



ENROLLMENT FORM
CORRAL KIDS



CHILD'S NAME: _____ Date of Birth: _____ AGE: _____

Street Address: _____ CITY _____ State _____ Zip Code _____

Email Address _____ Admission Date _____ Withdrawal Date _____

PRIMARY PARENT/GUARDIAN NAME: _____

Street Address: _____ CITY _____ State _____ Zip Code _____

Phone Numbers: HM _____ WK _____ Cell _____

PARENT/GUARDIAN NAME: _____

Street Address: _____ CITY _____ State _____ Zip Code _____

Phone Numbers: HM _____ WK _____ Cell _____

Authorized Pick-Up List: NAME(s) _____

Phone Numbers: HM _____ WK _____ Cell _____

Authorized Pick-Up List: NAME(s) _____

Phone Numbers: HM _____ WK _____ Cell _____

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

Name: _____ **Phone Number(s):** _____

Dr. Name & Address: _____ **Phone Number:** _____

Hospital: _____

ALLERGIES/Special Needs: _____

Name of the Elementary School Child Attends _____ **A.M. Drop Off** _____

School Address _____ **Phone #** _____

- | | | |
|--|---|--|
| <p>YES <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p>I GIVE ROCKING HORSE ACADEMY PERMISSION TO USE PHOTOGRAPHS (INDIVIDUAL/GROUP/STILL/VIDEO) OF MY CHILD IN RHA'S PROGRAM PROMOTION, WHICH INCLUDES: NEWSPAPERS, MAGAZINES, DISPLAYS, TRAINING MATERIALS, AND TELEVISION.</p> <p>I GIVE ROCKING HORSE ACADEMY PERMISSION TO TRANSPORT MY CHILD TO AND FROM POINTS OF INTEREST ON EXCURSIONS/FIELD TRIPS CONNECTED WITH THE PROGRAM. (I UNDERSTAND I WILL BE NOTIFIED OF PLANS FOR SUCH EXCURSIONS/FIELD TRIPS, IN ADVANCE.)</p> <p>I HAVE REVIEWED ROCKING HORSE ACADEMY'S BUS RULES WITH MY CHILD.</p> <p>I AUTHORIZE ROCKING HORSE ACADEMY STAFF TO APPLY THE FOLLOWING TOPICAL MEDICATION (SUNSCREEN) TO MY CHILD: _____ I UNDERSTAND THAT I MUST SUPPLY THE SUNSCREEN TO THE ACADEMY.</p> <p><i>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></p> |
|--|---|--|

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 every other Monday. I agree to give 30 days written notice of withdrawal and that my account will be billed for that time period if I fail to provide a 30 day notice.

Parent Signature

Date



Rocking Horse Academy Financial Statement

Parent/Guardian Name _____ Req. Start Date _____

Parent/Guardian Name _____ email _____

Home Address _____, _____, TX _____
Street City Zip

Parent 1 Phone (H) _____ (C) _____ (W) _____

Parent 2 Phone (H) _____ (C) _____ (W) _____

Child's Name _____ DOB _____ Class _____ Wkly Tuition _____

Child's Name _____ DOB _____ Class _____ Wkly Tuition _____

Registration fee (\$100 single, \$150 family, Corral Kid \$30)
Registration fee must be paid at time of enrollment and is non-refundable. _____

Supply fee _____ X _____ (# students) _____
Due first week of enrollment (non-refundable)

Child 1 Security Deposit* (=300 FT/200 PT)(separate check) _____
Child 2 Security Deposit* (=300 FT/200 PT)(separate check) _____
Security deposit may be paid in full or divided into 6 equal payments; however, the security deposit MUST be paid with separate checks. Do NOT include your security deposit payment with your tuition.
Wait-listed **infants (Foals 1 & 2)** must have their \$300 security deposit paid **before 30 days prior to enrollment**. Failure to do so may result in loss of reservation. Deposit is subject to forfeiture if the student does not enroll within 14 days of the reservation date
***Families who have paid the deposit in full or have been enrolled longer than 90 days AND given us 30 days written notice of intent to withdraw, may apply the deposit to your final 2 weeks of tuition owed. If 30 days written notice is NOT given, the deposit is forfeited.**

I have read and agree to the terms of this Payment Obligation. 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.

