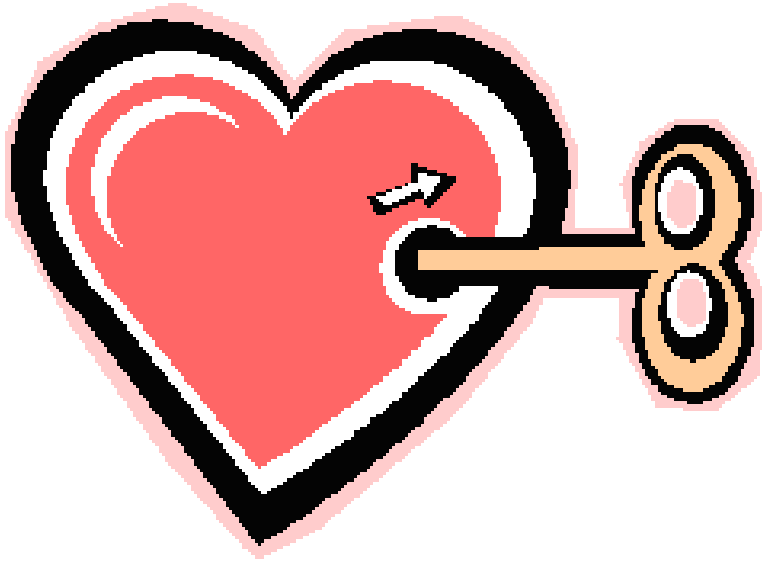


Parkmead Keyspot After School Day Care Center



Parent Handbook

**1920 Magnolia Way
Walnut Creek, CA 94595
Office (925) 939-1543
Fax (925) 939-5942
www.keyspot.org**

Table of Contents

Parkmead Keypot.....	2
Mission Statement.....	2
Hours of Operation.....	2
Registration and Admission.....	2
Registration	2
Admission	3
Fees.....	3
Registration Fees	3
Monthly Usage Contracts	3
Hourly Usage	3
Block Rate Fees	4
Credits	4
Misc. Fees and Penalties	5
Returned Personal Checks	5
Program.....	5
Child Supervision	5
Buildings & Grounds	5
Activities	5
Space Management	6
Food	6
Behavior and Discipline	6
Parents/Guardians.....	6
Sign In/Out Sheets	6
Parent Area	7
Grievance Procedure	7
Parent Meetings	7
Daily Formats.....	8
PM PCS & PALS K's	8
AM PCS K's	8
1 st -5 th Grade	9
Notes Page.....	10
Parkmead Keypot Cheat Sheet.....	11

Parkmead Keyspot

Open since 1992, Parkmead Keyspot is organized as a private, non-profit corporation and is licensed under the State of California Community Care Development Department. Parkmead Keyspot offers before and after-school care for school age children. As a non-profit organization, Parkmead Keyspot has no owners or shareholders other than the families that use its services.

The organization has a Volunteer Board of Directors composed of parents of Parkmead Keyspot children. This Board has the responsibility for setting policy and making binding decisions that affect the program. The Board hires the Director and a staff of childcare professionals who actually run the day-to-day operations of the center.

Mission Statement

The mission of Parkmead Keyspot is to provide an environment, for School-Age children, which is safe and nurturing socially, emotionally, creatively, and recreationally. Keyspot believes that a child's development should consist of an integrated academic, social and family life experience. It is Parkmead Keyspot's belief that an excellent childcare environment can positively add to this integration and provide a place where the child and the parent can feel a sense of security and community.

Hours of Operation

Monday -Friday

7:00 AM – 6:15 PM

7:00 AM – 3:00 PM, Christmas Eve, New Years Eve

Keyspot is closed on the following days...

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Registration and Admission

Registration

Prior to participation in the program, the following forms must be completed, signed and filed with the Parkmead Keyspot office. These documents should be updated as the need arises and information changes.

- ❑ Evidence of Accident/Health Insurance.
- ❑ Identification and Emergency Information Form
- ❑ Child’s Preadmission Health History – Parents Report Home
- ❑ Physicians Report Form
- ❑ Consent for Emergency Medical Treatment Form
- ❑ Parents’ Rights Form
- ❑ Personal Rights Form
- ❑ Parkmead Keyspot Disciplinary Policy Statement
- ❑ Parkmead Keyspot Admission Agreement

Admission

Parkmead Keyspot offers its services on a 1st come 1st serve basis. Once the program is full, families will be placed on a waiting list and will be accommodated as soon as space is available.

The Director must approve admission to the program. All new families admitted into the program will undergo a probationary period. (See *Admission Agreement Form*, in the Registration Packet) Parkmead Keyspot Inc. reserves the right to refuse service to anyone.

Fees

Registration Fees

Registration fees must be paid annually, prior to participation in the program.

