

August 2023

Dear Parents,

Dolphin Cove is the before/after school childcare program for Kindergarten-Sixth Grade students at Earlywine Elementary. Dolphin Cove will be in operation from August 10, 2023, to May 21, 2024. Before care is from 7:30-8:45 AM, and after care ends at 5:30 PM. We will be closed on days that school is not in session. Our goal is to provide a safe and convenient option of childcare for the children enrolled at Earlywine and to enhance our students' educational experience.

We have a limited number of spaces available for childcare. To reserve a spot for your child, please complete the following information on our school website, <https://www.mooreschools.com/earlywine> or scan the QR code below. The yearly enrollment fee is \$30 for the first child and \$15.00 for each additional child.

**Important changes for the 2023-2024 school year!**

- Any student needing to use drop-in services throughout the year must pay the \$30 enrollment fee and fill out online paperwork prior to service.
- The camp director or office staff must be notified prior to a student dropping in.
- Drop-in fees are due at time of service.
- Registration must be completed on our online form.

Thank you for your participation. If you have any questions, please contact me.



Scan for registration form

Bryla Birdwell  
Dolphin Cove Care Director  
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806-392-3339

# Dolphin Cove

## Parental Contract

### Agreement of Policies and Procedures

#### Payment Policy

- All students who attend Dolphin Cove are required to pay the \$30 registration fee for the year.
- All fees are due by the 1<sup>st</sup> 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.
- 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 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.

- ☐ By completing the registration form and paying the registration fee, you agree to the terms above.

**Monthly Dolphin Cove  
Payment Schedule  
2023-2024**

<u>Month</u>	<u># of Days</u>	<u>Before Only</u> <u>(\$6.75 per</u> <u>day)</u>	<u>After Only</u> <u>(\$9.45 per</u> <u>day)</u>	<u>Before and</u> <u>After</u> <u>(\$15.20 per</u> <u>day)</u>
August	16	\$108.00	\$151.20	\$243.20
September	19	\$128.25	\$179.55	\$288.80
October	19	\$128.25	\$179.55	\$288.80
November	17	\$114.75	\$160.65	\$258.40
December	11	\$74.25	\$103.95	\$167.20
January	20	\$135.00	\$189.00	\$304.00
February	20	\$135.00	\$189.00	\$304.00
March	15	\$101.25	\$141.75	\$228.00
April	21	\$141.75	\$198.45	\$319.20
May	15	\$101.25	\$141.75	\$228.00

These prices are based on the number of days we are in school  
during the 2023-2024 school year.

\*Drop-in rates are \$8 for mornings and \$12 for afternoons.