



Murwood Keyspot, Inc.

Aug 17 – Sept 10, 2020 Registration

Dear Murwood Families,

Welcome to the 2020-2021 school year.

Given the uncertainty of the school year schedule and the limited information available at this time, Keyspot is currently offering one block option for our families to cover care from August 17 through September 10, 2020. **Please read the following information carefully.**

The cost is \$1200 to be paid in full by August 17, 2020. It covers 8am-5pm, Monday-Friday. The last day of this block is Thursday, September 10.

Under these unusual circumstances, **no refunds will be given for schedule cancellations.**

After the school board meeting on September 8, Keyspot will take that information and publish a new contract on September 9. **New contracts will be due by the end of the day on September 10.**

Please note that we cannot take any students on September 11 without a new contract in place.

Required for RETURNING students who previously have registered at Keyspot:

- Aug 17 – Sept 10, 2020 Registration (completed and signed)
- Child Information (reviewed and updated if necessary)

Required for all NEW Students:

- Aug 17 – Sept 10, 2020 Registration (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)

Please be sure your checklist is complete and approved by Keyspot administration prior to utilizing our program.

Admission Policy – Murwood Keyspot, Inc. is a non-profit, California state licensed Before and After school age childcare center. Our hours are M-F, 8:00 A.M. to 5:00 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.



Murwood Keyspot, Inc.

Additional Contract Information

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

Signing In/Out – In order to lower the amount of people coming into our building, children and their parents/guardians will be met outside of Door 1 for a 2-step health screening. Parents will not be allowed to enter the building. Morning drop-off is from 8-8:30am. Afternoon pick-up is from 4-5pm. Late drop-offs and early pick-ups must be phoned in and a staff member will meet you at the gate.

Face Coverings – All Keyspot participants will be required to wear a face covering while indoors. If your child is unable to wear a mask or face covering indoors for medical reasons, a doctor's note is required.

Late Pick Ups – Keyspot closes at 5:00 p.m., Monday-Friday. A \$1 per minute late fee will be charged to each family that arrives after the 5:00 P.M. closing time.

Refund Policy – For this 4 week period, we are, unfortunately, unable to issue any refunds.

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 and helps minimize cross contamination. 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 additions to the authorized pick-up list.

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.murwoodkeyspot.org).



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Aug 17 – Sept 10, 2020 Registration

Child/ren's last name:	
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Parent/Guardian (1):		Email:	
Home Address:		Primary Phone #:	

Parent/Guardian (2):		Email:	
Home Address:		Primary Phone #:	

Child Name (1):		Grade:		Teacher:	
Child Name (2):		Grade:		Teacher:	
Child Name (3):		Grade:		Teacher:	

Registration will be charged one-time during the 2020-2021 school year. Summer registration not included.

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 August 17 - September 10, 2020 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: _____



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Admission/Tuition Agreement 2020

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/Covid19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Murwood Keyspot Inc. ("Keyspot") has put in place preventative measures to reduce the spread of COVID-19; however, Keyspot cannot guarantee that you or your children will not become infected with COVID-19. Further, attending Keyspot could increase your child's risk and your family's risk of contracting Covid 19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participating in Keyspot, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 at Keyspot may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Keyspot employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my child's participation at Keyspot or participation in Keyspot programming ("Claims"). On your child's behalf, and on behalf of my family, I hereby release, covenant not to sue, discharge, and hold harmless Keyspot, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Murwood Keyspot Inc., its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation at Murwood Keyspot Inc.

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

Parent/Guardian Signature: _____ Date: _____