

**RiverWalk Christian Academy
2011-2012 Enrollment Checklist**

This checklist is to remain with the enrollment paperwork within the student's file as a reference and aid to inspection.

Student Name: _____ **Enrollment Date:** _____

The below forms are to remain in the student file:

_____ **RiverWalk Christian Academy Annual Fees Agreement and Enrollment Form**

_____ **Conditions for Acceptance Form**

_____ **Partnership Agreement**

_____ **Discipline Waiver / Truthful Disclosure Form**

_____ **Receipt of Student Handbook (copy provided to parents)**

_____ **After Care Procedures Form**

_____ **Scholarship Contract (signed by CTC / McKay Scholarship parents)**

The below information is to be provided to the parent(s) of attending children:

_____ **Dress Code Policy**

_____ **Student Handbook**

The following forms are to remain in the student's file:

_____ **Re-enrollment / Does not apply**

_____ **Copy of Birth Certificate**

_____ **Copy of Social Security Card**

_____ **Immunization and Physical Report**

_____ **Educational Cumulation Folder**

Requested on: _____ **From:** _____ *(School name)*

Received on: _____



RiverWalk Christian Academy

801 West 22nd Street | Sanford, FL 32771 | (407)321-2723

Mandatory Fees

Tuition.....	\$3400.00
Book Fee.....	\$250.00
Instructional Technology.....	\$400.00
<i>If applicable</i>	
Individual Education Instruction.....	\$1,800.00
<i>If applicable</i>	
Testing.....	\$30.00
Supplemental Academic Instruction	\$720.00
<i>If applicable</i>	
Speech/Language Services.....	\$60.00 per week
<i>If applicable</i>	
Planners.....	\$5.00
Registration (<i>responsibility of the parent</i>)	
April 1 st – June 1 st	\$100.00
After June 1 st	\$175.00

Optional Fees

Uniform.....	\$30.00
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Discounts

Book Fee, Instructional Technology Fee, Supplemental Academic Instruction Fee, Testing Fee and Registration are the same for each child.

First Child.....	\$3400.00	
Second Child.....	\$3230.00	this is a 5% discount
Third and/or Fourth Child.....	\$3060.00	this is a 10% discount
Fifth and/or Sixth Child.....	\$2890.00	this is a 15% discount

Terms of Payment:

Annual tuition may be divided into ten (10) equal payments. The first payment is due on **AUGUST 1, 2011**, and successive payments are due on or before the 10th of each month thereafter. There will be a \$25.00 late fee after the 10th and a \$35.00 fee on all returned checks. (Fees are not negotiable)

****ALL ACCOUNTS MUST REMAIN CURRENT FOR STUDENTS TO ATTEND****

The registration fee, material fee, and the first month's tuition are **non-refundable**. All material remains the property of RiverWalk Christian Academy until the end of the school year unless the student leaves with their account paid in full. By signing this form I agree to the above scheduled fees for services provided.

Parent Signature

Date

For official use only:

Date of Registration

Date of Termination Status

RiverWalk Christian Academy Enrollment Application

Please fill in application completely and legibly

Childs Name _____ Grade _____

Child's Address _____

City _____ State _____ Zip _____

Date of Birth _____ Sex M F Phone # _____

Enrolling Parent/Guardian Name _____

(Last Name)

(First Name)

(Initial)

Relationship to Child _____ Drivers License # _____

Address _____ City/State/Zip _____

Email Address _____ Home Phone # _____ Cell Phone # _____

Employer _____ Work# _____ Ext. _____

Address _____ City/State/Zip _____ Work hours _____

Parent/Guardian Name _____

(Last Name)

(First Name)

(Initial)

Relationship to child _____ Drivers License # _____

Address _____ City/State/Zip _____

Email Address _____ Home Phone # _____ Cell Phone # _____

Employer _____ Work# _____ Ext. _____

Address _____ City/State/Zip _____ Work hours _____

Parents Marital Status: Married Divorced Single Primary Residence: Both Mother Father Guardian

Guardian child lives with: _____ Relationship _____

If divorced, who has legal custody? _____

May non-custodial parent pick up the child? Yes No

RiverWalk Christian Academy must be provided with court issued custody papers that clearly describe the custody arrangements. Any person granted custody in such papers may pick up the child during the times that person has custody and may designate other persons who are authorized to pick up the child at such times, unless court paper state otherwise.

