

## The Dolphin Cove

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### Drop In

A drop-in is determined as one who does not use the program on a regular basis. A drop-in is allowed to attend if a registration form and fee is on file. Parents are encouraged to register at the beginning of the year if you think your child may need to attend periodically (maximum drop-in is 1-2 times per month). The drop-in rate is \$20 a day. **If your child drops in more than 2 times in a month, your child will automatically be enrolled as a one time a week attendee and the fee will be \$200 for the month plus the \$65 enrollment fee.**

### Clothing

Please dress your child appropriately. Students should wear tennis shoes to play on the playground equipment. Unless the weather is very extreme, we try to take students outside each day.

### Withdrawal Notice

A written notice of withdrawal must be e-mailed, faxed or sent to The Dolphin Cove Director prior to withdrawal to avoid any additional

fees. Please indicate the reason for withdrawal on your notice.



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### Behavior Guidelines

We must strive to provide an atmosphere that is conducive to the safety of all children. Our expectation for appropriate student behavior will be communicated and followed. We will have rules and consequences for each grade level. The following consequences will be enforced:

- 1<sup>st</sup> – Warning & letter to parent (If the first offense is very serious, the student could be suspended without warning.)
- 2<sup>nd</sup> – Time out in the office for the remainder of the day.
- 3<sup>rd</sup> – Suspension from the program the following day.
- 4<sup>th</sup> – Expelled from the program.

\*\*\*THESE RULES WILL BE STRICTLY ENFORCED AND FOLLOWED\*\*\*



# The Dolphin Cove

After School Program  
for students at  
Daves Creek  
Elementary School.

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## The Dolphin Cove

### Afterschool Program

#### General Information

The Dolphin Cove is designed to provide a safe, relaxing, and enjoyable environment for elementary school age students. The program will be in operation from 7am until 7:50am each morning and from dismissal until 6:30pm on the days that students attend school. The program is open to all students K-5<sup>th</sup> who attend Daves Creek Elementary School. **Students must be present at school on the day they attend The Dolphin Cove.** Activities will include snack, homework, recreational sports and a whole lot more. The students will be engaged, learning, having fun and wanting to come each and every day to our program!

Parents are required to register their child(ren) and sign the Parent Acknowledgement Statement verifying they understand the rules and regulations of The Dolphin Cove.

#### Enrollment

A registration form must be completed and an annual non-refundable registration fee of \$65

per child will need to be paid, prior to participation in the program.

#### Fees

The Dolphin Cove will be \$200.00 per month per child for 1-3 days a week. For 4-5 days a week, the fee will be \$270.00 per month per child. Tuition must be paid monthly online using My Payments Plus at <https://mypaymentsplus.com>. These fees include morning and afternoon care. There will be no refunds or credits for days not used. Copies of your statement can be found on your account in My Payments Plus.



#### Hours

The hours for The Dolphin Cove are from 7am until 7:50am and from dismissal until 6:30pm. If your student is not picked up by 6:30pm, there will be a \$1.00 per minute late fee per child due at time of pick up. If we cannot locate a parent after 6:30pm, we will begin calling the authorized people on

the registration form. In the event that no one can be reached after a reasonable amount of time, The Dolphin Cove Director and/or Principal will use their discretion as to which authorities to contact. The Dolphin Cove will not be open during school holidays or inclement weather days. In the event of early dismissal due to inclement weather or other emergencies, The Dolphin Cove will not be open.

#### Pick Up

Release of the students will be to the parents or authorized adult (18 or older) only. The Dolphin Cove Director is to be notified in writing of any changes. Picture identification will be checked until the staff members are familiar with parents or authorized person(s). Any unusual restrictions should be noted on the registration form. You will need to sign your child(ren) out in our "Check Out Station" located in our front office. It is the responsibility of the parent to provide transportation. Students are not allowed to walk or ride bikes home.