



## First – Fifth Grade Rates

### Block Rates

<b>First – Fifth Grade Block Schedule</b>	5 days/week	4 days/week	3 days/week
<b>A</b> (7:00 A.M. – 8:00 A.M.) school days only	\$165		
<b>G</b> (2:20 P.M. – 6:00 P.M.) school days only (12:00 P.M. – 6:00 P.M.) short school days (7:00 A.M. – 6:00 P.M.) non-school days * teacher in-service days and school holidays included	\$440	\$360	\$315
<b>H</b> (7:00 A.M. – 8:00 A.M.) school days, short school days (2:20 P.M. – 6:00 P.M.) school days (12:00 P.M. – 6:00 P.M.) short school days (7:00 A.M. – 6:00 P.M.) non-school days	\$515	\$435	\$370
<b>Winter &amp; Spring Break Options</b>	5 days/week	4 days/week	3 days/week
<b>I</b> (same as block G) and includes 3 weeks of Winter & Spring Break	\$505	\$420	\$370
<b>J</b> (same as block H) and includes 3 weeks of Winter & Spring Break	\$575	\$500	\$450

### Payment Schedule

<b>Block Rates are split in to 9 equal payments through the school year. Beginning with September 1, 2011 and ending May 1, 2012. Payments are due on the 1<sup>st</sup> of each month.</b>	Payment 1	Sep. 1, 2011	Payment 6	Feb. 1, 2012	Any changes made to your child's schedule will require a new registration form and a change fee will be charged.
	Payment 2	Oct. 3, 2011	Payment 7	Mar. 1, 2012	
	Payment 3	Nov. 1, 2011	Payment 8	Apr. 2, 2012	
	Payment 4	Dec. 1, 2011	Payment 9	May 1, 2012	
	Payment 5	Jan. 3, 2012			
	Payment 5	Jan. 3, 2012			

## 2011 – 2012 Murwood Keyspot Full Day & Holiday Schedule

Keyspot will be **open** for the following non-school days from 7:00 A.M. to 6:00 P.M.

Monday	August 22, 2011	Staff Development Day
Thursday	November 10, 2011	Staff Development Day
Friday	November 11, 2011	Veteran's Day Holiday
Monday	November 21, 2011	Parent Conferences
Tuesday	November 22, 2011	Parent Conferences
Wednesday	November 23, 2011	No School
Thursday	February 16, 2012	Staff Development Day
Friday	February 17, 2012	Lincoln's Birthday Day

Keyspot will be **closed** for the following non-school days

Monday	September 5, 2011	Labor Day Holiday
Thursday	November 24, 2011	Thanksgiving
Friday	November 25, 2011	Thanksgiving Holiday
Friday	December 23, 2011	Christmas Holiday
Friday	December 30, 2011	New Year's Holiday
Monday	January 16, 2011	M.L.K. Jr. Birthday Holiday
Monday	February 20, 2012	Presidents Day Holiday
Monday	May 28, 2012	Memorial Day Holiday



## First – Fifth Grade Rates cont....

### Scheduled Hourly Rates

Hourly pre-paid based on schedule

**\$9.00 per hour**

**Daily charges are  
totaled in ¼ hour  
increments**

To be eligible for this rate, your students estimated schedule must be submitted at the time of registration. The schedule provided will be used to calculate each month's tuition amount and will be due on the 1<sup>st</sup> of each month.

Actual usage will be calculated at the end of each month and overages will be charged at the drop-in hourly rate.

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

**\$10.00 per hour**

**Daily charges are  
totaled in ¼ hour  
increments**

Drop-in users must reserve a space 24 hours in advance to ensure there is space for your student.

Please call (925)932-8118 or send an email to  
[Keyspot@pacbell.net](mailto:Keyspot@pacbell.net)

Voice mail 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.



### 2011 – 2012 School Year Information

**Short School Days** Short school days have an early dismissal time for 1<sup>st</sup> – 5<sup>th</sup> grade students. In general the schedule is as follows: grades 1-3 are dismissed from lunch at 12:00 p.m. and 4<sup>th</sup> – 5<sup>th</sup> grade students are dismissed from lunch at 12:30 p.m. Students scheduled to attend Keyspot on these days are dismissed directly to Keyspot.

**Full Days** Keyspot is open, for the teacher work days and school holidays as listed on the front page. Students not registered for a Block that includes these days, must be signed up separately and pay the full day rate of \$65 per day.

**Winter Break and Spring Break** Keyspot is open year round. Winter Break and Spring Break are optional for your convenience. Each break has daily or weekly rates. Students must be pre-registered and pre-paid, unless your student's Block includes the Winter & Spring break option.

Winter Break 2011	Spring Break 2012
Monday – Thursday 12/19/11 to 12/22/11 Monday – Thursday 12/26/11 to 12/30/11 Monday 1/2/2012	Monday 4/2/12 – 4/6/12
65 per day \$240 per week Or \$450 for both weeks	\$65 per day \$240 per week

**Summer Camp 2012** Summer camp registration will be available in March 2012. The program runs for 10 weeks and will be available as a daily or weekly option.

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

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

#### Penalty Charges

- Payments are due on the first business day of each month from September – May for Block users and September – July for hourly users. A \$5 fee will be charged each day payment is not received until the 5<sup>th</sup> day, at which time services will be denied.
- A \$1 per minute late fee will be charged to each family that arrives after the 6:00 P.M. closing time.

**Refund Policy** While we understand that absences occur for a variety of reasons, non-attendance or incidental illness; this 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.

**Absences** If you child will be absent from Keyspot, please notify us prior to your child's scheduled arrival time.

**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.



**2011 – 2012 School Year Information Continued**

**Problems & Concerns** A problem or concern must be brought to the Director’s attention as soon as possible.

**Important Changes** Keyspot must be notified immediately of any changes in work numbers, addresses, job changes, or new pick up persons.

**Admission Policy** Murwood Keyspot, Inc. is a non-profit, California state licensed before and after school age child care 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 4 years and 9 months of age are eligible to attend the program.

**Child Abuse Reporting** The staff at Murwood Keyspot, Inc. 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 Murwood Keyspot Board of Directors and Director reserve the right to dismiss from Keyspot clients who do not adhere to the principles or practices of Murwood Keyspot. The following may be reasons for dismissal:

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

Any of the above problems would indicate to the Keyspot staff that the parent or child is not suited for this particular care center and after consultation, would be advised to find another placement for their child.

**Other Terms and Conditions** Murwood 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.

-----  
I/We have received a copy of the 2011 – 2012 Admission/Tuition Agreement for Murwood Keyspot, Inc and agree to adhere to the policies of this agreement.

Family Name \_\_\_\_\_ Child 1 \_\_\_\_\_ Child 2 \_\_\_\_\_ Child 3 \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director’s Signature \_\_\_\_\_ Date \_\_\_\_\_