The child will be released only to the people on this application and the following persons:

Name _____ Relationship to child _____

Address _____ Phone #'s _____

Name _____ Relationship to Child _____

Address _____ Phone #'s _____

Enrolling Parent/Guardian Signature _____ Date _____

For official use only:

Date of Registration

Date of Termination Status

RiverWalk Christian Academy Enrollment Application

Continued

Child's Name _____
(Last) (First) (Middle)

Child's Physician _____

Hospital Preference _____

Emergency Contact other than parents _____

Name _____ Address _____ Phone _____

Do you currently attend church? Yes No If so where: _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Date _____

*****Note please notify the school immediately if any information changes such as phone numbers, addresses etc.**

RiverWalk Christian Academy Partnership Agreement

RiverWalk Ministries is committed to the spiritual welfare and education of the children enrolled in RiverWalk Christian Academy.

We view our relationship with you and your child(ren) as a partnership. Working together we strive to help each child develop his or her potential mentally, physically, and spiritually.

As with any partnership, to be successful, it requires that we each fulfill our respective roles and responsibilities.

Therefore, RiverWalk Ministries, Elder Board, Administration and Staff pledge - with God's help to:

- Offer a safe and loving atmosphere for teaching God's Word and nurturing a faith in Christ
- Work closely with the home to properly educate each child
- Provide a Christian based curriculum of academic excellence while fostering a love and appreciation of God
- Provide quality and caring Christian teachers and support staff
- Encourage parents to be faithful in following the guidelines listed below

Because Christian education includes the teaching a child receives at school, at church and most importantly, at home, we encourage you to fulfill the following responsibilities:

- Pray regularly for your child and be a positive example to your child
- Be regular in worship and Bible class attendance
- Pray regularly for RiverWalk Ministries and its educational programs
- Support the efforts of the faculty by providing trust and respect for the authority of the administration, teachers, and support staff
- Support school sponsored activities and programs with your family's attendance
- Encourage your child(ren) to take responsibility for their actions and efforts
- Fulfill your financial commitment to the school in a timely manner
- Pray regularly for God's guidance to aid us in this ministries work

Together, we can fulfill our mission to "Know Christ and make Him known to others."

Please sign below to indicate your willingness to do everything within your power and with God's help to make this partnership work.

Parent's Signature

Date



RiverWalk Christian Academy Conditions for Acceptance and Continued Enrollment

I understand that my child's acceptance at RiverWalk Christian Academy is a privilege and is not based upon race, color, sex, or national origin. I also understand that as the condition to acceptance and continued enrollment, I agree to provide truthful information, and comply with the following standards:

- Parents who are called upon to address situations with their student during school hours will be expected to respond and work with administration. Parents will also be required to sign and return all discipline forms issued by staff, and administration.
- I will provide all requested documents, and information needed by school administration to include: Birth Certificate, Physical Examination Report, Certificates of immunization (HRS 680), Social Security number, etc.
- I will abide by the decision of the school administration with regard to acceptance and level placement of my child.
- I will insure my child brings all personal supplies needed for the classroom and has a lunch daily.
- I will see that my child is dressed in accordance with the school dress code every day.
- I understand that the school does not maintain a nurse or infirmary on the campus. In the event my child suffers injury or becomes ill while at school, I give my permission to the school to render emergency treatment to my child and further authorize the school to arrange for professional emergency medical or surgical treatment.
- My child has permission to participate in visual, hearing, and dental screenings conducted by the Seminole County Health Department.
- My child may appear in publicity photos and videos taken on behalf of the school.
- I understand that no grades, certificates, or transcripts will be released if my account is delinquent and RiverWalk Christian Academy is at liberty to sell off any uncollected debt for services rendered. It will also be my responsibility to insure that contact is made with school administration before deviating from the pre-described payment plan I am on.
- I understand that report cards and grades are not released to students who have any outstanding fees due. This includes lunch monies, dollar denim, or other fees associated with school services. This retention of grades will be regardless of prior billing or short notice for fees that should be understood to be due by the parent.
- I understand the school assumes no liability for damages to vehicles or injuries to students or drivers being transported to or from school activities by private automobiles.
- I understand that the school may dismiss any student for failure to comply with any rules, regulations, or policies contained in the student handbook. As a parent I also agree to abide by the rules and policies stated therein and understand it is my responsibility to insure I am fully aware of these procedures. Failure on my part to become familiar with school rules will not exclude recourse or expulsion based on such violations. I also understand it is my responsibility to seek clarification on procedures prior to attendance.
- My child will be taught lessons each day from the Bible in which Jesus Christ will be presented as the Son of God and Savior of mankind.

