



**ROCKING HORSE ACADEMY
SUMMER CAMP 2018
NEW STUDENT FINANCIAL FORM**



Child's Name: _____ Grade entering: _____
 Name of Primary Guardian: _____ Cell phone: _____

Primary Email: _____

Alternate contact for billing concerns/questions if different from primary guardian:

Name of Billing Contact: _____ Cell phone: _____

Billing Email: _____

A \$75 REGISTRATION FEE IS DUE PER CHILD

(OR \$30-1st wk, \$10 each additional week)

 \$75.00

Registration total

A RHA Corral Kid T-shirt is provided for field trips & swimming (state size) **X** S M L (circle one)

CAMP DEPOSIT—NON-REFUNDABLE

A Camp Deposit of \$10 per week is required for all camp sessions. (Example: If you are registering for three camp sessions, a \$30 deposit will be required to hold a spot for your child for those weeks of camp. These fees will be deducted from your total weekly camp tuition. If you cancel those weeks of camp, \$10 weekly deposit is non-refundable.)

AM & PM snacks are included in weekly tuition.
 Lunches \$2.75 daily (You may bring a nutritious lunch from home. Milk is provided for all students.)

Additional charges may apply for some field trips (TBD).

Check the session(s) your child will attend.

- | | | | |
|-----------------------|---------------------------------------|----------------------------|----------------|
| <input type="radio"/> | June 11-15 | O-fish-ally Summer | \$190 |
| <input type="radio"/> | June 18-22 | Happy Camper | \$190 |
| <input type="radio"/> | June 25-29 | Buggin' Out | \$190 |
| <input type="radio"/> | July 2-6 (Closed 4 th) | Stars and Stripes | \$170 (4 days) |
| <input type="radio"/> | July 9-13 | Color Me Crazy | \$190 |
| <input type="radio"/> | July 16-20 | Ooey Gooyey | \$190 |
| <input type="radio"/> | July 23-27 | All Stars | \$190 |
| <input type="radio"/> | July 30- Aug 3 | Let's Get Wild | \$190 |
| <input type="radio"/> | August 6-9 (Closed 10 th) | Treasure Island | \$170(4 days) |
| <input type="radio"/> | August 13-17 | Keep Corral Kids Weird | \$190 |
| <input type="radio"/> | August 20-24 | There's No Place Like Camp | \$190 |

No. of weeks registered: _____ x \$10.00

Total deposit due: _____

Total for withdrawal: _____

Please note, all fees (registration, deposits and/or t-shirts), will be charged to your account for immediate EFT withdrawal.

My signature verifies that I agree to pay all program fees, deposits, tuitions as described in the registration materials and cancellation policies. Please note, tuition must be paid in full without deduction for absences as set forth by Rocking Horse Academy.

Parent/Guardian Signature

Date

Parent/Guardian SSN# or DL

Admin Initial

Date

**ROCKING HORSE ACADEMY
2018 SUMMER CAMP ENROLLMENT FORM**

CHILD'S NAME: _____ Gender: [M] [F] (circle one)

Date of Birth: ____/____/____ Age: _____ Grade entering this fall: _____

PRIMARY GUARDIAN [Mother] [Father] [Other: _____]

NAME: _____ Email: _____

Address: _____ City: _____ Zip Code _____

Home phone: _____ Cell phone: _____

Employer: _____ Work phone: _____

SECONDARY GUARDIAN [Mother] [Father] [Other: _____]

NAME: _____ Email: _____

Address: _____ City _____ Zip Code _____

Home phone: _____ Cell phone: _____

Employer: _____ Work phone: _____

**EMERGENCY CONTACTS/AUTHORIZED PICK-UP (OTHER THAN PARENTS):
(MUST list at least ONE emergency contact).**

Name: _____ Work/Cell phone: _____

Address: _____ City: _____ Home phone: _____

Name: _____ Work/Cell phone: _____

Address: _____ City: _____ Home phone: _____

EMERGENCY CONTACT INFORMATION: I authorize to RHA to obtain emergency medical care and/or to transport my child for emergency medical treatment:

