



Rocking Horse Academy Corral Kids

2023 SUMMER CAMP FINANCIAL AGREEMENT – New Student

CHILD'S NAME: _____ GRADE ENTERING: _____

PRIMARY GUARDIAN (person responsible for billing)			
NAME		CELL PHONE	
EMAIL			
ALTERNATE CONTACT FOR BILLING CONCERNS/QUESTIONS (if different from primary guardian)			
NAME		CELL PHONE	
EMAIL			
REGISTRATION – due per child. If enrolling for five weeks or less, \$50 first week + \$10 each additional week.			\$ 100
CAMP DEPOSIT – Non-Refundable, Required for ALL camp sessions. (Example: If registering for 3 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.			\$ 10 per week
CHECK THE SESSION(S) YOUR CHILD WILL ATTEND			
<input type="checkbox"/>	May 30 – Jun. 2 (Closed May 29th)	Blast Off To Summer	\$ 215
<input type="checkbox"/>	June 5 – 9	Corral Kids Has A Farm	\$ 215
<input type="checkbox"/>	June 12 – 16	Burning Off S.T.E.A.M.	\$ 215
<input type="checkbox"/>	June 19 – 23	Wild, Wild West	\$ 215
<input type="checkbox"/>	June 26 – 30	Splish Splash	\$ 215
<input type="checkbox"/>	July 3 – 7 (Closed Jul. 4th)	Stars & Stripes	\$ 215
<input type="checkbox"/>	July 10 – 14	Cruising Through Summer	\$ 215
<input type="checkbox"/>	July 17 – 21	Color Your World	\$ 215
<input type="checkbox"/>	July 24 – 28	Holidays In July	\$ 215
<input type="checkbox"/>	July 31 – August 4	Lights, Camera & Action	\$ 215
<input type="checkbox"/>	August 7 – 10 (Closed Aug. 11th)	End-Of-Summer Fiesta	\$ 215
Number of weeks registered for: _____ x \$10.00 =			Total deposit due: \$ _____ Total for withdrawal: \$ _____
RHA CORRAL KID T-SHIRT – (new style) Required for field trips & swimming. CHILD SIZE SHIRT (circle one): XSmall Small Medium Large			\$ 15 per shirt Quantity: _____ Shirt Total \$ _____
LUNCHES – charged to tuition. You may bring a delicious lunch from home. Milk is provided for ALL students.			\$ 3.50 daily
SNACKS			Included
Additional charges may apply for some field trips (TBD)			

****HAYS CISD starts Tuesday, Aug 15th****

Students needing care for August 14th must be enrolled in our 2023-24 Corral Kid After-School program. Holiday/Daily rates apply.

EFT is required for payments. *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, and 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

Parent/Guardian SSN# or DL

Date

Admin Initial

Date



Rocking Horse Academy

FINANCIAL EFT ENROLLMENT

Rocking Horse Academy accepts EZ-EFT banking service that makes it easy for you to pay your childcare 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 cannot split the account. Both parents/guardians are legally liable for the full payment of tuition. We cannot 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 any time 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



Rocking Horse Academy Corral Kids

2023 SUMMER CAMP ENROLLMENT FORM

CHILD'S NAME _____ DATE OF BIRTH _____ AGE _____ GENDER _____

NAME OF SCHOOL CHILD ATTENDS/WILL ATTEND _____ PHONE _____ GRADE ENTERING _____

PRIMARY GUARDIAN <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other _____			SECONDARY GUARDIAN <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other _____		
NAME			NAME		
STREET ADDRESS			STREET ADDRESS		
CITY		STATE	ZIP	CITY	
STATE		ZIP	STATE		ZIP
EMAIL			EMAIL		
CELL		HM PHONE		CELL	
HM PHONE		WK PHONE		HM PHONE	
WK PHONE		EMPLOYER		WK PHONE	

EMERGENCY/AUTHORIZED PICK-UP OTHER THAN PARENT/GUARDIAN (MUST list at least ONE emergency contact with address)			
NAME		RELATION	
NAME		RELATION	
CELL		ALT NUMBER	
CELL		ALT NUMBER	
ADDRESS		ADDRESS	

EMERGENCY INFORMATION			
NAME		RELATION	
NAME		RELATION	
PHYSICIAN'S NAME		PHONE NUMBER	
ADDRESS			
HOSPITAL			
ALLERGIES/SPECIAL NEEDS			
NO PREFERENCE. Please use closest available: <input type="checkbox"/>			
All required immunizations for your child must be current and documented on file with your child's registration packet. *waivers and affidavits will not be accepted.			