Name: _____
(Parent or Legal Guardian)

Date: _____

By signing this form I declare to fully understand, and agree with the above guidelines.



RiverWalk Christian Academy Discipline Waiver / Truthful Disclosure

At River Walk Christian Academy we believe every child deserves the right to learn in an environment that is free from disruptive and hostile attitudes. It is our desire to provide an atmosphere for your child that commends respect for authority, and establishes clear rules of conduct. As a parent we request your assistance to help reaffirm school rules and assist in gaining compliance. Parents who are called upon to address situations with their student during school hours will be expected to respond and work with administration. All incidents involving disruptive behavior will be documented and remain on file. Parents will also be required to sign and return all discipline forms issued by staff, and administration. Parents refusal to work with administration in regards to discipline issues will be considered criteria for removal of the student from the school.

Staff at River Walk Christian Academy will do all we can to assist your children with their education needs, however we are not equipped to provide the needed services for kids who have been previously assigned to behavioral programs, or have serious learning disabilities. It is for that reason that we retain the right to reject enrollment to our school based upon the above criteria. In cases where enrollment has been permitted we may discontinue allowing placement within the school if determined the student's needs exceed our capabilities, or if the student's performance and behavior exceed an acceptable level determined by administration. Falsification of records or failure to truthfully provide information of your student's history in regards to previous placements or behavior incidents will be terms for immediate removal from the school.

Has your child previously attended or been assigned to behavioral, or ESE classes?

No

Yes / if yes,

When: _____

Where: _____

Details: _____

Has your child ever been suspended or expelled from a prior school?

No

Yes / If yes,

When: _____

Where: _____

Details: _____

(Parent Signature)

Date: ____/____/____

(Witness / RWCA Staff)

Date: ____/____/____

By signing this form, I agree to the guidelines set forth and understand the above policy as it pertains to disclosure of student history. I also declare the above provided information to be complete and truthful.



RiverWalk Christian Academy After Care Procedures and Fees

Aftercare services are provided for students who are unable to be picked up at the conclusion of the regular dismissal times. These services are fee based and can be pre-paid in order to receive the discounted rate. **Any child who remains on campus at the end of dismissal time will automatically be sent to the aftercare program and the parent will be charged.**

After Care Times

Mon. Tue. Thurs. Fri 3:15 p.m. through 6:00 p.m.

Wed (early dismissal) 2:15 p.m. through 6:00 p.m.

After Care Fee Schedule

\$7.00 per day attended if not prepaid

\$35.00 per week attended if not prepaid

**\$15.00 late fee if pick-up is from 6:00 to 6:15 p.m. and additional late fee of
\$ 5.00 for every 5 minutes thereafter**

***** Discounts *****

\$30.00 per week if paid in advance Save \$5.00

\$110.00 per month if paid in advance Save \$30.00

Program Guidelines

Children attending aftercare services will be given a snack and juice upon arriving. If a parent chooses for their child to have any additional food items during this time they are encouraged to pack additional food in their school lunch.

Parents or assigned persons picking up their child from aftercare will be required to sign their child out before leaving.

Aftercare services are considered a school program and therefore all student procedures as outlined in the student handbook apply and will be enforced.

Parent Signature: _____ **Date:** ____/____/____



RiverWalk Christian Academy Scholarship Contract

This contract must be signed by parents whose children attend our school with a CTC Scholarship. This agreement has been created to insure the rules of the CTC Scholarship Program are followed as required per law. The following guidelines are to be followed by all parents attending under the scholarship program.