Physician's Name: _____

Address: _____ **Phone Number:** _____

Hospital: _____ **No preference. Please use closest available** _____

ALLERGIES/Special Needs: _____

I can provide my child's immunization records and/or the records are on file at my child's school. All required immunizations are current, [YES] [NO]

Name of the school your child attends or will attend _____ **Phone:** _____

I am aware that a copy of the Rocking Horse Academy Parent Handbook and the Minimum Standards for Licensed Child-Care Centers is available at www.rockinghorseacademy.com; I agree to abide by all policies and regulations. A copy is available for review upon request at RHA. I agree to pay the tuition as set by Rocking Horse Academy. I understand that enrolling my child obligates me to pay the agreed upon tuition according to RHA schedule. I agree to abide by the stated cancellation policy set for RHA summer camp and that my account will be billed according to our cancellation policy if I fail to provide proper notice. Please note, tuition must be paid in full without deduction for absences.

Parent 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.

Only **one** account will be made for each child/family; we can't split the account. Both parents/guardians are legally liable for the full payment of tuition. We can not become involved in financial disputes between parents or guardians.

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

SUMMER CAMP 2018

Cancellation Due Dates

	Forfeit Deposit Only	Forfeit Deposit & Half Tuition	Forfeit Deposit & Full Tuition
Camp Dates	<i>Notice received before or on</i>	<i>Notice received before or on</i>	<i>Notice received before or on</i>
June 11-15	Friday, May 18	Thursday, May 31	Friday, June 1
June 18-22	Friday, May 25	Thursday, June 7	Friday, June 8
June 25-29	Friday, June 1	Thursday, June 14	Friday, June 15
July 2-6 (not 4th)	Friday, June 8	Thursday, June 21	Friday, June 22
July 9-13	Friday, June 15	Thursday, June 28	Friday, June 29
July 16-20	Friday, June 22	Thursday, July 5	Friday, July 6
July 23-27	Friday, June 29	Thursday, July 12	Friday, July 13
July 30 – Aug. 3	Friday, July 6	Thursday, July 19	Friday, July 20
Aug. 6-9 (not 10th)	Friday, July 13	Thursday, July 26	Friday, July 27
Aug. 13-17	Friday, July 20	Thursday, Aug. 2	Friday, Aug. 3
Aug. 20-24	Friday, July 27	Wednesday, Aug. 8	Thursday, Aug. 9

Cancellation/Refund Policy:

- After initial registration, no refunds will be given for the registration fee and camp deposit(s).
- All cancellations and changes to enrollment status from FT to PT MUST be received **in writing** by the Corral Kid Supervisor (corralkids@rockinghorseacademy.com) or Accounts Manager (accounts@rockinghorseacademy.com) or you may complete an official camp cancellation form which is available on our website (www.rockinghorseacademy.com) or at our front desk by the dates stated above.
- All changes in enrollment status must be requested by the **FORFEIT DEPOSIT ONLY DATES**. There is no guarantee we will be able to change the enrollment status at that time. No changes to enrollment status will be made after the Forfeit Deposit Only date deadline.

I understand and agree to the above stated policies. I acknowledge that any changes made to my enrollment will be subject to the penalties stated in these policies. (Please make a copy for your records.)

Parent/Guardian Signature _____ Date _____



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.***

Rocking Horse Academy

Bus Rules

Child's Name _____

Rocking Horse Academy transports children in the afternoon from local elementary schools. In addition, we take school-aged children on field trips during summer camp and school breaks. Safety is vital. It is essential that you as parents discuss these safety rules with your child, and that you remind them regularly about following these rules.

- ❖ Seatbelts must be worn appropriately at all times.
- ❖ Stay in your seat at all times.
- ❖ No yelling or loud talking.
- ❖ Keep your hands and feet to yourself.
- ❖ Respect others at all times- students & teachers
- ❖ Keep walkways clear of any objects. (backpacks and feet)
- ❖ No food or drinks on the bus. (other than water)
- ❖ Backpacks/lunchboxes are to remain closed for the duration of the trip.
- ❖ Do not take things out of the backpacks or lunch boxes.
- ❖ Damage to school property including the bus will be charged to the parent(s)

I have read these rules with my child and we understand and agree to abide by the rules.

Child's Signature and Date

Parent's Signature and Dat



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. Bursleson 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