



RiverWalk Christian Child Care
801 West 22nd Street
Sanford, FL 32771
School Office: (407) 321 2723
Fax: (407) 322-7627

Dear Parents:

We are so thankful that you have chosen RiverWalk Christian Childcare and Academy for your childcare needs. It is our goal to provide a safe, loving, learning environment for all children in our care.

Parent communication with teachers and the admin staff is essential for this to be a success. If at any time you have a concern we encourage you to speak with the staff so that we can come to a resolution to ensure your child is receiving everything they need while in our care.

Children are our most precious gift from God and we take the job of nurturing and teaching them of God's love very seriously.

Welcome to our family!

Thank you,

The RiverWalk Management & Staff

Train up a child in the
the way he should go and
when he is old he will not
depart from it.
Proverbs 22:6



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Please PRINT Legible Parent/Guardian Information

Registration Date: _____

Mother/Guardian First Name: _____ M.I. ____ Last Name: _____
Address: _____
Occupation: _____ Home Phone: () _____
Employed By: _____ Office Phone: () _____
Work Address: _____ Work Hours: _____ Cell Phone: () _____
 Custodial Parent (If married, mark both parents) Mother's DOB: _____
Email: _____ Driver's License #: _____
Preferred PIN number for checking in/out (6 digits, numbers only) 1st choice _____ 2nd Choice _____
Marital Status: Married Single Divorced Separated Widowed Other _____
 By selecting I am confirming that I am the responsible party for all tuition and fees

Father/Guardian First Name: _____ M.I. ____ Last Name: _____
Address: _____
Occupation: _____ Home Phone: () _____
Employed By: _____ Office Phone: () _____
Work Address: _____ Work Hours: _____ Cell Phone: () _____
 Custodial Parent (If married, mark both parents) Father's DOB: _____
Email: _____ Driver's License #: _____
Preferred PIN number for checking in/out (6 digits, numbers only) 1st choice _____ 2nd Choice _____
Marital Status: Married Single Divorced Separated Widowed Other _____
 By selecting I am confirming that I am the responsible party for all tuition and fees

Child Information

1st Child First Name: _____ M.I. ____ Last Name: _____
Name child prefers to be called: _____ Grade/Class: _____
Child's Address: _____
Gender: Male Female Date of Birth: _____
List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____
Pediatrician's Name: _____ Phone: () _____
Address: _____

Photographs: May we take and maintain a photo of your child for security purposes? Yes No
May we use photographs of your child on Facebook or for advertising purposes? Yes No



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2nd Child First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ Grade/Class: _____

Child's Address: _____

Gender: Male Female Date of Birth: _____

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

Pediatrician's Name: _____ Phone: () _____

Address: _____

Photographs: May we take and maintain a photo of your child for security purposes? Yes No

May we use photographs of your child on Facebook or for advertising purposes? Yes No

Emergency Contacts & Authorized Pickup Persons:

1st Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____ PIN for check in/out (6 digits, numbers only) _____

Able to pick up all children in the family

Not able to pick up the following children: _____

2nd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____ PIN for check in/out (6 digits, numbers only) _____

Able to pick up all children in the family

Not able to pick up the following children: _____

Tuition / Payment Information:

Current Tuition Amount: _____ Weekly Bi-Weekly Monthly

Previous Child Care or Preschool Attended: _____

Was Child Terminated from any former school: Yes No If yes, why _____

Additional Comments & Information:

Is there is any other information that would be helpful to our management and teaching staff?



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RiverWalk Christian Child Care Medical Consent

Parent Authorization

I hereby authorize the staff and administration, representing RiverWalk Christian Academy Child Care to give consent for any and all necessary emergency medical and First Aid for my child,(Children)_____

 SIGNATURE of PARENT/GUARDIAN_____

State of Florida County of Seminole
 Subscribed and sworn before me on this _____ day of _____, 20____
 Who is personally known to me or has produced _____ for identification.

Notary Public
 My commission expires on: _____

Signature of Notary: _____

Seal: _____

I understand to continue enrollment at RiverWalk Christian Academy Child Care:

- Payment in full is due each week on Monday morning, payment is not pro-rated for absences, early pickup or closures due to holidays or weather conditions. A \$10.00 late fee per child is automatically charged at the close of business on Tuesday by the computer system.
- I understand that my child may be absent two weeks each year that they will not be charged for. Administration must be notified in advance of absences and all other weeks must be paid at full rate.
- I agree to pay a registration fee
- I am aware that I will be charged a fee for late pick-ups.
- I will be charged a fee for all returned checks
- This institution reserves the right to terminate services for non-payment, un-controllable behavior or non-parental support of the Child Care policies, procedures or staff. We reserve the right to refuse services if it is in the best interest of the facility, staff or child at anytime.

