



Murwood Keyspot, Inc.

2019-2020 School Year Registration

Dear Murwood Families,

Welcome to the 2019-2020 school year.

Please review the current Admission/Tuition Agreement prior to registering. If you have any questions regarding rates, policies, or scheduling options, please do not hesitate to contact our office via phone at (925) 932-8118 or via email at keyspot@pacbell.net.

Any estimates provided by this form and/or Murwood Keyspot, Inc. (Keyspot) staff are intended to help you select the best block/plan for your family's needs, based on the information you provided to Keyspot. There is no guarantee that this calculation is accurate. The best option for your family could change depending on the time your child is picked up from Keyspot or if your child attends After School Enrichment, among other factors. You are responsible for making the appropriate selection for your family.

Please be sure your check list is complete and approved by Keyspot administration prior to utilizing our program. If your student is not properly registered, they will be sent to the main school office to contact a parent/guardian.

Required for RETURNING students who previously have registered at Keyspot:

- Family Registration 2019-2020 (completed and signed)
- Student Schedule (completed and signed)
- Child Information (reviewed and updated if necessary)

Required for all NEW Students:

- Family Registration 2019-2020 (completed and signed)
- Student Schedule (completed and signed)
- New Student State Required File Packet Including:
 - ✓ Identification & Emergency Information (completed and signed)
 - ✓ Child's Preadmission Health History (completed and signed)
 - ✓ Personal Rights (completed and signed)
 - ✓ Parents' Rights (completed and signed)
 - ✓ Consent for Emergency Medical Treatment (completed and signed)
 - ✓ Parent Consent for Administration of Medications (completed and signed)



Transitional Kindergarten & Kindergarten Rate Options

School Year Block Rates (9 Payments, September 2019 – May 2020)

TK & Kindergarten Blocks	5 days/week	4 days/week	3 days/week
A (7:00 a.m. – 8:15 a.m.) SCHOOL DAYS ONLY * Includes late start Wednesdays, 8:00 am – 9:00 am	\$204 mo.		
WW (8:00 a.m. – 9:00 a.m.) Late Start Wednesdays Only *teacher in-service and school holidays are NOT INCLUDED Winter/Spring/Summer Camp are NOT INCLUDED		*Late Start Wednesdays Only \$38 mo.	
B (School dismissal until 2:30 p.m.) Regular & Short School Days *teacher in-service and school holidays are NOT INCLUDED Winter/Spring/Summer Camp are NOT INCLUDED	\$302 mo.	\$244 mo.	\$184 mo.
C (School dismissal until 6:00 p.m.) Regular & Short School Days * teacher in-service days and school holidays INCLUDED Winter/Spring/Summer Camp NOT INCLUDED	*\$771 mo.	*\$664 mo.	\$621 mo.
D (7:00 a.m. – 6:00 p.m.) Regular & Short School Days *teacher in-service days and school holidays INCLUDED Winter/Spring/Summer Camp NOT INCLUDED	*\$857 mo.	*\$728 mo.	\$643 mo.

All Access Block Rates (12 Payments, September 2019 – August 2020)

TK & Kindergarten Blocks	5 days/week
XK This Block includes: <ul style="list-style-type: none"> • School Days until 6:00 p.m. • Full Days (school holidays & teacher in-service days) • Winter Camp • Spring Camp • Summer Camp 	\$803 mo. This block requires a full year commitment. If at any time you make a change to this schedule, your rate will not be prorated, and any addition fees will be charged.
XK AM This Block includes everything in the XK Block PLUS <ul style="list-style-type: none"> • Before School Care (7:00 – 8:00 A.M.) • Before School Care (8:00-9:00 A.M. on Late Start Wednesdays) • Breakfast on school days • Winter Camp • Spring Camp • Summer Camp 	\$860 mo. This block requires a full year commitment. If at any time you make a change to this schedule, your rate will not be prorated, and any addition fees will be charged.