I am aware that a copy of the Rocking Horse Academy Family 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 the 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/Guardian Signature

Date

SUMMER CAMP 2023 CANCELLATION DUE DATES

	FORFEIT DEPOSIT ONLY Friday before 3 weeks' notice or earlier	FORFEIT DEPOSIT & HALF TUITION Thursday between 1 week & 3 weeks' notice	FORFEIT DEPOSIT & FULL TUITION Friday before 1 week or less notice
CAMP DATES	NOTICE RECEIVED BEFORE OR ON	NOTICE RECEIVED BEFORE OR ON	NOTICE RECEIVED ON OR AFTER
May 30–June 2 (closed May 29 th)	Friday, May 5	Thursday, May 18	Friday, May 19
June 5 – June 9	Friday, May 12	Thursday, May 25	Friday, May 26
June 12 - June 16	Friday, May 19	Thursday, June 1	Friday, June 3
June 19 – June 23	Friday, May 26	Thursday, June 8	Friday, June 9
June 26 – June 30	Friday, June 2	Thursday, June 15	Friday, June 16
July 3- July 7 (closed July 4 th)	Friday, June 9	Thursday, June 22	Friday, June 23
July 10 – July 14	Friday, June 16	Thursday, June 29	Friday, June 30
July 17 – July 21	Friday, June 23	Thursday, July 6	Friday, July 7
July 24 – July 28	Friday, June 30	Thursday, July 13	Friday, July 14
July 31 – Aug 4	Friday, July 7	Thursday, July 20	Friday, July 21
Aug 7–Aug 11 (closed July 11 th)	Friday, July 14	Thursday, July 27	Friday, July 28

Days CISD's 2023-24 calendar starts Tuesday, August 15, 2023.

STUDENTS NEEDING CARE FOR MONDAY, AUGUST 14TH MUST BE ENROLLED IN OUR 2023-24 CORRAL KID AFTER SCHOOL PROGRAM.

HOLIDAY/DAILY RATES APPLY. ASK OUR FRONT DESK OR CORRAL KID SUPERVISOR FOR DETAILS.

CANCELLATION/REFUND POLICY:

- After initial registration, no refunds will be given for the registration fee and camp deposit(s). Accepting full time enrollment only, no part time enrollment available.
- All cancellations to enrollment status must be **RECEIVED IN WRITING** by the dates stated above.
Send cancellations to: Corral Kids Supervisor (corralkids@rockinghorseacademy.com) or Accounts Manager (accounts@rockinghorseacademy.com)
You may also complete an Official Camp Cancellation Form which is available on our website (www.rockinghorseacademy.com) or at our front desk. All changes must be cleared with our Corral Kid Supervisor.
- All changes in enrollment status must be requested by the **FORFEIT DEPOSIT ONLY DATES** to avoid charges to your account. 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 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 & TRANSPORTATION

PARENT LETTER

To Parent(s)/Guardian(s):

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 FACILITIES	
<p>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</p>	<p>FACILITY B (Secondary option near school) Saint Anthony Catholic Church 801 N. Burleson Road Kyle, TX 78640 512-268-6966 - Site Contact: Father Juan Carlos Lopez</p>

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 (Emergency Cell Number)

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



Rocking Horse Academy

EMERGENCY PLAN & TRANSPORTATION PARENT 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 & Transportation 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 PROVIDE US WITH 1 OR MORE EMERGENCY CONTACTS OTHER THAN PARENT OR GUARDIAN. ADDRESSES MUST BE INCLUDED.

EMERGENCY CONTACT 1		EMERGENCY CONTACT 2	
NAME	RELATIONSHIP	NAME	RELATIONSHIP
ADDRESS	CELL	ADDRESS	CELL

IF YOU CHOOSE NOT TO PROVIDE AN EMERGENCY CONTACT, PLEASE SIGN BELOW:

I, _____ (parent/guardian), choose to not list an emergency contact for
_____ (child).

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

CORRAL KID'S

ACKNOWLEDGMENTS/PERMISSIONS

CHILD'S NAME _____

INITIALS ARE REQUIRED FOR EACH STATEMENT.

Family Handbook (available at www.rockinghorseacademy.com): I have read, understand, and agree to abide by the written policies set forth in the Parent Handbook. I understand these policies may change; however, every attempt will be made to inform parents of those changes. I am responsible for reading memos, updates, & newsletters that may inform me of those changes.

School-age Children: *As per our policy, RHA requires current immunizations.* My child attends the following school and his/her immunization record is on file at the school and all immunizations are current.

Therapists/Observers/Volunteers: I am aware that Rocking Horse Academy cooperates with Texas State University, Hays CISD, ECI, and other professional institutions by allowing the students and personnel to observe our students and teachers. These individuals will be subject to Tx DFPS standards.

Transportation: I hereby give my consent for my child to be transported and supervised by facility's staff on field trips or in cases of emergency.

Van Rules: I have reviewed the Rocking Horse Academy's Van Rules with my child.

Field Trips: I hereby give my consent for my child to participate in field trips under the supervision of a staff member or parent volunteer. (Individual permission slips and 48 hours' notice or more will be given.)

Property Damage: If my child purposefully damages RHA property or others' properties while in RHA care, I will be responsible for the repair or replacement of that property.

Water Activities: I hereby give my consent for my child to participate in age-appropriate water activities. Individual notice will be posted.

