will be accepted. A child cannot participate if a returned check has not been taken care of within five days.

Arrival and Departure

- ***Children may not be dropped off before 7:30 a.m.***
- ***Children must be picked up by 5:30 p.m.***
- Please sign your child in during the morning session and out at the end of the day session. You will need to come into the building to sign your child in or out.
- Please notify staff if someone other than those listed on your child's enrollment form will be picking your child up or dropping them off. Proof of identification may be requested at any time.
- ***For any child picked up after 5:30 p.m., a late charge of $5.00 per minute will be added to your next payment.***
- Children cannot be left unattended in front of the school in the morning.
- ***In the event a child is not picked up by 5:45 p.m., and no phone call has been received by staff, the proper authorities will be notified that the child has been abandoned.***

Guidance and Discipline

- All Earlywine school discipline policies will be followed during Dolphin Cove hours.
- ***Dolphin Cove reserves the right to refuse service to a child who is unable to cooperate with staff and/or other students, or who is destructive to property.***

Emergency Procedures

- In case of severe injury or acute illness, 911 will be called and the parent/guardian will be notified immediately.
- Anyone with reason to suspect emotional, physical, sexual abuse or neglect is obligated by law to contact the Department of Human Services.

As legal guardian of _____ I understand the policies/procedures listed within this contract and agree to abide by them for as long as my child/children are participants of Dolphin Cove.

Parent Signature_____ Date_____

Parent Signature (#2) _____ Date_____