Payment Schedule

School Year Block Rates	All blocks, School Year and All Access	All Access Blocks Only
are split into 9 equal payments throughout the school year.	Payment 1 Sep. 3, 2019 Payment 5 Jan. 2, 2020	Payment 10 Jun. 1, 2020
All Access Block Rates	Payment 2 Oct. 1, 2019 Payment 6 Feb. 3, 2020	Payment 11 Jul. 1, 2020
are split in to 12 equal payments through the school year and summer.	Payment 3 Nov. 1, 2019 Payment 7 Mar. 2, 2020	Payment 12 Aug. 3, 2020
	Payment 4 Dec. 2, 2019 Payment 8 Apr. 1, 2020	
	Payment 9 May 1, 2020	



First Grade – Fifth Grade Rate Options

School Year Block Rates (9 Payments, September 2019 – May 2020)

First – Fifth Grade Blocks	5 days/week	4 days/week	3 days/week
A (7:00 a.m. – 8:00 a.m.) SCHOOL DAYS ONLY * Includes late start Wednesdays, 8:00 am – 9:00 am	\$202 mo.		
WW (8:00 a.m. – 9:00 a.m.) Late Start Wednesdays Only *teacher in-service and school holidays are NOT INCLUDED Winter/Spring/Summer Camp are NOT INCLUDED	*Late Start Wednesdays Only \$38 mo.		
G (School dismissal until 6:00 p.m.) Regular & Short School Days * teacher in-service days and school holidays INCLUDED Winter/Spring/Summer Camp NOT INCLUDED	*\$550 mo.	*\$496 mo.	\$421 mo.
H (7:00 a.m. – 6:00 p.m.) Regular & Short School Days *teacher in-service days and school holidays INCLUDED Winter/Spring/Summer Camp NOT INCLUDED	*\$641 mo.	*\$571 mo.	\$493 mo.
ASP3 (School Dismissal until 5:00 pm) regular & short school days * teacher in-service days and school holidays NOT INCLUDED Winter/Spring/Summer Camp NOT INCLUDED			\$306 mo.

All Access Block Rates (12 Payments, September 2019 – August 2020)

First – Fifth Grade Blocks	5 days/week
X1 This Block includes: <ul style="list-style-type: none"> • School Days until 6:00 p.m. • Full Days (school holidays & teacher in-service days) • Winter Camp • Spring Camp • Summer Camp 	\$695 mo. This block requires a full year commitment. If at any time you make a change to this schedule, your rate will not be prorated, and any addition fees will be charged.
X1 AM This Block includes everything in the XK Block PLUS <ul style="list-style-type: none"> • Before School Care (7:00 – 8:00 A.M.) • Before School Care (8:00-9:00 A.M. on Late Start Wednesdays) • Breakfast on school days • Winter Camp • Spring Camp • Summer Camp 	\$765 mo. This block requires a full year commitment. If at any time you make a change to this schedule, your rate will not be prorated, and any addition fees will be charged.

Payment Schedule

School Year Block Rates	All blocks, School Year and All Access	All Access Blocks Only
are split into 9 equal payments throughout the school year.	Payment 1 Sep. 3, 2019 Payment 5 Jan. 2, 2020	Payment 10 Jun. 1, 2020
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Hourly & Drop In Rate Options

Scheduled Hourly Rates

Hourly based on schedule	
<p>\$11.00 per hour</p> <p>Hourly charges are totaled in ¼ hour increments for after school only.</p> <p>We charge full hours before school.</p>	<ul style="list-style-type: none"> To be eligible for this rate, your student's estimated schedule must be submitted at the time of registration. Actual usage will be calculated at the end of each month and charged to your account. Payment is due as soon as the charges are posted To ensure the accuracy of charges, every student must be signed in and out electronically and on the paper roster. Failure to do so may result in overcharges which may not be refunded.

Drop-in Hourly Rates

Hourly based on attendance	
<p>\$12.00 per hour</p> <p>Hourly charges are totaled in ¼ hour increments for after school only.</p> <p>We charge full hours before school.</p>	<ul style="list-style-type: none"> Drop-in users <u>must make a reservation 24 hours in advance</u> to ensure there is space. Please call (925)932-8118 or send an email to Keyspot@pacbell.net Voicemail messages and emails left the same day may not be received in time to ensure your student gets to Keyspot safely. For last minute, same day reservations you MUST speak with a Keyspot employee. Actual usage will be calculated at the end of each month and charged to your account. Payment is due as soon as the charges are posted. To ensure the accuracy of charges, every student must be signed in and out electronically and on the paper roster. Failure to do so may result in overcharges which may not be refunded. Accounts left unpaid will not be eligible for drop-in services until full payment has been received.



2019-2020 School Year Information

Short School Days – Short School days have an early dismissal time for TK – 5th grade students. Students scheduled to attend Keyspot on these days are dismissed directly to Keyspot.

