



Rocking Horse Academy Preschool 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.

- **No drop off between 10:00 a.m. – 2:30 p.m.** The front door access code will be turned off during this time
- Late dropoff exceptions will be made for a Doctors appointment with a note.
- Late pickup 6:35 p.m. charged \$15 + \$1/minute
- Excessive late pickups (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.)

Dropoff/Pickup:

- Sunscreen should be applied at home before school. We will re-apply sunscreen you provide after nap for the afternoon. (Permission forms available online.)
- No food after 7:15 a.m. All food removed at 7:30 a.m.
- An adult **MUST** accompany the child to the classroom
- 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 dropoff and at pickup 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.

Clothing/Items from Home

- Children get dirty or have accidents. Please don't send them in "nice" clothes.
- Please provide one extra set of clothes in case of an accident.
- Children should only wear closed-toed shoes. (no sandals, flip-flops, Crocs)
- Please LABEL all articles of clothing (especially sweaters, jackets, sweatshirts)
- Please LABEL all bedding.
- Toys/personal items may NOT be brought to class unless requested by the teacher.
- Bedding should be brought in the beginning of the week and taken home at the end of the week for laundering.
- Home lunches should be nutritious (no candy, no juice). Refer to our Parent Handbook regarding our beverage policy.
- Fresh water in a labeled water bottle must be provided every day. Only water can be in the bottle.

Rocking Horse Academy will not be responsible for lost items.

Enrollment/Withdrawal:

- Parents may NOT change a child's enrollment status without permission from the director. (From full time to part time or vice versa or from MWF to TTH)
- Withdrawal requires 30 days (4 tuition weeks) written notice in order to have the deposit applied to your balance. Weekly tuition will not be prorated for partial weeks.

Holidays and Closures

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

- 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.

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 front desk the next day that you will not be attending 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 doctor's note clearing them to return to school.

Medication

- All medication must be in the original container.
- Medication will be administered according to the manufactured label, doctor's note, or prescribed instructions.
- Must be checked in at the front desk and logged into the book.
- Must be accompanied by a doctor's note/current prescription.
- Will be administered at 11 a.m. and 3 p.m.

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/Guardian Signature _____ Date _____