

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.

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:

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

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.

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

Holidays and closures

New Year's Day	January 1 st
MLK (Teacher Inservice Day)	3rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day (Teacher Inservice Day)	2nd Monday in October
Thanksgiving and the Friday after	4 th Thursday and Friday in November
Christmas Day	December 25 th

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

Please LABEL all bedding

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

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

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 of \$1.00 per minute for every minute after the 90 minutes.

1. Fever underarm 99.4 degrees
2. Rash – unexplained
3. Diarrhea-multiple
4. Vomiting-multiple
5. Eye infection or pink eye-constant discharge
6. Lice
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.

Parent Signature

Date