I have read and understand all payment and absences policies listed above and understand it is my responsibility to read the handbook.

Signature:

Parent's Signature: _____ Date: _____

Thank You!



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RiverWalk Christian Child Care

Schedule of Center Hours and Fees

Child Care Hours 6:30 A.M – 6:00 P.M.
Late pickup fee is \$1.00 per minute past 6:00 P.M.
Enrollment/Registration Fee \$50.00 per child

Tuition

Infants	\$200.00 per week
One Year Olds	\$185.00 per week
Two and Three Year Olds	\$185.00 per week

VPK wrap around care \$60.00 per week
VPK Sessions are 8:30am – 12:00 P.M.
On VPK scheduled school days only

Non VPK weeks \$170.00 per week

All tuition payments are due on Monday of the week of services are being provided. If payment is made after Tuesday there will be a \$15.00 late fee added.

These fees will not be prorated due to absence or illness. Students are allowed to be absent 2 weeks during the school year without being charged. However, notice must be given to the director in advance by completing a child time off request slip. Slip must be completed and returned to the front office to receive credit for the week.

I have read this schedule and understand all the fees and conditions as specified. I also understand that all fees are non-refundable. All materials remain the property of RiverWalk Child Care Center.

Child's Name _____

Parents Signature _____ Date _____

CHILD CARE FOOD PROGRAM FREE AND REDUCED-PRICE MEAL APPLICATION - COMBO

Child's Name: _____ **Center Name & Address:** RiverWalk Christian Child Care and Academy 801 W 22nd St Sanford, FL 32771

Primary Hours of Care: From: _____ To: _____ **Days of the Week in Care:** M T W T H F S S **Meals Typically Served While in Care:** BR MS LU AS SU ES None Please

read the instructions and accompanying Parent Letter before completing this form. If you need assistance completing this form, call: (_____) _____

STEP 1: Complete the following table for all INFANTS and CHILDREN through age 18 that reside in the household, even if not related. (include child listed at top of form)

Child's Name (Last Name, First Name)	Date of Birth	Attends this center? (circle)	Foster Child? (circle)	Migrant? (circle)	Homeless/Runaway? (circle)
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No

STEP 2: Do any household members (children or adults) receive Food Assistance Program (FAP/SNAP) or Temporary Assistance for Needy Families (TANF) benefits?

If NO, go to STEP 3. If YES, enter one of the following case numbers, then go to STEP 5.

FAP/SNAP Case Number: | | | | | | | | | | or TANF Case Number: | | | | | | | | | |

STEP 3: Children's Income Information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP 2)

Children's Income – sometimes children earn or receive income. Enter the total income received by all children listed in STEP 1, then check how often the income is received.

Children's income – Total: \$ _____	How often received? (check only one): <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
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STEP 4: Household income and adult household member information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP 2)

Adult Household Members and Income – list all adult household members (age 19 and up) even if they do not receive income. **For each adult, list the total gross income (before taxes & deductions) from each source in whole dollars only (no cents) and how often it is received (i.e., weekly, bi-weekly, twice a month, monthly, or annually).** For an adult that does not receive income from any source, write "none" or "0." If you enter "none" or "0" or leave any income fields blank, you are certifying that there is no income to report.

Adult Household Member's Name (Last Name, First Name)	Earnings from Work (\$ Amount / How often?)	Public Assistance/Child Support/Alimony (\$ Amount / How often?)	Pensions/Retirement/All Other Income (\$ Amount / How often?)
	\$ / Weekly Biweekly Monthly Twice a Month Annually	\$ / Weekly Biweekly Monthly Twice a Month Annually	\$ / Weekly Biweekly Monthly Twice a Month Annually
	\$ / Weekly Biweekly Monthly Twice a Month Annually	\$ / Weekly Biweekly Monthly Twice a Month Annually	\$ / Weekly Biweekly Monthly Twice a Month Annually

Total Household Members (Add STEP 1 & 4): _____ **Last four digits of Social Security Number (SSN) of adult household member:** | | | | If no SSN, write "none."

STEP 5: Contact information and adult signature

By signing below, I am certifying (promising) that all information on this application is true and that all income is reported. I understand that this information is being given in connection with the receipt of federal funds and that institution officials may verify (check) the information. I am aware that if I purposely give false information, I may be prosecuted under applicable state and federal laws.