- **Checks must be signed by the primary parent within (5) days of notice by the receiving school.** After the 5th day a \$25.00 late fee will be assessed directly to the parent for failure to respond. After (10) days the child will be suspended until late fees are paid / and check signed.
- **Scholarship students must maintain ninety (90) percent attendance in order to qualify for continued scholarship payments. Tardies will turn into days missed.**
- **Parents receiving scholarships are to understand that other services provided for by the school may not be covered under the CTC Scholarship Program.** These include, but are not limited to: field trips, fund raiser packages, class projects, etc. Any child whose parent does not pay for these services will not be allowed to participate, or will be responsible for the associated fees. Late fees may apply as well as denied attendance until monetary requirements are met.
- Parents understand that in order for their child to attend RiverWalk Christian Academy they will be held solely responsible for the unpaid portion in the event they are denied payment from a scholarship program.

Failure to adhere to these scholarship program requirements may jeopardize the future use of the student's scholarship, will prohibit the transfer of the scholarship to another school until this account is settled, and will prohibit this family from ever applying for and/or receiving another CTC Scholarship in Florida as long as the debt remains unresolved.

I, _____ the parent of _____

Agree to abide by and accept the above requirements and stipulations regarding my child's use of the CTC Scholarship awarded to him/her by Step Up For Children.

Signature: _____ Date: ____/____/____
(Parent or Legal Guardian)





Signature: _____ Date: ____/____/____
(RWCA Representative)

RiverWalk Christian Academy




Dress Code

The following guidelines are to be followed as it pertains to the student dress code while attending RiverWalk Christian Academy, or school functions. For the full guidelines review the student handbook and policies.




All students are required to wear a plain navy, light blue, or white polo style shirt.

-  Shirts must fit properly and must be tucked in neatly at all times.
-  Shirts must have no designs, visible labels, or writing on them.
-  Shirts may have short or long sleeves.
-  Undershirts must be either white or the same color as the outer shirt with no designs or writing on them.





Boys are required to wear navy or khaki slacks or shorts.

-  The slacks must be uniform style. (polyester/cotton twill)
-  They must fit properly. No baggy pants, cargo pants, or extra pockets.
-  Shorts are to be four inches above the knee cap.









Girls are required to wear navy or khaki slacks, skirts, skorts, or jumpers.

-  These items must be uniform style (polyester / cotton twill)
-  They must fit properly. No baggy pants, tight fitting pants, cargo pants, extra pockets, or capri pants.
-  Skirts, skorts, and jumpers worn must not be higher than four inches above the knee

All students will be required to have the following.

-  A plain belt (brown, navy, or black) must be worn with all apparels having belt loops.
-  Tennis shoes are requested for all students and required for P.E.
-  Socks are to be worn with all foot wear.
-  Jackets or sweaters worn must be solid in color with no writing or designs. They must be open in the front so that a proper uniform is visible.

Other Guidelines:

-  Boys may not wear earrings
-  Girls may not wear more than two earrings in each ear and may not exceed the size of a quarter.
-  Body piercing and tattooing is prohibited (both boys and girls).
-  Boys hair must be neatly trimmed and of modest length (not covering bottom of ear and or over top of shirt collar, afro hair cannot exceed three inches in height.)
-  Ponytails or braids are unacceptable for boys.
-  Extreme haircuts and hair colors are considered unacceptable.
-  No hats are to be worn inside the school.
-  Jewelry and accessory items need to be modest. Jewelry with offensive symbols such as peace symbols, pentagrams, etc are unacceptable as well as the wearing of excessive amounts of jewelry. (RiverWalk Christian Academy is not responsible for lost, stolen, or damaged jewelry items worn by attending students.)

UNIFORM VIOLATIONS WILL RESULT IN A UNIFORM VIOLATION FEE OF \$1.00 BEING CHARGED FOR EACH VIOLATION. PARENTS ARE TO CORRECT ANY ISSUES AND RETURN THE FEE THE FOLLOWING SCHOOL DAY. REPEAT VIOLATIONS OR CLOTHING DEEMED INAPPROPRIATE BY ADMINISTRATION WILL RESULT IN DENIED ATTENDANCE INTO THE CLASS UNTIL THE UNIFORM IS BROUGHT TO THE SCHOOL.

