



ROCKING HORSE ACADEMY SUMMER CAMP 2019 NEW STUDENT FINANCIAL FORM



Child's Name: _____ Grade entering: _____

Name of Primary Guardian: _____ Cell phone: _____

Primary Email: _____

Alternate contact for billing concerns/questions if different from primary guardian:

Name of Billing Contact: _____ Cell phone: _____

Billing Email: _____

A \$75 REGISTRATION FEE IS DUE PER CHILD

(OR \$30-1st wk, \$10 each additional week)

\$75.00

Registration total

A RHA Corral Kid T-shirt is provided for field trips & swimming (state size) XS S M L (circle one)

CAMP DEPOSIT—NON-REFUNDABLE

A Camp Deposit of \$10 per week is required for all camp sessions. (Example: If you are registering for three 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. If you cancel those weeks of camp, \$10 weekly deposit is non-refundable.)

AM & PM snacks are included in weekly tuition.

Lunches \$3.00 daily (You may bring a nutritious lunch from home. Milk is provided for all students.)

Additional charges may apply for some field trips (TBD).

Check the session(s) your child will attend.

- | | | | |
|-----------------------|--------------------------------------|----------------------------|----------------|
| <input type="radio"/> | June 10-14 | Under the Sea | \$190 |
| <input type="radio"/> | June 17-21 | Corral Round Up | \$190 |
| <input type="radio"/> | June 24-28 | Sci-Fi Adventure | \$190 |
| <input type="radio"/> | July 1-5 (Closed 4 th) | Star Spangled Summer | \$170 (4 days) |
| <input type="radio"/> | July 8-12 | Outdoor Adventures | \$190 |
| <input type="radio"/> | July 15-19 | Fun with STEAM! | \$190 |
| <input type="radio"/> | July 22-26 | Wild About Camp | \$190 |
| <input type="radio"/> | July 29- Aug 2 | Ninja Warrior | \$190 |
| <input type="radio"/> | August 5-8 (Closed 9 th) | Aloha Summer, Aloha School | \$170(4 days) |

****HAYS CISD starts back Thursday, Aug 15th****

**Students needing care for August 12-14th must be currently enrolled in our 2019-20 Corral Kid after school program.
Holiday/Daily rates apply - ask our front desk for details.**

No. of weeks registered: _____ x \$10.00

Total deposit due: _____

Total for withdrawal: _____

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, 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 _____

Date _____

Parent/Guardian SSN# or DL _____

Admin Initial _____

Date _____

**ROCKING HORSE ACADEMY
2019 SUMMER CAMP ENROLLMENT FORM**

CHILD'S NAME: _____ Gender: [M] [F] (circle one)

Date of Birth: ____/____/____ Age: _____ Grade entering this fall: _____

PRIMARY GUARDIAN [Mother] [Father] [Other:_____]

NAME: _____ Email: _____

Address: _____ City: _____ Zip Code _____

Home phone: _____ Cell phone: _____

Employer: _____ Work phone: _____

SECONDARY GUARDIAN [Mother] [Father] [Other:_____]

NAME: _____ Email: _____

Address: _____ City: _____ Zip Code _____

Home phone: _____ Cell phone: _____

Employer: _____ Work phone: _____

**EMERGENCY CONTACTS/AUTHORIZED PICK-UP (OTHER THAN PARENTS):
(MUST list at least ONE emergency contact).**

Name: _____ Work/Cell phone: _____

Address: _____ City: _____ Home phone: _____

Name: _____ Work/Cell phone: _____

Address: _____ City: _____ Home phone: _____

EMERGENCY CONTACT INFORMATION: I authorize to RHA to obtain emergency medical care and/or to transport my child for emergency medical treatment:

Physician's Name: _____

Address: _____ **Phone Number:** _____

Hospital: _____ **No preference. Please use closest available** _____

ALLERGIES/Special Needs: _____

I can provide my child's immunization records and/or the records are on file at my child's school. All required immunizations are current, [YES] [NO]

Name of the school your child attends or will attend _____ **Phone:** _____

I am aware that a copy of the Rocking Horse Academy Parent 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 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 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 child care 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 can't split the account. Both parents/guardians are legally liable for the full payment of tuition. We can not 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 anytime 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

SUMMER CAMP 2019

Cancellation Due Dates

	Forfeit Deposit Only	Forfeit Deposit & Half Tuition	Forfeit Deposit & Full Tuition
Camp Dates	<i>Notice received before or on</i>	<i>Notice received before or on</i>	<i>Notice received before or on</i>
June 10-14	Friday, May 17	Thursday, May 30	Friday, May 31
June 17-21	Friday, May 24	Thursday, June 6	Friday, June 7
June 24-28	Friday, May 31	Thursday, June 13	Friday, June 14
July 1-5 (not 4th)	Friday, June 7	Thursday, June 20	Friday, June 21
July 8-12	Friday, June 14	Thursday, June 27	Friday, June 28
July 15-19	Friday, June 21	Wednesday, July 3	Friday, July 5
July 22-26	Friday, June 28	Thursday, July 11	Friday, July 12
July 29-Aug 2	Friday, July 5	Thursday, July 18	Friday, July 19
Aug. 5-8 (not 9th)	Friday, July 12	Thursday, July 25	Friday, July 26

Hays CISD's 2019-20 calendar starts Thursday, August 15, 2019.

Students needing care for August 12th-14th must be enrolled in our 2019-20 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).
- All cancellations and changes to enrollment status MUST be received **in writing** by the Corral Kid Supervisor (corralkids@rockinghorseacademy.com) or Accounts Manager (accounts@rockinghorseacademy.com) or you may complete an official camp cancellation form which is available on our website (www.rockinghorseacademy.com) or at our front desk by the dates stated above.
- All changes in enrollment status must be requested by the **FORFEIT DEPOSIT ONLY DATES**. 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 date 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

Bus 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's/Guardian's Signature & Date



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 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 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 Emergency Plan & Transportation Parent Letter

To Parent(s)/Guardian:

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 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

☐ *Emergency Relocation 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

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 (cell)

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

Corral Kid's Acknowledgments/Permissions

Child's Name _____

Initials are required for each statement.

_____ Parent 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.

_____ 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 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.

_____ Bus Rules: I have reviewed the Rocking Horse Academy's bus 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 slide shows 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.

_____ I understand that all accounts must have EFT Bank Draft set up and only one account can be drafted.

_____ 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 policy.

Parent/Guardian Signature

Date