

**FOURTH & FIFTH GRADE RATES Option 1 – Block Rates**

<b>FOURTH &amp; FIFTH GRADE BLOCK SCHEDULE</b>	<b>5 days/week</b>	<b>4 days/week</b>	<b>3 days/week</b>
<b>A</b> (7:00 A.M. – 8:00 A.M.) school days only	<b>\$165 mo.</b>	<b>Hourly Option Only</b>	
<b>K</b> (2:20 P.M. – 6:00 P.M.) school days only (12:20 P.M. – 6:00 P.M.) short school days (7:00 A.M. – 6:00 P.M.) non-school days	<b>\$360 mo.</b>	<b>\$320 mo.</b>	<b>\$290 mo.</b>
<b>L</b> (7:00 A.M. – 6:00 P.M.) less school hours, includes teacher in-service and holidays included on regularly scheduled days.	<b>\$455 mo.</b>	<b>\$385 mo.</b>	<b>\$345 mo.</b>
<b>Winter and Spring Camp Option</b> <i>This block requires a full year commitment with no switching options.</i>	<b>5 days/week</b>	<b>4 days/week</b>	<b>3 days/week</b>
<b>M</b> includes block K and Winter & Spring Camp	<b>\$420mo.</b>	<b>\$385 mo.</b>	<b>\$340 mo.</b>
<b>N</b> includes block L and Winter & Spring Camp	<b>\$520 mo.</b>	<b>\$455 mo.</b>	<b>\$395mo.</b>

<b>9 payments are due on the first business day of each month beginning September 1, 2010 and ending May 2, 2011.</b>	<b>Payment 1</b>	<b>Sep. 1, 2010</b>	<b>Payment 6</b>	<b>Feb. 1, 2011</b>	<b>Any changes made to your child's schedule will require a new registration form and a change fee will be charged.</b>
	<b>Payment 2</b>	<b>Oct. 1, 2010</b>	<b>Payment 7</b>	<b>Mar. 1, 2011</b>	
	<b>Payment 3</b>	<b>Nov. 1, 2010</b>	<b>Payment 8</b>	<b>Apr. 1, 2011</b>	
	<b>Payment 4</b>	<b>Dec. 1, 2010</b>	<b>Payment 9</b>	<b>May 2, 2011</b>	
	<b>Payment 5</b>	<b>Jan. 3, 2011</b>			

**2010 – 2011 Keyspot Full Day & Holiday Schedule**

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

Monday	August 23, 2010	Teacher In Service
Tuesday	August 24, 2010	Teacher In Service
Thursday	November 11, 2010	Veteran's Day Holiday
Friday	November 12, 2010	Furlough Day
Monday	November 22, 2010	Parent Conferences
Tuesday	November 23, 2010	Parent Conferences
Wednesday	November 24, 2010	Non-Student, Non-Teacher Day
Monday	January 3, 2011	Furlough Day
Monday	January 17, 2011	MLKjr. Holiday
Thursday	February 17, 2011	Teacher In Service
Friday	February 18, 2011	Lincoln's Birthday
Monday	February 21, 2011	Washington's Birthday

**Keyspot will be CLOSED for the following days**

Monday	September 6, 2010	Labor Day Holiday
Thursday	November 25, 2010	Thanksgiving Day
Friday	November 26, 2010	Thanksgiving Day After
Friday	December 24, 2010	Christmas Eve Holiday
Friday	December 31, 2010	New Year's Eve Holiday
Monday	May 30, 2011	Memorial Day
Monday	July 4, 2011	Independence Day



**OPTION 2 – HOURLY RATES**

<b>HOURLY PRE-PAID – BASED ON SCHEDULE</b>	
<p style="text-align: center;"><b>\$9.50 PER HOUR</b></p> <p style="text-align: center;"><b>CHARGES ARE TOTALED IN ¼ HOUR INCREMENTS</b></p>	<p>To receive this rate, estimated student schedules must be submitted at time of registration on the registration form. Each the estimated amount of usage will be calculated and charged on the first working day of each month, and this amount will be due on the same day.</p> <p>Each day, students must be signed out electronically and on the paper sign out sheet in order to properly account for actual usage. Failure to sign out will result in overcharges that will not be corrected.</p> <p>The actual usage will be calculated at the end of each month and over/under amounts will be added/deducted from your account.</p> <p>To ensure the accuracy of charges, please be aware that every adult removing your child from the center must be registered in our system. Please see the Keyspot office administration for more information.</p>
<b>Hourly – Drop In</b>	
<p style="text-align: center;"><b>\$10.00 PER HOUR</b></p> <p style="text-align: center;"><b>CHARGES ARE TOTALED IN ¼ HOUR INCREMENTS</b></p>	<p>Drop in users must reserve a space 24 hours in advance. To reserve a space please call (925)932-8118, email <a href="mailto:keyspot@pacbell.net">keyspot@pacbell.net</a>, or drop by to put it in our notebook.</p> <p>Please note: space is limited and may not be available. Each day, students must be signed out electronically and on the paper sign out sheet in order to properly account for actual usage. Failure to sign out will result in overcharges that will not be corrected.</p> <p>The actual usage will be calculated at the end of each month. Payment is due at this time.</p> <p>To ensure the accuracy of charges, please be aware that every adult removing your child from the center must be registered in our system. Please see the Keyspot office administration for more information.</p>

**2010 – 2011 SCHOOL YEAR INFORMATION**



**Murwood Keyspot, Inc.**  
**Admission/Tuition Agreement 2010 - 2011**

**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<sup>st</sup> – 3<sup>rd</sup> 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 Block includes Winter and Spring Break.

