



Rocking Horse Academy

Corral Kid Parent Handbook Summary

This is a summary of policies discussed in our handbook. Parents are encouraged to read the entire handbook to understand all of our policies. (A copy is available at www.rockinghorseacademy.com)

RULES OR POLICIES ARE SUBJECT TO CHANGE

The rules and regulations contained within are not exclusive. Other rules and regulations may be posted in and about the facility and shall be binding as described within this handbook in full. The Academy may, from time to time, choose to adopt and make amendments to its rules and regulations. All enrolled participants will be obligated to observe these policies. (Tuition rates are subject to change)

Hours of Operation: 6:30 a.m. – 6:30 p.m.

Late pick-up 6:35 p.m. charged \$15 + \$1/minute

Excessive late pick-ups (2 incidents w/in a 30-day period) will be charged \$15 + \$2/minute

Tuition:

Charged and due every other Monday (no exceptions)

Must be paid in full without deduction for absences or holidays

Late fees begin after Tuesday at midnight

Late fees \$15 Wednesday, \$5 /day thereafter until paid in full

As a service, invoices are emailed on Friday prior to tuition Monday (barring technical difficulties). (Be sure to notify us of any change in email addresses.)

Drop-off/Pick-up:

An adult **MUST** pick up the child from the teacher. Siblings may only pick-up or drop-off if they have a driver's license.

The adult **MUST** sign the classroom roster at drop-off and at pick-up times.

(If your child is on the playground, you may not stand on the back porch and call your child to leave without going to the teacher and signing the child out.)

If you arrange for someone else to pick up your child, please notify us.

That person must check in at the front desk and show a photo ID. Your child's file will be checked.

If your child does **NOT** need Rocking Horse Academy to pick up him/her/them after school, please notify the Corral Kid Supervisor before 2:00 that do so that we don't wait/look for your child.

Holidays and closures

New Year's Day	January 1 st *
MLK (Teacher In-service Day)	3rd Monday in January
Good Friday (Teacher In-service Day)	Last Friday in March
Memorial Day	Last Monday in May
Independence Day	July 4 th
RHA Teacher In-service Day	2 nd Friday August
Labor Day	1 st Monday in September
Columbus Day (Teacher In-service Day)	2nd Monday in October
Thanksgiving and the Friday after	4 th Thursday and Friday in November
Christmas Day	December 25 th *

The Academy will be closed the previous Friday or the following Monday, if a holiday falls on a Saturday or Sunday.

We will close an additional 2 days during the winter break. *Dates will be posted and specified depending on the day Christmas and New Year's Day falls.*

HaysCISD Holidays/Inservice: Rocking Horse Academy offers full day care during most of the school district's holidays and in-service days. It is an additional \$20 per day. For the 1 week of Thanksgiving, 2 weeks of Christmas, and 1 week of Spring Break, parents have the option of NOT paying the weekly tuition IF your child will not attend any of those days. If your child needs care for one or more days during that week, you will pay the full weekly tuition and the additional \$20 per day as needed.

Items from home

Please LABEL all articles of clothing (especially sweaters, jackets, sweatshirts) Toys/personal items may NOT be brought to class unless requested by the teacher.
Rocking Horse Academy will not be responsible for lost or broken items.

Damaged Property: If your child is observed by a staff member purposefully damaging Rocking Horse Academy's property, furniture, toys, equipment, etc., parents will be held responsible for the cost of repairs/replacement.

Illnesses

We post contagious illnesses on our classroom doors and notify TX DFPS when applicable.

Parents must pick up, or arrange to have their child picked up, within 90 minutes of attempted notification. Failure to comply will result in an additional fee of \$1.00 per minute after the 90 minutes.

1. Fever underarm 100 degrees
2. Rash – unexplained
3. Diarrhea-multiple
4. Vomiting-multiple
5. Eye infection or pink eye-constant discharge
6. Lice/nits (we have a no nit policy)
7. Unable to participate in classroom activities

If your child becomes ill at night, please notify the Rocking Horse Academy Corral Kid supervisor, the next day that you will not be attending after school.

Check handbook for specific guidelines on our notification process, when you can return to school and late pickup fees. Generally, the child must be symptom-free, without medication, for 24 hours before returning or submit a Dr.'s note clearing them to return to school.

By signing this document, I am certifying that I have read the full parent handbook and agree to comply with all of its policies and procedures. I understand that this is a brief summary of some of the policies and procedures stated in the Parent Handbook

Parent Signature

Date



Rocking Horse Academy

Discipline and Guidance Policy for *Rocking Horse Academy*

Child's Name _____

- Discipline must be:
 - Individualized and consistent for each child;
 - Appropriate to the child's level of understanding; and
 - Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threats of corporal punishment;
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking, or biting a child;
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child's mouth;
 - Humiliating, ridiculing, rejecting, or yelling at a child;
 - Subjecting a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Parent/Guardian Signature

Date



Rocking Horse Academy

Financial EFT Enrollment

Rocking Horse Academy accepts EZ-EFT banking service that makes it easy for you to pay your child care fees automatically – at absolutely no additional cost to you. The simple authorization form allows us to bill your financial institution on the designated tuition due date. There is no need for you to write checks, remember to drop off (or mail) them, or worry about late fees. Your record of payment will be listed each month on your banking statement.

