



Murwood Keyspot, Inc.

2017-2018 School Year Registration Instructions

Transitional Kindergarten and Kindergarten

Dear Murwood Families,

Welcome to the 2017-2018 school year. Please review the current Admission/Tuition Agreement prior to registering. If you have any question regarding the rates, policies, or scheduling options, please don't 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 the Keyspot office 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.

The following list is for all RETURNING students who previously have registered at Murwood Keyspot.

- Family Registration 2017-2018 (completed and signed)
- Student Schedule (completed and signed)
- Child Information (reviewed and updated if necessary)
- LIC. 9221 Parent Consent for Administration of Medications (for sunblock)

The following list is for all NEW Students.

- Family Registration 2017-2018 (completed and signed)
- Student Schedule (completed and signed)
- 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)
- LIC. 9221 Parent Consent for Administration of Medications (for sunblock)



Transitional Kindergarten and Kindergarten Rate Options

School Year Block Rates (9 Payments)

TK & Kindergarten Blocks	5 days/week	4 days/week	3 days/week
A (7:00 A.M. – 8:00 A.M.) school days only	\$192 mo.		
B (School Dismissal until 2:30 P.M.) regular & short school days <i>Full Days/Winter/Spring/Summer Camp NOT included</i>	\$437 mo.	\$364 mo.	\$260 mo.
C (School Dismissal until 6:00 P.M.) regular & short school days * teacher in-service days and school holidays included <i>Winter/Spring/Summer Camp NOT included</i>	*\$749 mo.	*\$645 mo.	\$603 mo.
WW (8:00A.M.-9:00 A.M. on Late Start Wednesdays Only) *teacher in-service and school holidays are NOT included <i>Winter/Spring/Summer Camp are NOT included</i>	*Late Start Wednesdays Only \$35 mo.		
D (7:00 A.M. – 6:00 P.M. – less school hours) regular & short school days *teacher in-service days and school holidays included <i>Winter/Spring/Summer Camp NOT included</i>	*\$832 mo.	*\$707 mo.	\$624 mo.

Payment Schedule

School Year Block Rates are split into 9 equal payments throughout the school year.	Payment 1	Sept. 1, 2017	Payment 6	Feb. 1, 2018	Any changes made to your child's schedule will require a new registration form, and a change fee will be charged.
	Payment 2	Oct. 2, 2017	Payment 7	Mar. 1, 2018	
	Payment 3	Nov. 1, 2017	Payment 8	Apr. 2, 2018	
	Payment 4	Dec. 1, 2017	Payment 9	May 1, 2018	
	Payment 5	Jan. 2, 2018			

All Access Block Rates (12 Payments)

TK & Kindergarten Blocks	5 days/week
XK This Block includes: <ul style="list-style-type: none"> After school until 6:00 p.m. Full Days (school holidays & teacher in-service days) Winter Camp Spring Camp Summer Camp 	\$780 mo.
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 	\$815 mo.

Payment Schedule

All Access Block Rates are split in to 12 equal payments through the school year and summer.	Payment 1	Sep. 1, 2017	Payment 7	Mar. 1, 2018	This block requires a full year commitment. If at any time you make a change to this schedule, your rate will be prorated, and registration fees will be charged.
	Payment 2	Oct. 2, 2017	Payment 8	Apr. 2, 2018	
	Payment 3	Nov. 1, 2017	Payment 9	May 1, 2018	
	Payment 4	Dec. 1, 2017	Payment 10	Jun. 1, 2018	
	Payment 5	Jan. 2, 2018	Payment 11	Jul 2, 2018	
	Payment 6	Feb. 1, 2018	Payment 12	Aug. 1, 2018	



TK & Kindergarten Grade Rate Options Cont...

Scheduled Hourly Rates

Hourly pre-paid based on schedule	
<p>\$10.25 per hour</p> <p>Daily charges are totaled in ¼ hour increments</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 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	
<p>\$11.25 per hour</p> <p>Daily charges are totaled in ¼ hour increments</p>	<ul style="list-style-type: none">➤ Drop-in users <u>must reserve a space 24 hours in advance</u> to ensure there is space for your student. Please call (925)932-8118 or send an email to 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.



2017-2018 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. Shortened school days are scheduled for: 9/1/17, 11/3/17, 11/15/17, 11/16/17, 11/17/17, 12/15/17, 3/2/18, 5/25/18, and 6/8/18.

Full Days – Keyspot is open for teacher work days and school holidays as listed below. Students not registered for a block that includes these days must sign up separately and pay the full day rate of \$78 per day.

