



# Rocking Horse Academy

## CORRAL KID'S FAMILY HANDBOOK SUMMARY

This is a summary of policies discussed in our handbook. Families are encouraged to read the entire handbook to understand all of our policies. (A copy is available at [www.rockinghorseacademy.com](http://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 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)
- All accounts must be set up for EFT Draft.
- Must be paid in full without deduction for absences or holidays
- 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.)
- If for any reason tuition is not or cannot be paid in full by the due date, a fee will be assessed.
- Tuition **MUST BE PAID** in full including assessed fees or NSF fees no later than 6:30 P.M. Friday. Unpaid tuition will result in suspension of enrollment until payment is received or payment arrangements are made.

### **Dropoff/Pickup:**

- 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 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.
- 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 so that we do not wait/look for your child. Parents/guardians will be charged a fee if a child's absence is not communicated, and RHA staff is required to inquire or search for that child. See our rate sheet for current fee.

### **Holidays and Closures**

New Year's Day	January 1 <sup>st</sup>	
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January	Teacher In-service Day
Good Friday	Friday before Easter	Teacher In-service Day
Memorial Day	Last Monday in May	
Independence Day	July 4 <sup>th</sup>	
August Training	2 <sup>nd</sup> Friday in August	Teacher In-service Day
Labor Day	1 <sup>st</sup> Monday in September	
Columbus Day	2 <sup>nd</sup> Monday in October	Teacher In-service Day
Thanksgiving Day + Friday after	4 <sup>th</sup> Thursday and Friday in November	
Christmas Day + 2-days TBA	December 25 <sup>th</sup>	

- 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.

**Hays CISD 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 fee for full-day care per day will be charged. For the 1 week of Thanksgiving, 2 weeks of Christmas, and 1 week of Spring Break, families 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 full-day fee 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., families 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/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 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.

**By signing this document, I am certifying that I have read the full Family 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 Family Handbook.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_