



# Rocking Horse Academy

## CORRAL KID'S REGISTRATION FINANCIAL AGREEMENT

Received:

Entered in ProCare:

CHILD'S NAME \_\_\_\_\_ DOB \_\_\_\_\_ ELEMENTARY \_\_\_\_\_ GRADE \_\_\_\_\_

REQUESTED START DATE \_\_\_\_\_ EMAIL \_\_\_\_\_

PERSON RESPONSIBLE FOR INVOICE/PAYMENT

A.M. Drop-off (Negley Elementary)

P.M. Bus Pick-up

PARENT/GUARDIAN 1		PARENT/GUARDIAN 2	
NAME		NAME	
STREET ADDRESS		STREET ADDRESS	
CITY	STATE ZIP	CITY	STATE ZIP
EMAIL		EMAIL	
CELL		CELL	
<b>REGISTRATION FEE</b> (DUE UPON ENROLLMENT NON-REFUNDABLE.)		\$50 per child	Paid <input type="checkbox"/>
<b>SEMI-ANNUAL SUPPLY FEE</b> (DUE FIRST WEEK OF ENROLLMENT NON-REFUNDABLE)		\$125	Paid <input type="checkbox"/>
NOTES:			

I have read and agree to the terms of this Financial Agreement. I understand that failure to pay by these terms will result in loss of enrollment for my child(ren). Tuition is charged every 2 weeks regardless of absences or illness. Failure to pay the account as owed can result in court judgments, negative credit reporting, and collections. (Rates are subject to change.)

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

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Driver's License #

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

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
Staff 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 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](mailto: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 KID'S ENROLLMENT

CHILD'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_

ELEMENTARY SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN 1			PARENT/GUARDIAN 2		
NAME			NAME		
STREET ADDRESS			STREET ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
EMAIL			EMAIL		
CELL	HM PHONE		CELL	HM PHONE	
EMPLOYER	WK PHONE		EMPLOYER	WK PHONE	

AUTHORIZED TO PICK UP OTHER THAN PARENT/GUARDIAN							
NAME		RELATION		NAME		RELATION	
CELL		ALT NUMBER		CELL		ALT NUMBER	
NAME		RELATION		NAME		RELATION	
CELL		ALT NUMBER		CELL		ALT NUMBER	

**IF YOU CHOOSE TO NOT INCLUDE AN AUTHORIZED PICKUP PERSON, PLEASE INITIAL THE STATEMENT BELOW:**

I, \_\_\_\_\_ (parent/guardian) choose to not list an authorized

pickup for \_\_\_\_\_ (child's name).

Parent Initials:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# Rocking Horse Academy

## TUITION DISCOUNT APPLICATION

CHILD'S NAME \_\_\_\_\_ CLASSROOM \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ CLASSROOM \_\_\_\_\_

PARENT/GUARDIANS NAME \_\_\_\_\_ DATE \_\_\_\_\_

DISCOUNT QUALIFICATION (check which applies*)	
<input type="checkbox"/> Educator	<input type="checkbox"/> Sibling <small>(does not apply for students enrolled in Corral Kids program)</small>
<input type="checkbox"/> First Responder	<input type="checkbox"/> RHA Employee
<input type="checkbox"/> Military	
*Only one discount may apply. Discounts may not be combined.	

This section to be completed by: Servicemembers, First Responders, Educators	
EMPLOYER INFORMATION/DOCUMENTATION	
<b>PLEASE ATTACH A PHOTOCOPY OF YOUR ID SHOWING THE PLACE OF EMPLOYMENT.</b> ex: faculty ID card, military ID, badge etc.	
PLACE OF EMPLOYMENT	POSITION
SUPERVISOR NAME	PHONE NUMBER
SUPERVISOR SIGNATURE	DATE
Signature of Supervisor/ Ranking Officer required to verify employment in stated service.	

Tuition Discount applies to tuition only; it does not include any other fees/charges.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date Applied



# 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><b>FACILITY A</b>            (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><b>FACILITY B</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 MEDICAL FORM

CHILD'S NAME \_\_\_\_\_

MEDICAL INFORMATION	
DOCTOR:	PH:
PREFERRED HOSPITAL:	PH:
ADDRESS:	CITY:
INSURANCE CO:	POLICY #:
GROUP #:	EXP. DATE:

ALLERGIES/MEDICAL CONDITIONS	
DRUG ALLERGIES:	FOOD ALLERGIES:
INSECT ALLERGIES:	CHRONIC CONDITIONS:
SPECIAL NEEDS:	PRESCRIBED MEDICATIONS:
Serious medical conditions/surgeries w/in the last 12 months:	
If you have stated any allergies and/or medical conditions mentioned above, further medical documentation will be required.	

STANDING ORDER FOR THE APPLICATION OF PARENT-PROVIDED NON-PRESCRIPTION, TOPICAL MEDICATION, CREAMS, LOTIONS.
SUNSCREEN (NON-AEROSOL OR PUMP LOTION ONLY):  (Coppertone, Johnsons, other)
*If directions of OTC medications suggest a doctor's note for age of child, doctor's note will be required.

### MEDICAL EMERGENCY AUTHORIZATION

In the event that my child should become ill or sustain an injury while in the care of Rocking Horse Academy, I/we give permission to the person(s) in charge to take whatever steps are necessary to obtain the required medical treatment for my child.

\_\_\_\_\_  
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 KID'S

## ACKNOWLEDGMENTS/PERMISSIONS

CHILD'S NAME \_\_\_\_\_

INITIALS ARE REQUIRED FOR EACH STATEMENT.

**Family Handbook** (available at [www.rockinghorseacademy.com](http://www.rockinghorseacademy.com)): I have read, understand, and agree to abide by the written policies set forth in the Family 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.

\_\_\_\_\_

School Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone #

**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 HHS 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](http://www.rockinghorseacademy.com)

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date



# 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 \$20 + \$1/minute
- Excessive late pickups (2 incidents w/in a 30-day period) will be charged \$20 + \$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 2:00p.m. 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
President's Day	3 <sup>rd</sup> Monday in February	Teacher In-service Day
Good Friday	Friday before Easter	
Spring Training	Monday after 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 + Wednesday before & Friday after	4 <sup>th</sup> Wednesday, 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, \$40 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 HHS 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 axillary/forehead – greater than 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



# 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