

THE DOLPHIN CLUB REGISTRATION AGREEMENT

Child's Full Name:	Grade:	Start Date:		
Select program child will be attending:				
1st-6th Grade	Pre-K/Kindergarten Full Day	Pre-K/Kindergarten Half Day		
Select hours child will be attending:				
Before & After School	Before School Only	After School Only		
Select days child will be attending:				
Monday	Tuesday	Wednesday	Thursday	Friday

1. Tuition is due on the 1st of each month. If your payment does not go through, you will have 48 hours from the time of notification to make a payment in full or your account will be suspended. Tuition credit is not given for illnesses or vacations.
2. Children must be picked up by 6:00pm. If I cannot pick up my child by this time, I will arrange for an authorized person to do so. I understand that beginning at 6:00pm late fees apply. Reoccurring late pickups may result in termination from the program.
3. Any person listed on my child's enrollment paperwork may pick up my child from the center. If someone else will be picking up my child, I must notify the center in writing via the Procure app.
4. I understand that I must sign up my child to attend on non-school days and that additional fees will apply.
5. I agree to notify the Program Director in writing at least **two weeks** in advance of schedule changes. I understand that I am responsible for the full tuition until notice and the schedule change has occurred.
6. Tuition is due in full once it has been billed at the beginning of the month and is not subject to refund, credit, or proration regardless of attendance. **Written notice of termination must be submitted to the Program Director no later than the 15th of the month.** Termination becomes effective the following billing cycle.
7. For the safety of my child and in accordance with state law, ***I agree to sign my child in and out each day with a full signature.*** Failure to comply will result in a \$25 fee and/or termination of care.
8. My child will have a health check each day as required by law. In the event my child must be excluded from the center due to health reasons, I agree to abide by the center personnel's decision and take responsibility for my childcare. ***If my child is sent home from public school or did not attend due to illness, they will not be allowed to attend Dolphin Club the same day.*** I will immediately notify the center if my child contracts an infectious disease. As required by law, a doctor's written orders will be required if my child must take medication when attending the center.
9. Childcare professionals are required by law to report suspected child abuse.
10. The center's licensing agency shall have the authority to interview clients, including staff or children, and to inspect and audit client and facility record without prior consent. The licensee is required to make provisions for private interviews with any client, including children, or any staff members, and for the examination of all records relating to the operation of the facility.
11. The Dolphin Club occasionally will contract outside consultants to meet our special needs training goals and for observation of special needs children. We also utilize community resources as needed for families whose needs are better met by outside specialized services. If meeting the needs of my child creates a financial hardship or other hardship on the program, it will be necessary to remove my child from the program.
12. All children enrolled in the program must be able to use the bathroom without assistance.
13. I expect to be treated with respect, and I will treat all center employees with respect.
14. Information regarding my child will be kept strictly confidential among program personnel. I may request to see my child's file or discuss my child's progress at any time.
15. I will keep the center informed of any changes, such as new phone numbers, addresses, or other circumstances.
16. If my child's behavior threatens the safety of him/herself, other children, or staff, I will be notified and expected to pick up my child immediately.
17. All tuition rates are subject to change with 30-day notice.
18. I have read the Dolphin Club Family Handbook (available on the website) and agree to the policies and procedures.

Parent/Guardian Signature	Date	Phone Number
Comments		