Parent signature

Social Security # & Driver's License

Staff Signature

Parent signature

Social Security # & Driver's License #

Date

Discipline and Guidance Policy for *Rocking Horse Academy*

- ⌚ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) 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:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) 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:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) 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.

Signature Date _____

Check one please:

parent

employee/caregiver

Rocking Horse Academy
Bus Rules

1. Seatbelts must be worn appropriately at all times.
2. Stay in your seat at all times.
3. No yelling or loud talking.
4. Keep your hands and feet to yourself.
5. Respect others at all times.
6. Keep walkways clear of any objects.
7. No food or drinks on the bus.
8. Backpacks/lunchboxes are to remain closed for the duration of the trip.

I have read these rules with my child and we understand these rules.

Child's Signature and Date

Parent's Signature and Date

Rocking Horse Academy Policies and Procedures

This is a summary of policies discussed in our handbook. Parents are encouraged to read the entire handbook to understand all of our policies.

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.

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 Dr's appt. accompanied with a note)

Late pick-up 6:35 p.m. charged \$15 + \$1/minute

Excessive late pick-ups (after 2 incidents per month) 6:35 p.m.

charged \$15 + \$2/minute

Tuition:

Charged and due every other Monday (no exceptions)

Must be paid in full without deduction for absences

Late fees begin after 6:30 p.m. Tuesday

Late fees \$15 Wednesday, \$5 /day thereafter until paid in full

As a service, Invoices are sent out on Friday prior to tuition Monday (barring technical difficulties).

Drop-off/Pick-up:

Sunscreen should be applied at home before school. We will re-apply sunscreen you provide after nap for the afternoon. (permission form available on-line)

No food after 7:15 a.m. All food removed at 7:30 a.m.

An adult **MUST** accompany the child to/from 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.

The adult **MUST** sign the classroom roster at drop-off and at pick-up 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.

Enrollment:

Parents 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 TH)

Withdrawal requires 30 days **written** notice in order to have the deposit applied to your balance.

NO PARKING ON McNAUGHTON OR IN OUR FIRE LANES

Last updated – Aug 2011

Holidays and closures

*New Year's Day

MLK (Teacher In-service Day)

Memorial Day

Independence Day

RHA Teacher In-service Day

Labor Day

Columbus Day (Teacher In-service Day)

Thanksgiving and the Friday after

*Christmas Day

January 1st

3rd Monday in January

Last Monday in May

July 4th

2nd Friday in August

1st Monday in September

2nd Monday in October

4th Thursday and Friday in November

December 25th

The Academy will be closed 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.

Clothing/Items from home

Children get dirty. Please don't send them in "nice" clothes

Please provide one extra set of clothes in case

Please LABEL all articles of clothing (jackets, sweaters, sweatshirts, etc...)

Toys/personal items may NOT be brought to class unless requested by the teacher.

Please LABEL all bedding

Bedding should be brought on Mondays and taken home on Fridays for laundering.

Labeled water bottles should be brought in and taken home daily (WATER ONLY!)

Illnesses

We post contagious illnesses on our classroom doors and notify DPRS when applicable.

Parents 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.

1. Fever underarm 100.0 degrees
2. Rash – unexplained
3. Diarrhea-multiple
4. Vomiting-multiple
5. Eye infection or pink eye-constant discharge
6. Lice/Nits
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 Dr.'s note clearing them to return to school.

Medication

Must be checked in at the front desk and logged into the book

Must be accompanied by a Dr.'s note

Will be administered at 11 a.m. and 3 p.m. (some exceptions for infants)

Parent Signature

Date



Dear Parents:

Rocking Horse Academy has introduced a convenient new service called EZ-EFT 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.

Getting started is easy. Simply complete an authorization form, which you can find at the front desk. Attach a voided check to the form 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 TODAY!! Feel free to stop by, call or email if you have any questions!!

Thank you,

Laura Oborski
Accounts Manager

lauraoborski-rha@austin.rr.com

Sign up for
EZ-EFT today!

Don't miss out!

It's quick; it's easy... it's FREE!!

I hereby authorize my financial institution to make periodic payments on my behalf from the checking or savings account listed below and transfers it to **Rocking Horse Academy**.

CHOOSE ONE:

Checking Account Transfer

(Voided check must be attached)

Savings Account Transfer

I understand that I am in full control of my payments and I will notify you at least 1 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 _____ State _____ ZIP _____

Signature _____ Date _____

**Please note: We are unable to process Credit Cards at this time*