Short school days are scheduled for: **Fri 08/30/19, Thurs 10/31/19, Wed 11/20/19, Thurs 11/21/19, Fri 11/22/19, Fri 12/20/19, Fri 02/28/20, Fri 05/15/20 & Fri 05/29/20**

Full Days – Keyspot is open for teacher workdays and school holidays as listed below. Students not registered for a block that includes these days must sign up separately, two weeks in advance and pay the full day rate of \$80 per day. ***Drop-in rate for full days is \$100 per day.**

Keyspot will be OPEN for the following non-school days from 7:00 a.m. to 6:00 p.m.		
Mon	Aug 12, 2019	Institute Day
Tues	Aug 13, 2019	Staff Development Day
Fri	Nov 1, 2019	Staff Development Day
Mon	Nov 25, 2019	Parent-Teacher Conferences
Tues	Nov 26, 2019	Parent-Teacher Conferences
Wed	Nov 27, 2019	School Holiday
Thurs	Feb 13, 2020	Staff Development Day
Fri	Feb 14, 2020	School Holiday

Keyspot will be CLOSED for the following non-school days		
Mon	Sept 2, 2019	Labor Day
Mon	Nov 11, 2019	Veterans Day
Thurs	Nov 28, 2019	Thanksgiving
Fri	Nov 29, 2019	Thanksgiving Holiday
Tues	Dec 25, 2019	Christmas
Tues	Jan 1, 2020	New Year's
Mon	Jan 20, 2020	M.L.K. Jr. Birthday
Mon	Feb 17, 2020	Presidents Day
Mon	May 25, 2020	Memorial Day

Winter Break and Spring Break – Keyspot is open year-round. Winter Break and Spring Break are offered for your convenience. Each break has daily or weekly rates. Students must be pre-registered and pre-paid two weeks in advance to plan for staffing. After that, the drop-in rate applies.

*Keyspot will close at 4pm on December 24th & 31st 2018.

The All Access Block is the only block that includes Winter, Spring & Summer Camps.

Winter Break 2018		Spring Break 2019
MON, DEC 23, 2019 **TUES, DEC 24, 2019** THURS, DEC 26, 2019 FRI, DEC 27, 2019	MON, DEC 30, 2019 **TUES, DEC 31, 2019** THURS, JAN 2, 2020 FRI, JAN 3, 2020	MONDAY – FRIDAY MARCH 30, 2020 – APRIL 3, 2020
** Keyspot will close at 4pm on December 24 th and 31 st ** \$80 per day (Scheduled and pre-paid two weeks in advance) \$300 per week (Scheduled and pre-paid two weeks in advance) \$100 per day drop-in rate applies for any additions not scheduled and pre-paid		

Summer Camp 2020 – Summer Camp registration will be available April 2020. The program runs for 10 weeks and will be available as a half day, daily or weekly option. There is no hourly option available.

Absences – If your child will be absent from Keyspot, please notify us prior to your child’s scheduled arrival time. **A \$5 non-cancellation fee will be applied each time Keyspot is not informed of any last-minute changes.**

Signing In/Out – For the safety of your child and to ensure the accuracy of charges, every student must be signed in and out electronically and on the paper roster. Failure to do so may result in overcharges which may not be refunded.

Schedule Changes – Any schedule changes must be submitted to the Keyspot office with a new registration form and a **\$40 schedule change fee paid with at least two weeks’ notice.**

Late Payments – Payments are typically due on the first business day of each month. **A \$5 fee will be charged each day payment is not received until the 5th day, at which time services will be denied.**

Late Pick Ups – Keyspot closes at 6:00 p.m., Monday-Friday. **A \$1 per minute late fee will be charged to each family that arrives after the 6:00 P.M. closing time.**

Discounts – A 10% discount will be applied to additional siblings with the lesser usage.

Refund Policy – While we understand that absences occur for a variety of reasons, non-attendance does not entitle you to a refund. For extended illnesses, please contact the Director. Requests for refunds will be presented to the Keyspot Board of Directors at the earliest scheduled board meeting, at which time a decision will be made. If you are enrolled in an All Access Block and either you change blocks or disengage from Keyspot service, refunds are not granted for service months already provided.