Getting started is easy. Simply complete the attached authorization form, or pick one up at the front desk. Attach a voided check to the form or a letter from your bank you're your account information and return it to us. All authorization forms should be returned to the front desk ONLY; please do not give them to your child's teacher to be passed on to us.

EZ-EFT is safe, secure and easy. Sign up is required for processing tuition payments! Feel free to stop by, call or email if you have any questions!!

Thank you,
Cody Bench
Accounts Manager
accounts@rockinghorseacademy.com

EZ-EFT Authorization Form

I hereby authorize my financial institution to make periodic payments on my behalf from the checking or savings account listed below and transfer it to **ROCKING HORSE ACADEMY**.
CHOOSE ONE:

- Checking Account Transfer
- Savings Account Transfer

I understand that I am in full control of my payments and I will notify RHA at least one week in advance if at anytime I decide to make any changes, discontinue this service, or change or close my bank account.

Name _____
 Address _____ City _____ Zip _____
 Signature _____ Date _____

Voided check MUST be attached



Rocking Horse Academy

Emergency Plan Parent Letter & Transportation Consent

To Parent(s)/Guardian:

This letter is to communicate with all our enrolled families our commitment and plan for the safety and welfare of your child(ren) while attending Rocking Horse Academy.

Our Emergency Plan provides for a response to all types of emergencies. In the event of an emergency situation that requires an evacuation of our school's facility, our staff will make every attempt to contact you in such an event. Please be sure to supply us with up-to-date emergency contact information including your email and an out-of-area contact, if possible.

Depending on the circumstance of the emergency, we will use one of the following protective actions:

- On-Site Evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- Sheltering In-Place or Lock-down: Sudden occurrences in weather or other hazardous situations may dictate taking cover inside the building.
- Off-Site Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility by Rocking Horse Academy's program vehicles, staff vehicles, parent vehicles, volunteers or neighbors and/or walking. Staff will remain with and care for your child(ren) at all times during an event. Attendance will be checked regularly whenever our children are moved. Staff will bring any necessary medications, supplies, and emergency records. In the event that we receive different instructions from emergency personnel, every attempt will be made to contact you with the alternate plan or post messages on Facebook and Twitter if possible.

Emergency Relocation Facility A

(Primary option near school)
Plum Creek Golf Course Pavilion
750 Kohler's Crossing
Kyle, TX 78640
512-262-5555 - Site Contact: Marc Farris - Club Manager

Emergency Relocation Facility B

(Secondary option near school)
Saint Anthony Catholic Church
801 N. Burleson Road
Kyle, TX 78640
512-268-6966 - Site Contact: Father Juan Carlos Lopez

Students will remain at the relocation facility accompanied by our teachers and staff while family/guardian/emergency contacts are notified of the situation. If you're not sure how to get to any of these locations, please ask for directions BEFORE there's an emergency.

Modified Operation: Cancellation/postponement or rescheduling of normal business operations may be required. These actions are normally taken in case of a winter storm or building/transportation problems (such as utility disruptions or mechanical difficulties) that may make it unsafe for children in a variety of situations.

Please listen to local radio/television stations for announcements relating to any of the emergency actions listed above. If it ever becomes necessary to relocate, a sign will be posted on the main entrance stating which facility we've gone to (A or B). We will attempt to leave a message on the school's main number 512-405-3700. If possible, we will also post announcements on Facebook and/or Twitter. We do ask that you limit your calls during an emergency. This will keep the main telephone line free to make emergency calls and relay information.

Just in case these options are not available, you may try to contact us at

512-578-9673 (cell)

This is for EMERGENCY USE ONLY.

Our Emergency Plan relies directly on your contributions of extra clothing, medication, diapering supplies, water supply donations, and your preparation for an emergency situation. Please take the time to implement your own Family Plan. Please keep this information with you so that you will know how to contact and find us in the event of an emergency or evacuation.

An “Emergency Contact Card” is in each classroom or at the front desk for you to complete. This form will be used to contact families and verify authorized emergency contacts in order to release your child. Please ensure that only those persons you list on the form attempt to pick up your child.

In order to guarantee we have all of our student’s most up-to-date emergency information, our school will require that all children’s “Emergency Contact Card” be resubmitted at the beginning of each school year regardless of your last update.

We realize that emergency circumstances may require changes to your plans, but I urge you to NOT make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact me at 512-405-3700 ext 305.

Sincerely,

Rebecca Eichen
Director



Rocking Horse Academy

Emergency Plan Parent Letter & Transportation Consent

To the Parent(s)/Guardian of _____
Print Child's Name

By signing this form, I acknowledge that I have read and understand Rocking Horse Academy's Emergency Plan Parent Letter and I give permission for my child to be transported in the event of an emergency.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Please return to us as soon as possible or by your first day of enrollment.

***Families will be asked to review and sign this form annually
at Back to School Night.***