Parent Signature: _____ **Date:** ____/____/____



Student Injury Waiver
This Form Must Be Notarized

I hereby grant permission for _____ who is my child, to participate in any extracurricular activities. I waive, release, absolve, and hold blameless RiverWalk Christian Academy, its administrators, teachers, supervisors, physical education directors, managers, persons transporting my child to and from school activities, and other participants from any claim arising out of injury or sickness to my child.

Signature of parent or legal guardian _____ Driver's license # ____/____/____
Date

STATE OF FLORIDA
County of Seminole

Sworn to and subscribed before me this _____ day of _____, 20____ by
_____ who is known to me to be the individual described in and who executed same.

___ Personally Known

___ Produced Driver's License

NOTARY PUBLIC



Medical Release Form
This Form Must Be Notarized

To Emergency Personnel:

I hereby give my consent to any emergency medical personnel to administer necessary treatment to my child _____, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if the situation warrants it. If, in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which cannot be administered without my consent, and in the event that I cannot be reached. I hereby authorize, appoint, and empower the Principal or his/her designee, to furnish on my behalf such written or oral authorization as may be so required. Further I release the Administration or his/her designee, and RiverWalk Christian Academy (a ministry of RiverWalk Church of God) from any liability which might arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as possible after the need arises.

_____/_____/_____
Signature of parent or legal guardian Driver's license # Date

STATE OF FLORIDA
County of Seminole

On this _____ day of _____, 20____, before me came _____, who is known to me to be the individual described in and who executed the same.

MY COMMISSION EXPIRES: _____
NOTARY PUBLIC

ADDITIONAL INFORMATION

Please fill out completely

Child's Full Name: _____ DOB: ____/____/____ SS#: ____-____-____

Home Address: _____

Physician's Name: _____ Phone: _____

List all medication child may be allergic to: _____

List all medication child takes on a regular basis: _____

Allergies: _____ Date of last Tetanus Shot: ____/____/____

Has your child had Chicken Pox? ____ Yes ____ No Is there any medical reason why your child cannot participate in the physical education program? _____

Insurance company covering child: _____

Policy Number: _____ Phone: _____

EMERGENCY CONTACT NUMBERS: (List in the order you would like us to call)

1st Name: _____ Number _____

2nd Name: _____ Number _____

3rd Name: _____ Number _____

4th Name: _____ Number _____

5th Name: _____ Number _____

6th Name: _____ Number _____



Authorization For Non-Prescription/Prescription Medical Treatment
This Form Must Be Notarized

In emergencies, RiverWalk Christian Academy will assist parents by administering over-the-counter, non-aspirin products if the following conditions have been met:

- A. Parent signs below stating that his/her child is not allergic to non-aspirin medication.
 - B. The child complains of a headache or some other malady for which a pain reliever is commonly used.
- In addition, RiverWalk Christian Academy will make every effort to notify the parent(s) before any non-prescription medication (non-aspirin pain reliever type and dosage commensurate with age and weight of child) is administered.

I, _____ hereby authorize RiverWalk Christian Academy staff and/or Chaperones to administer Tylenol or any non-prescription / prescription medical treatment for _____, my minor child.

Child's date of birth: ____/____/____

Child's present medications: _____

Child's medical conditions: _____

Child's food allergies: _____

Child's drug allergies: _____

Child's other allergies: _____

Father's Name: _____ Driver's License # _____

Home Phone: _____ Work: _____ Other: _____

Father's Signature: _____ Date: ____/____/____

Mother's Name: _____ Driver's License # _____

Home Phone: _____ Work: _____ Other: _____

Mother's Signature: _____ Date: ____/____/____

STATE OF FLORIDA
County of Seminole

Sworn to and subscribed before me this ____ day of _____, 20____ by _____

____ Personally Known
____ Produced Driver's License

NOTARY PUBLIC