Personal Possessions – It is a school rule that toys and other personal items are not brought to school. This rule applies to Keyspot as well. Each child should have a backpack, tote bag, etc. to store their items. Individual cubbies are provided to all students attending Keyspot.

Problems & Concerns – Any problems or concerns must be brought to the Director’s attention as soon as possible.

Important Changes – Keyspot must be notified immediately of any changes in phone numbers, addresses, or individuals authorized to pick up.

Admission Policy – Murwood Keyspot, Inc. is a non-profit, California state licensed Before and After school age childcare center. Our hours are M-F, 7:00 A.M. to 6:00 P.M. All new students must have the required State of California Community Care Licensing Forms completed and signed by the legal/authorized parent/guardian prior to attending the program. In addition, the Keyspot Registration form and Tuition/Admission Agreement must be completed and submitted. Students must be at least four years nine months of age or enrolled in Murwood’s TK program to attend Keyspot.

Child Abuse Reporting – The staff at Keyspot are mandated by the state of California to report any and all cases of suspected child abuse. The Department of Licensing Agency shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. They shall make provisions for private interview with any children or staff members and for the examination of all records relating to the operations of the facility. The Department of Licensing Agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement.

Dismissal Policy – In addition to the Behavior and Disciplinary Policy contained in the Parent Handbook, the Keyspot Board of Directors and Director reserve the right to dismiss from Keyspot clients who do not adhere to the principles or practices of Keyspot. The following may be reasons for dismissal:

- Non-payment of fees
- Behavior problems that cannot be changed by the parent/guardian or child
- Abusive behavior by the parent/guardian toward the staff
- Inability to work with or cooperate with the Director or staff
- Consistent lateness in picking up the child

Any of the above problems would indicate to the Keyspot staff that the parent/guardian or child is not suited for this particular care center. After consultation, parents/guardians will be advised to find another placement for their child.

Other Terms and Conditions – Keyspot may add any other terms or conditions to the agreement which the Board of Directors deems to be necessary, as long as they are not contrary to the licensing regulations, state law, or public policy. A copy of such changes will be provided to parents/guardians. Monthly rates are subject to change with 30-day notice in the event of an increase in the costs of materials, labor, overhead, or unforeseen maintenance or repairs. Please refer to the Keyspot Parent Handbook for additional information. The handbook is available for download from our website (www.murwoodkeystone.org).



Family Registration 2019-2020

Child/ren's last name:	
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Parent/Guardian (1):		Email:	
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Home Address:		Primary Phone #:	
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Parent/Guardian (2):		Email:	
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Home Address:		Primary Phone #:	
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Child Name (1):		Grade:		Teacher:	
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Child Name (2):		Grade:		Teacher:	
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Child Name (3):		Grade:		Teacher:	
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Registration Fee	\$70 x number of students =	\$
Facility Fee	\$30 x number of students =	\$
	Total Fees Due =	\$

Please make checks payable to Murwood Keyspot, pay with your credit/debit card, or pay online.

Registration is accepted on a first come, first served basis.

I/We have received a copy of the 2018-2019 Admission/Tuition Agreement for Murwood Keyspot, Inc., and agree to adhere to the policies of this agreement.

Last Name: _____ Child 1: _____ Child 2: _____ Child 3: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director's Signature: _____ Date: _____

To help us meet the IRS's requirements to maintain our non-profit status, please tell us why you need care for your child(ren): _____ I am (we are) gainfully employed or looking for work or
_____ Other: _____



Student Schedule 2019-2020

Student 1: _____ Grade: _____

Please select the option for Student 1

Block Name	MON	TUE	WED	THU	FRI

and/or

Hourly Schedule	MON	TUE	WED	THU	FRI
Before School	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Estimated Pick Up Time					

and/or

Drop-in	
Before School	Yes/No
After School	Yes/No

Student 2: _____ Grade: _____

Please select the option for Student 2

Block Name	MON	TUE	WED	THU	FRI

and/or

Hourly Schedule	MON	TUE	WED	THU	FRI
Before School	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Estimated Pick Up Time					

and/or

Drop-in	
Before School	Yes/No
After School	Yes/No

Student 3: _____ Grade: _____

Please select the option for Student 3

Block Name	MON	TUE	WED	THU	FRI

and/or

Hourly Schedule	MON	TUE	WED	THU	FRI
Before School	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Estimated Pick Up Time					

and/or

Drop-in	
Before School	Yes/No
After School	Yes/No

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____