2017-2018 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 21, 2017	Institute Day
Tuesday	August 22, 2017	Staff Development Day
Monday	October 9, 2017	Staff Development Day
Monday	November 20, 2017	Parent-Teacher Conferences
Tuesday	November 21, 2017	Parent-Teacher Conferences
Wednesday	November 22, 2017	School Holiday
Friday	February 16, 2018	Staff Development Day

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

Monday	September 4, 2017	Labor Day
Friday	November 10, 2017	Veterans Day
Thursday	November 23, 2017	Thanksgiving
Friday	November 24, 2017	Thanksgiving Holiday
Monday	December 25, 2017	Christmas
Monday	January 1, 2018	New Year's
Monday	January 15, 2018	M.L.K. Jr. Birthday
Monday	February 19, 2018	Presidents Day
Monday	May 28, 2018	Memorial 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 Winter Break and Spring Break. There is no hourly option available.

The X-Pass is the only block that includes: Winter/Spring/Summer Camps.

Winter Break 2017		Spring Break 2018
MON 12/18/17 TUE 12/19/17 WED 12/20/17 THUR 12/21/17 FRI 12/22/17	TUE 12/26/17 WED 12/27/17 THUR 12/28/17 FRI 12/29/17	Monday 4/2/18 – 4/6/18
\$78 per day \$290 per week		

Summer Camp 2018 – Summer Camp registration will be available April 2018. The program runs for 10 weeks and will be available as a daily or weekly option. There is no hourly option available.

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 a **\$40 schedule change fee paid with at least two weeks' notice.**

Penalty Charges

- 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.
- 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 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 change blocks or disengage from Keyspot service, refunds are not granted for service months already provided.

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. Individual cubbies are provided to all students attending Keyspot.

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 must be at least 4.9 years 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. Please refer to the Keyspot Parent Handbook for additional information. The handbook is available for download from our website (<http://murwoodkeyspot.org/>).

Murwood Keypot, Inc. * A non-profit school age child care center * CA License #070213231 * (925)932-8118
* Keypot@pacbell.net * www.murwoodkeypot.org * P.O. Box 4307 Walnut Creek, CA 94596



Family Registration 2017-2018

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 _____

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: _____.

Registration Fees

Registration Fee	\$50 * number of children _____ = \$ _____
Facility Fee	\$25 * number of children _____ = \$ _____
(Schedule change fee	\$40 number of children _____ = \$ _____)
*Total Fees Due:	*Due at time of registration \$ _____

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 2017-2018 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 _____



Student Schedule 2017-2018

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 _____

Commented [MM1]: Is there a reason we have signatures up above and again here? Could we move everything down here and add a check box to indicate they agree to the policies?

IDENTIFICATION AND EMERGENCY INFORMATION
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES
To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					BIRTH-DATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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LIC 700 (8/08)(CONFIDENTIAL)

CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT

CHILD'S NAME	SEX	BIRTH DATE
FATHER'S/FATHER'S DOMESTIC PARTNER'S NAME	DOES FATHER/FATHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
MOTHER'S/MOTHER'S DOMESTIC PARTNER'S NAME	DOES MOTHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
IS/HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	

DEVELOPMENTAL HISTORY *(For infants and preschool-age children only)*

WALKED AT*	N/A	MONTHS	BEGAN TALKING AT*	N/A	MONTHS	TOILET TRAINING STARTED AT*	N/A	MONTHS
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PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
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DAILY ROUTINES *(For infants and preschool-age children only)*

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
N/A	N/A	N/A

DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST	WHAT ARE USUAL EATING HOURS?
	LUNCH	BREAKFAST
	DINNER	LUNCH
		DINNER

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?
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IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE?*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	
N/A		N/A	

PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES CHILD USE ANY SPECIAL DEVICE(S)?	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE	DATE
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LIC 702 (8/08) (CONFIDENTIAL)

PERSONAL RIGHTS**Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

Community Care Licensing

ADDRESS

1515 Clay St., Suite 1102

CITY

Oakland, CA

ZIP CODE

94612-2904

AREA CODE/TELEPHONE NUMBER

510-622-2602

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

Murwood Keyspot, Inc

(PRINT THE ADDRESS OF THE FACILITY)

2050 Vanderslice Ave Walnut Creek, CA 94596

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

LIC 613A (B06)

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**CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS**

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing

Licensing Office Address: 1515 Clay St., Suite 110, Oakland, CA 94612-2904

Licensing Office Telephone #: 510-622-2602

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 905 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Murwood Keyspot, Inc.
Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 905 (9/08)

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

Murwood Keyspot, Inc TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

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