

## **Parkmead Keyspot Admission Agreement**

California State Child Care Regulation Section 101219 requires that each children's day care facility maintain a signed current written admission agreement for each child in care. This form must be signed and returned before your child can use Parkmead Keyspot Inc.'s services.

**This agreement is between the Keyspot Inc. School Age Child Care Center and**

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**authorized representative of**

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1. The authorized representative agrees that he/she is contracting for the monthly services as outlined on each month's usage contract and will pay the stipulated rate. The authorized representative understands that this usage may be modified in the usage form for the following month, but not until then. Credit is subject to approval by the Director as explained in the Parent Handbook.
2. Keyspot agrees to provide basic services as outlined in the Parent Handbook. That authorized representative agrees to pay all fees related to any Enrichment Classes their child participates in.
3. The authorized representative understands that basic Keyspot services are available on most business days. Keyspot is closed New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Day after Thanksgiving Day, and Christmas Day. Child Care during Summer Vacation is available through a separate registration and usage contract.
4. All monthly fees are due on the 20<sup>th</sup> of each month, or the closest Friday there of. The only exception to this rule is a written arrangement made with the Keyspot Director and Approved by the Financial Secretary of the Parent Board. Payments received after the 20<sup>th</sup>, or the closest Friday there of, will be considered late and are subject to a late fee of \$5.00/day.
5. Keyspot reserves the right to modify any of the conditions of any agreements upon 30 days written notice to the authorized representative. Keyspot reserves the right to review and establish yearly rates at the end of each fiscal year. Any changes would go into effect with 30 days notice.
6. Each child is accepted into the program on an introductory basis for the first two weeks of attendance. During this time the child may be dismissed from the program without prior notice. Issuing a company check that will be sent to the family through the mail within two weeks of dismissal will refund any unused, pre-paid fees. Reasons for dismissal are discussed in the Parent Handbook. If the authorized representative wishes to remove their child from the program for any reason except a short vacation, the authorized representative must give at least two weeks notice prior to leaving the program. If no notice is given the authorized representative is subject to paying the agreed upon fees for a two week period. The authorized representative may take the child out for up to two week and retain a spot in the program. If the child is out of the program for more than two weeks, reinstatement into the program will be on a space-available basis. The exception to this rule is during winter break.
7. The authorized representative understands and complies with the rights of the Licensing Agency. The Department or Silencing Agency shall have the authority to interview children or staff, and to inspect and audit the child or facility records without prior consent. The Licensee shall make provisions for private interviews with any child or staff member, 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.
8. The authorized representative agrees to read a copy of the Parkmead Keyspot Parent Handbook and agrees to abide by all the Parkmead Keyspot operating policies and procedures as described therein.
9. The authorized representative agrees to hold harmless the Parkmead Elementary School and any of its officers connected with that agency from any occurrence which happens to their child while attending Parkmead Keyspot.
10. The agreement will be terminated by Parkmead Keyspot with two weeks notice for the following reasons:
  - a. The authorized representative has not cooperated with Parkmead Keyspot regarding the child's discipline needs and/or the child is a chronic threat to the safety and or well being to himself/herself, Parkmead Keyspot staff, or other children in the program.
  - b. The authorized representative has not paid the agreed upon fee within 30 days of being invoiced.
  - c. The authorized representative does not show evidence of maintaining either private health insurance for the child or purchase health and accident insurance through the Walnut Creek School District.
  - d. The authorized representative consistently fails to sign the child in or out of Parkmead Keyspot.
  - e. The authorized representative consistently fails to pick up a sick child after receiving a phone call regarding this occurrence from Parkmead Keyspot.

Parties to this agreement:

Director of Keyspot Inc: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_