**Winter Break 2010 Schedule & Rates**

M – TH 12/20/10 – 12/23/10

M – TH 12/27/10 – 12/30/10

\$65 per day or

\$240 per week or \$450 for both weeks

**Spring Break 2011 Schedule & Rates**

M – F 4/5/11 – 4/8/11

\$65 per day or

\$240 per week

**Summer Camp 2011** Summer camp registration will be available in March 2011. The program runs for 10 weeks and will be available as a daily or weekly option.

**Discounts** A 10% sibling 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. A \$5 fee will be charged each day payment is not received until the 5<sup>th</sup> day, at which time services may be denied.
- *A \$1.00 per minute late fee will be charged to each family who arrives after 6:00 p.m. closing.*

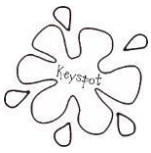
**Refund Policy** While we understand that absences occur for a variety of reasons, non-attendance or incidental illness, this does not entitle you to a refund. For extended illnesses, please contact the Director. Requests for refunds will be presented to the Keyspot Board of Directors at the earliest scheduled board meeting at which time a decision will be made.

**Absences** If your 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. We provide cubbies for each child attending Keyspot to store these bags.

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

Murwood Keyspot, Inc. \* A non-profit school age child care center \* CA License # 070213231  
(925)932-8118 \* (925)932-1285 – fax \* [keyspot@pacbell.net](mailto:keyspot@pacbell.net) \* [www.murwoodkeyspot.org](http://www.murwoodkeyspot.org)  
2050 Vanderslice Ave. Walnut Creek, CA 94596



**Murwood Keyspot, Inc.  
Admission/Tuition Agreement 2010 - 2011**

**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 from 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 authorized parent/guardian prior to attending the program. Students 4 years and 9 months of age are eligible to attend the program.

**Child Abuse Reporting** The staff at Murwood Keyspot, Inc. are required 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 of staff members and for the examination of all records relating to the operation 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 other 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.

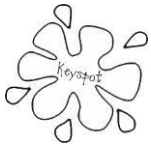
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I/We have received a copy of the 2010 – 2011 Admission/Tuition Agreement for Murwood Keyspot and agree to adhere to the policies of this agreement.

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

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

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

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_



### Registration 2010 – 2011

Parent/Guardian Name \_\_\_\_\_ EMAIL Address \_\_\_\_\_

Home Address \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ EMAIL Address \_\_\_\_\_

Home Address \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Child Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Child Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Child Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

In order to meet the IRS's requirements please tell us why you need care for your child(ren)  
\_\_\_\_\_ I am (we are) gainfully employed or looking for work \_\_\_\_\_ Other:

#### Registration Fees

Kindergarten or New Child \$75 \* number of children \_\_\_\_\_ = \$ \_\_\_\_\_

Returning Child \$50 \_\_\_\_\_ = \$ \_\_\_\_\_

Returning sibling(s) \$40 \* number of children \_\_\_\_\_ = \$ \_\_\_\_\_

Schedule Change Fee \$40 \* number of children \_\_\_\_\_ = \$ \_\_\_\_\_

Total Fees Due: \$ \_\_\_\_\_ (due at time of registration)

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

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#### Keyspot Usage Agreement for the School Year 2010 – 2011

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2050 Vanderslice Ave. Walnut Creek, CA 94596

**Monthly Block**

Child \_\_\_\_\_ Grade \_\_\_\_\_ Block \_\_\_\_\_ # days/week \_\_\_\_\_ circle days (M T W TH F)

Child \_\_\_\_\_ Grade \_\_\_\_\_ Block \_\_\_\_\_ # days/week \_\_\_\_\_ circle days (M T W TH F)

Child \_\_\_\_\_ Grade \_\_\_\_\_ Block \_\_\_\_\_ # days/week \_\_\_\_\_ circle days (M T W TH F)

**Hourly Estimated Schedule**

Child 1 \_\_\_\_\_

Monday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Tuesday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Wednesday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Thursday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Friday Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Special scheduling notes:

Child 1 \_\_\_\_\_

Monday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Tuesday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Wednesday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Thursday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Friday Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Special scheduling notes:

Child 1 \_\_\_\_\_

Monday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Tuesday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Wednesday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Thursday Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Friday Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Special scheduling notes:

I/We have read the Admission/Tuition Agreement and the Parent Handbook and agree to abide by the policies of Keyspot.

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

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

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_