



# Rocking Horse Academy PRESCHOOL FAMILY HANDBOOK SUMMARY

This is a summary of policies discussed in our handbook. Parents/guardians are encouraged to read the entire handbook to understand all our policies, and when you sign the Family Handbook declaration, you are stating that you have read the handbook and agree with our policies as stated. (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.**

- **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 drop-off exceptions will be made for a Doctor's appointment with a note from the Dr.'s office
- Late pick-up 6:35 p.m. charged \$15 + \$1/minute
- Excessive late pick-ups (after 2 incidents within 30-day period) will be charged \$15 + \$2/minute

## **TUITION**

- As a service, invoices are emailed on Friday prior to tuition Monday (barring technical difficulties.) Be sure to notify us of any errors or change in email addresses.
- Charged and due every other Monday (no exceptions)
- Must be paid in full without deductions for absences, holidays, or vacations
- For us to comply with CDC Covid-19 guidelines and federal employment regulations, Rocking Horse Academy will charge ½ tuition rate for days our school is closed or partially closed due to Covid-19.
- All families must sign up for EFT draft – no exceptions.
- Only ONE account will be made for each child/family. We can not split invoices or accounts. Both parents/guardians are legally liable for the full payment of tuition. We cannot become involved in financial disputes between parents or guardians.
- EFT Drafts will be processed on the Tuesday following the Monday that tuition is due.
- NSF fees apply if a draft is declined.
- Tuition and NSF fees must be paid the next business day following bank notification in order to return to school.

## **DROP-OFF/PICK-UP**

- 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.
- An adult **MUST** notify teacher at drop-off and pick-up so your child can be checked into class. (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 letting them know you are there.)
- 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.
- No food after 7:15 a.m. All food removed at 7:30 a.m.

## **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 must wear close-toed shoes for their safety. (No sandals, flip-flops, Crocs)
- Please LABEL all articles of clothing (especially sweaters, jackets, sweatshirts) with child's first name and last initial.
- Please LABEL all bedding, lunch bags, water cups, baby bottles, etc. with child's first name and last initial.
- Toys/personal items may **NOT** be brought to class unless requested by the teacher for Show and Share.
- Bedding should be brought in the beginning of the week and taken home at the end of the week for laundry.
- Bedding should be a crib-sized sheet, travel sized small blanket, and small pillow. Larger, bulkier bedding is not allowed.
- Home lunches should be nutritious (no candy, no juice). Refer to the Family Handbook regarding our food and beverage policy.
- Fresh water in a labeled water bottle must be provided every day. Only water can be in that bottle.

**ROCKING HORSE ACADEMY WILL NOT BE RESPONSIBLE FOR LOST ITEMS**

## ENROLLMENT/WITHDRAWAL

- Parents/guardians 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' written notice (4 tuition weeks) 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 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 fall.

## ILLNESS

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 addition fee of \$1.00 per minute after the 90 minutes.**

1. Fever underarm 100 degrees (without the added degree for underarm thermometers)
2. Rash – unexplained
3. Diarrhea – multiple
4. Vomiting – multiple
5. Eye infection or Pinkeye – constant discharge
6. Lice and/or 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 our handbook for specific guidelines on our notification process, when you can return school. Generally, the child must be symptom-free, without medication, for 24-48 hours before returning or submit a doctor's note clearing the child to return to school. Whereas we take every precaution to prevent the spread of contagious diseases, Rocking Horse Academy is not liable if your child(ren) contract any contagious disease while attending our school.

## MEDICATION

- All medication must be in its original container with the Rx number
- 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 Medication Logbook
- Must be accompanied by a doctor's note/current prescription
- Will be administered at 11 a.m. and 3 p.m. We do not administer antibiotics twice a day. The first dose should be given before 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 and does not cover all policies in effect.**

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_