Home address (if available): _____ **Daytime phone #:** (_____) _____ - _____

Street Address, City, State, Zip Code

Signature of adult household member: _____ **Printed name:** _____ **Date signed:** _____

OPTIONAL: Child's ethnic and racial identities We are required to ask for information about your child's ethnicity and race. This information is important and helps make sure that we are fully serving the community. Responding to this section is optional and does not affect your child's eligibility for free or reduced-price meals. **Ethnicity (check one):** Hispanic or Latino Not Hispanic or Latino

Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

FOR CONTRACTOR USE ONLY:

Categorical Eligibility: FAP/SNAP or TANF Household Foster Child **Total Household Size:** _____ **Total Household Income:** \$ _____

Eligibility Determination: Free Reduced-Price Non-needy **How Often Income is Received (Frequency):** Weekly Biweekly Twice a Month Monthly Annually

NOTE: If different income frequencies are listed, convert all income to an annual amount. Annual Income Conversion: Weekly x 52, Biweekly x 26, Twice a Month x 24, Monthly x 12

Reason for Non-needy Status: Income too High Incomplete Application Other Reason: _____

Determining Official's Signature: _____ **Date:** _____ **Second Party Check Signature:** _____ **Date:** _____



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RiverWalk Christian Child Care

I have received a copy of the

- Know Your Child Care Facility
- H1N1 Influenza Virus Brochure
- Rilya Wilson Act
- Vehicle Safety Brochures
- Student Handbook

as mandated by the state of Florida. I understand that it is my responsibility to read them. Should I have any questions or need clarification concerning the content, I am to discuss with the administrator.

Signature of Parent

Date

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).
License Number: _____
License Issued on __/__/____
License Expires on __/__/____
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



Know Your Child Care Facility



Office of Child Care Regulation

MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality ChildCare

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

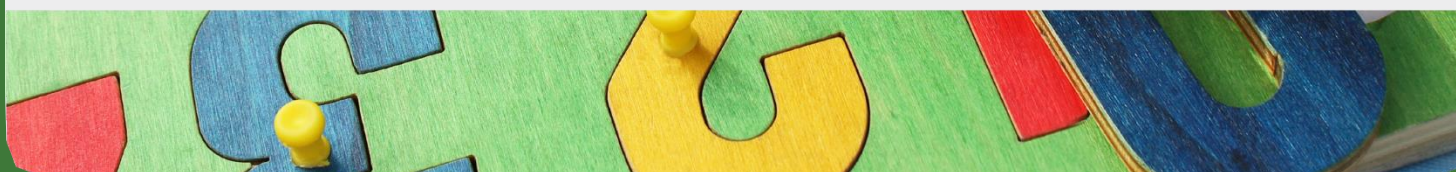
- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

**WHEN LIFE
HAPPENS...
DON'T BE A
DISTRACTED
ADULT**





Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



Facts About Heatstroke:



It only takes a car **10 minutes** to heat up 20 degrees and become deadly.



Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.



The body temperature of a child increases **3 to 5 times faster** than an adult's body.



What is the influenza (flu) virus?

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. According to the US Centers for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.

How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

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A Guide for Parents





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RiverWalk Christian Child Care

Like our Facebook page! Get updates, important information, encouragement, and more through our social media page. This is a way for you to see what your child's class is doing in school!

Like us on Facebook!

Facebook.com/RiverWalkChildcare



We need your permission to post pictures of your child on our page.

Please fill out the form below.

Child's Name: _____

_____ YES, RiverWalk Academy has my permission to post pictures of my child on their Facebook page.

_____ No, RiverWalk Academy may not post pictures of my child on their Facebook page.

Parent Signature: _____

Parent email address: _____



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RiverWalk Christian Child Care Facility Closed Dates 2024-2025

Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
CGAC Teacher Conference	Friday, October 4, 2024
Thanksgiving	Wednesday, November 27, 2024 Thursday, November 28, 2024- Friday, November 29, 2024
Christmas	Tuesday, December 24, 2024 closes at noon Wednesday, December 25, 2024 Thursday, December 26, 2024
New Years	Wednesday, January 1, 2025
MLK Holiday	Monday, January 20, 2025
Presidents Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
CGAC Teacher Conference	TBD October 2025
Thanksgiving	Wednesday, November 26, 2025 - Friday, November 28, 2025
Christmas	Wednesday, December 24, 2025 closes at noon Thursday, December 25, 2025 Friday, December 26, 2025

Train up a child in the way he should go, And when he is old he will not depart from it. Proverbs 22:6