

Date Received _____

Registration Paid _____

The Dolphin Club

Application for

After School Enrichment Program

This application is not complete without the \$30.00 registration fee (\$40 per family).

Please complete one form per child.

Student's Name _____

Age _____ Birth date _____ Grade for 2018-2019 _____

Home Address _____ Phone number _____

Email _____

_____ Mother's Name/ Guardian's Name	_____ Father's Name/ Guardian's Name
Work # _____ Ext. _____	Work # _____ Ext. _____
Cell # _____	Cell # _____
<u>Please circle the parent that should be called first in case of emergency.</u>	

Please list the names of at least three people other than parents/guardians who may be contacted in the case of an emergency or may pick up your child.

- List them in the order you would like them contacted.
- Only people listed will be allowed to pick up your child.
- They will be required to show a picture ID as well.
- Please use the back of this form if additional space is required.

Name	Relationship to student	Phone Number

List anyone who is specifically NOT AUTHORIZED to pick up your child:

Full-time (4-5 days per week) _____

Part-time (1-3 days per week (Set Days) _____

Circle Days your child will attend M T W Th F

Estimated daily pick-up time _____ (2:45-6:00 p.m.)

THE DOLPHIN CLUB
Emergency Health Information

Please include an updated immunization record with this form.

Child's Name _____

List any health/physical/developmental problems that would impact your child's ability to participate in the after school care program at Southern Elementary.

Does your child take prescription medicine on a daily basis? Yes or No

Please list all medications and dosages. This information will only be given to medical personnel in case of emergency.

Does your child have life threatening allergies: Yes or No

Explain if Yes: _____

Physician's Name _____ Phone # _____

Hospital Preference _____

This information is accurate to the best of my knowledge, and the child herein described has my permission to engage in all activities. In the event I cannot be reached in an emergency, I hereby give permission to the director, or designee, to secure emergency medical services including transportation and a physician.

Parent/Guardian Signature _____ Date _____

PLEASE NOTE: *Non-prescription medication (over the counter) may be given to a child only with the written daily request of the parent/guardian on the correct dolphin club medication form. Daily request means that a daily signed medication note is required.*

THE DOLPHIN CLUB CONTRACT

After School Enrichment Program – Southern Elementary

A \$30.00 non-refundable fee will be required for each student or \$40 per family wanting to enroll in the Dolphin Club Program. The fee is \$187.00 a month for full-time (4-5/week) and \$119.00 per month for part-time (1-3/week). **PRICE SUBJECT TO CHANGE.** No discounts are available for families with more than one child enrolled in the program. The fee covers the cost of snacks, art supplies, crafts, enrichment materials, and staffing. We will also offer tutoring for students as deemed necessary by their classroom teachers. By signing this, you are agreeing to pay Southern Elementary for after school care for the 2018-2019 school year. The following guidelines will be used when evaluating your good standing in the program:

- **All fees are due on the fifth day of each month.**
- Contact will be made ONE TIME in an effort to collect payment.
- If payment is not collected by the **fifteenth day** of the month, the account will be turned over to the FCPS board attorney for prosecution, and after 10 days and your child will be withdrawn from the program.
- A monthly fee chart will be available at the beginning of the school year. All withdrawals are done monthly.
- Fees are not refunded nor prorated due to sickness, vacations, family emergencies, other school activities, being withdrawn from the program, complete closing or early closing of the program due to special school events, or availability of another childcare provider.
- There is a late fee of \$2.00 per minute for anyone leaving their child later than 6:00pm. **This fee will be added to the next month's payment or you can pay at the time of pick-up. After the third late pick-up, your child is subject to being withdrawn from the program.** Please be aware of any special events in the city (downtown especially) that may cause more traffic congestion and be prepared to leave work a little earlier.
- The Dolphin Club will be not in session during days in which school is closed. If snow days occur your monthly payment amount will not change. Fees will simply be transferred to the additional make-up days later in the school year. However, parents are responsible for scheduling alternate day care when school is closed.
- If school is dismissed early by the district for any reason, The Dolphin Club program will remain open for 3 hours after the official dismissal time. Any pick-ups after this time will be considered late pick-ups and parents will be charged accordingly. Fayette County Law enforcement will be called after 15 minutes late for pick up. Please check school webpage for closing time. The Dolphin Club program retains the right to close completely or early for special school events. ***There will be no fee adjustment when program closes.***
- Students cannot leave school property and then check back in the program at a later time. Once a parent/guardian has picked their child up, that child cannot be readmitted about to the after school program for that day. All in-school clubs are fine to attend after school. Club directors will be responsible for checking in all students at the desk.
- Failure to adhere to the Southern Elementary discipline policy, acts of physical aggression, violence, or threats towards students or staff, may result in immediate dismissal from the after-care program. This will be at the discretion of the after school care director. Repeated misbehavior is not acceptable and students who continually misbehave will be withdrawn from the program. Specific procedures for disciplinary action (including withdrawal from the program) are available in the parent handbook.
- Once a student is registered as full time or part time status, changes cannot be made unless there are spots available. If no spots are available, students will be re-enrolled and placed on the waiting list.

Program Withdrawal

You have the option of withdraw from The Dolphin Club program at any time during the school year. However, once the month has begun, you owe for that entire month's payment. Re-admission to the program is not guaranteed once you have withdrawn. A 10 day notice of withdrawal is needed.

Moving From Southern- Our after school program is a separate program from the school, so you must notify the director in writing if your child moves and will not be returning to the program. The school's office is not responsible for notifying the after school program if or when your child has withdrawn from Southern Elementary.

*** You will not be refunded for days your child misses or goes home early. By signing this form you are agreeing to abide by the above contract. Failure to do so will result in your child not being admitted into the Southern Elementary after school program.**

Parent/Guardian Signature _____ Date _____