



Rocking Horse Academy

**WELCOMES** you to  
**CORRAL KIDS**

**WELCOME TO CORRAL KIDS!** Rocking Horse Academy (RHA) would like to take this opportunity to welcome you to our after-school program, Corral Kids.

This letter will help describe our daily schedule and policies. Please understand that we may have changes throughout the year as we work to make this program the best that it can be for you and your children. It is our belief that by working together as a cohesive team and making adjustments that focus on the specific needs of our students, we are able to provide the best after school experience possible for all of our children and families.

Students from Kyle Elementary and Elm Grove will be picked up at school by the Rocking Horse Academy bus. Our RHA teachers will walk to Negley each day and meet your children at the designated spot, located in front of the building. Your children are then escorted along the sidewalks and road crossing to our back gate and enter our playground area. **(Please be sure to notify RHA if your child is ill and will NOT be attending our program for that day or if your child will be participating in any after school activities. Our staff looks for all students unless we are notified that you are picking up your child.)**

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## COMMUNICATION

[corralkids@rockinghorseacademy.com](mailto:corralkids@rockinghorseacademy.com)

Weekly activities as well as any other important family/teacher information such as illness postings, or movie selection will be posted on the doors to the gym. Our schedule will be posted on our family information bulletin board across from the water fountain. If we have any information, and or papers for you to sign, we will do our best to hand it to you when you pick up your child. If you have any questions, comments, or concerns please feel free to email me at: [corralkids@rockinghorseacademy.com](mailto:corralkids@rockinghorseacademy.com), or feel free to call me 512-405-3700.

## **RULES**

### BE RESPECTFUL TO FELLOW STUDENTS, TEACHERS, AND RHA PROPERTY.

We follow this one rule, because we feel that the word RESPECT encompasses everything from keeping your hands to yourself, listening to your teachers and friends, following directions, and taking care of our school.

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## **RECESS**

We have outside time at 3:15-3:45 and again at 5:15. Outside time is a great time for the children to decompress after a long day at school and catch up with other friends in the program. We try to limit the amount of time that is spent outdoors when the weather becomes more severe.

When the temperature reaches 98 or higher, or 40 and below, we limit our outside time from 45 minutes to 5-20 minutes depending on the current conditions. It is our feeling that having outside time is an important part of our children's physical health and stimulation and something that we would much rather limit than remove all together unless we are in extreme circumstances such as heavy rain, hail, or excessive wind/cold.

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## **BACKPACKS/HOOKS**

Each group will have a designated area for their belongings, which will be clearly marked by signs.

- 1<sup>st</sup> – 5<sup>th</sup> are located along the wall parallel with Trotter/Bronco rooms.
  - Kindergarten is located along the wall parallel with Charger's hallway.
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## **AFTERNOON SNACK INFORMATION**

We have 6 weeks of separate menus that we rotate weekly. We follow the USDA'S Food Pyramid guidelines and the TxDFPS guidelines in choosing what to serve and portion sizes. We also allow second helpings when available. We use milk or 100% juice for our beverages.

**If your child has a dietary restriction or food allergy, you must provide written verification from a physician or a registered licensed dietician.** RHA will not provide nutrition for dietary restrictions or allergies, instead, you will need to provide alternate nutritious food options for snacks and lunch daily. We will post a sign in our classroom noting your child's food allergy/dietary restriction and include a picture of your child.

## **ILLNESS POLICY**

We post contagious illnesses on our classroom doors and notify TxDFPS when applicable. Parent/guardians 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.

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
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 the Family 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 24-48 hours before returning or submit a Dr.'s note clearing them to return to school.

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## **BEHAVIOR MANAGEMENT POLICIES**

The Corral Kid staff will use positive behavior management techniques that are developmentally appropriate and individualized for each child. We will remind the children of our rule and maintain consistent behavior expectations. We will use positive redirection and help the children find or choose a more acceptable activity or behavior. We will listen to the children's feelings and frustrations and help them to resolve conflicts among themselves. The CK staff and I modify and structure the environment as needed to attempt to prevent problems before they occur as much as possible.

We use time alone (no more than 1 minute for every year old they are) when the children need some space or just some time away from the situation. The children will of course be then welcomed back when they feel like they are ready to address the situation and rejoin their group. We also use verbal or written communication to the parent/guardian regarding the child's behavior when needed. When necessary, we use either a behavior write up, or an incident report for documentation. These documents will explain the incident, how it was handled, and the parent/guardian will be asked to sign it.

## **SCHEDULE**

Upon arriving at RHA students will have time to play outside to “blow off” some after school steam. After playing, students will enter the building to use the restrooms and wash their hands. They will then break into their individual groups (prearranged by RHA staff based on age and classroom assignment) and enter the gym or classrooms with their teachers where snack will be served. After snack the students will begin homework/study time. Students who do not have homework may spend some quiet time reading, listening to books on tape or working on age appropriate RHA provided worksheets. Next, the students will rotate through our afternoon activity centers and enrichment activities. Our wide range of activities will include (but are not limited to) arts and crafts, technology, science fun/experiments, blocks/manipulatives, drama/music, sports, and community service. Weather permitting the children will then return outside for play. At approximately 6:00 p.m. the remaining children will combine and head to the library for computer time until close. Each groups schedule is posted on our bulletin board located through the lobby, to the right, across from the water fountain on the wall.

## **SAMPLE DAILY SCHEDULE**

### MONDAY –THURSDAY

3:15 – 3:45 Playground

3:45 – 4:15 Snack

4:15 – 5:15 Study Center

Group Activity Centers

5:15-6:00 Playground

6:00 – 6:30 Table Activities

### FRIDAY

3:15 – 3:45 Playground

3:45 – 5:15 Snack

Movie Day!

5:15-6:00 Playground

6:00-6:30 Table Activities

Again, we are very much looking forward to starting what we know will be a fantastic new year together. Our program could not be the success that it is without the addition of your child and the valued communication that we share with your family. Thank you so much for allowing us to be a part of this exciting and dynamic time in your children’s lives. Thank you again and we look forward to working with you and your families this school year.