Photographs: I hereby give my consent for Rocking Horse Academy to use photographs (individual or group-still or video) of my son/daughter for in-school displays, graduation slideshows and art projects. We respectfully request that families taking photographs during school or school functions that include children other than their own please refrain from posting the photos on social media sites unless prior permission has been given by the other child(ren)'s parent/guardian.

Accounts: All accounts must be set up for EFT Bank Draft. Accounts cannot be divided.

I have read, understand, and agree to abide by the RHA's "Healthful Food & Beverage Policy" provided in the Enrollment Packet and available on our website www.rockinghorseacademy.com

Parent/Guardian Signature

Date



Rocking Horse Academy

DISCIPLINE AND GUIDANCE POLICY

CHILD'S NAME _____

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance

Parent/Guardian Signature

Date



Rocking Horse Academy

VAN 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 those 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 and teachers.



Keep center aisle clear of all objects. (backpacks and feet)



No food or drinks on the bus. (other than water)



Backpacks/lunch boxes 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 and discussed these rules with my child, and we understand and agree to abide by these rules.

Child's Signature

Date

Parent/Guardian Signature

Date



Rocking Horse Academy

CORRAL KIDS

BEHAVIOR CONTRACT

Welcome to RHA Summer Camp of after-school program!

We strive to provide each student enrolled in the Corral Kids' program with a fun and safe learning environment while on the RHA campus. To ensure this, the Corral Kid program has a variety of behavior systems in place. These include positive reward systems as well as personal behavior modification sheets, based on the behavior notes, that are filled out and communicated with parents/guardians if there are any behavioral or physical issues that disrupt the safety of the program and its participants.

Everyone has the right to a safe and positive environment, so together as families, students, and teachers we worked to outline rules, appropriate behavior, and consequences of inappropriate behavior at Rocking Horse Academy.

Behavior Note System

Our behavior sheets are our first formal step in the behavioral redirection process. There are two separate types of "behavior notes" a child may receive. The RED behavior note is for physical issues (including but not limited to...kicking, hitting, pinching, throwing objects) and the YELLOW behavior notes are for behavior issues (including but not limited to...ongoing language issues, constant disrespect of RHA property, disrespect towards teachers and staff.) Students are aware when a behavior note is given by staff; staff will communicate with parent/guardian at pick up for each behavior note their child was given. To ensure proper communication, staff will ask parent/guardian to sign accordingly. We want to ensure that students are set up for success while also holding them accountable for their words and actions and choices. If a student receives five or more behavior notes in one week, they may be dismissed from our program. *

*Rocking Horse Academy has the right to meet with the parent/guardian and discuss immediate termination if physical or behavioral issues are causing a threat to the safety of the staff or the students in the program.

As a student enrolled in the Corral Kids Program, I agree to:

1. Keep personal belongings put away in designated areas.
2. Leave toys and personal belonging at home as they are not allowed on RHA property.
3. Respect others' belongings.
4. Follow all rules set in place for my safety at RHA
5. Follow instructions given by teachers and staff at RHA.
6. Communicate openly with teachers and staff when I feel that help is needed or another students needs help.
7. Stay with my teacher and my group in our designated areas during gym, snack, classroom, and outside time.
8. Show respect to my fellow students, teachers, and staff.
9. Respect the supplies, games, and toys used in the CK program.
10. Help clean-up after myself following snack and activities.
11. Never leave without being accompanied by a CK teacher or my parent/guardian.

As a parent/guardian with a child enrolled in the Corral Kids Program, I agree to:

1. Respect/ Follow the policies set in place to keep my child safe.
2. Use appropriate language when on RHA property.
3. Have appropriate behavior towards my child and the children of other parents/guardians.
4. Communicate only with a staff member (**not directly with other children**), regarding any issues my child has expressed with another child.
5. Respect the staff members in the Corral Kids' program.
6. Communicate with RHA if my child will miss a day due to illness or otherwise.

Discipline Process

1. A conversation is had between staff and child/children involved.
2. "Time away" is given depending on the behavior or broken rule.
3. A behavior note is sent home if behavior is not corrected after steps 1 and 2 are taken.
4. A parent is notified by phone if behavior continues after behavior note is sent written.
5. In some cases, field trip privileges may be revoked, parents will be notified in advance.
6. If five behavior notes are given in one week, the child/family may be dismissed from the program.

Termination from the program may result from:

1. Intentional physical behavior toward a staff member or student(s) in the program.
2. Continual disrespect of rules and regulations given by Rocking Horse Academy.
3. Ongoing inappropriate language issues.
4. Inappropriate behavior that can cause damage or harm to staff or students in the program.
5. Inappropriate behavior by parent/guardian toward other children or RHA staff.
6. Law enforcement is contacted due to child or parent/guardian misconduct.

By signing this contract, you are agreeing to Rocking Horse Academy's academic and behavior standards and to act as an important partner in helping your child understand that only appropriate behavior that is non-threatening or bullying is appropriate in our school.

Please note that termination from the Corral Kids' program due to physical or behavioral concerns will result in failure to receive refunds and or prorated fees for the week terminated. Any deposits or registration fees are also non-refundable/non-transferable. No exceptions.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____