- New Family - \$200(REG), \$50(SIB)
- Returning Family - \$100(REG), \$50(SIB)

Monthly Usage Contracts

On the 20th of every month, or the closest Friday thereabouts, Monthly Usage Contracts (for the following month) and payments are due. A Schedule of these days is available on the Parkmead Keyspot 2004 - 2005 Calendar. Failure to turn in your contract on the due date will result in a late fee.(See *Misc.Fees and Penalties*)

Hourly Fees - Hrly rates have been changed to Contracted \$7.75/hr(10% off for Sibling) and Drop-In hrs are \$10.00/hr (No Sib rate for Drop-In Rate)

Type	1st Child	Sibling**
Contracted Hours	\$7.00/hr bill by 1/2 hr.	10% off
*Non Contracted Hours(Drop In)	\$8.00/hr bill by 1/2 hr.	10% off.

** Sibling is defined as another child within the same family with EQUAL OR LESS hours of usage per month.

*DROP IN ACCOUNT - A “Drop In” account requires a minimum \$200.00 deposit. Non-Contracted hours will be debited from this account. Families must replenish this Drop In account when account reaches \$0.00 with another \$200.00.

Contracted Hours are defined as any childcare hours scheduled on the contract for the month.

Non-Contracted (DROP-IN) Hours are defined as any childcare hours NOT scheduled for any given month.

Block Rate Fees - **10% discount for all siblings

BLOCK	5 days/week/month	4 days/week/month	3 days/week/month
AM Ext Care Block 7:00am – 8:00am	\$110	\$90	\$70
Kinder Block 12:00/:30am – 3:00/:30pm	\$385	\$315	\$235
PM Kinder Block 3:00/:30pm – 6:15pm	\$385	\$315	\$235
Full Day Kinder Block Includes all School Holidays 7:00am – 6:15pm	\$830	\$665	\$500
1st – 5th Grade Block 2:20pm – 6:15pm	\$440	\$360	\$270
Full Day 1st–5th Grade Block Includes all School Holidays 7:00am – 6:15pm	\$520	\$420	\$320

** Sibling is defined as another child within the family that has less than or equal to the amount of hours of another child in the family.

To choose a BLOCK, just circle the amount on the monthly contract that corresponds with the BLOCK that you would like to purchase. Families may purchase more than one BLOCK. Block's may also be combined with HOURLY Scheduling.

Credit for Unused Hours

Credit for any unused hours must be approved by the Director and may be used only within the same month. Hours are not transferable from month to month. Credit may be granted for, but not limited to, absence, vacation, or a change in schedule.
Hourly credit will not be granted to BLOCK users. BLOCK Users may receive credit for any unused days. Credit for any unused days must be approved by the Director and may be used only within the same month. These days are not transferable from month to month. Credit may be granted for, but not limited to, absence, vacation, or a change in schedule.

Monthly Invoices

Monthly invoices will be mailed to you at the end of each month for any Non-Contracted Childcare hours you may have incurred during the month, late fees, and/or penalties. These invoices must be paid on or before the next month's contract due date. Childcare will be interrupted for invoices more than 30 days past due.

Misc Fees and Penalties

Late Monthly Contract - \$5.00/weekday
 Pick Up After 6:15pm - \$1.00/minute (payable to closing teacher)
 No Sign IN or Out Fee - \$5.00 each occurrence (Please sign your child IN/OUT Everyday)

Returned Check Fee - \$25.00 ea occurrence*

~~Parent Volunteer Hours Buy Out - \$10/hour~~

Returned Personal Checks

*If your Personal Check is returned to Parkmead Keyspot Inc. for reasons of insufficient funds or otherwise, you will be notified by the Parkmead Keyspot Director and be charged a returned check fee of \$25.00. You will then be notified that your check will be redeposited into the Parkmead Keyspot Bank Account. If this check or any other check in the future is returned to Parkmead Keyspot Inc. for reasons of insufficient funds or otherwise, you will be notified by the Director of the program, be charged a return check fee of \$25.00, and be required to pay for all future tuition via Cashier's Check or Money Order.

If at any time your family's account is past due, Parkmead Keyspot Inc. reserves the right to withhold care from your family until a full payment is made or a payment schedule is arranged with the Parkmead Keyspot Director.

Program

Child Supervision

California Child Care Licensing Regulations require that Adult:Child ratios are 1:14. During daily activities, adult:child ratios will never exceed this amount. The children will be allowed to move freely from one area to another, including to and from the classroom, playground, office, other classrooms, and bathrooms while being monitored by a staff member who has been assigned an area of responsibility. This staff member is in addition to the staff required to maintain mandated teacher-child ratios.

Buildings and Grounds

Parkmead Keyspot has two buildings located in the Parkmead Elementary bus circle. Both buildings are equipped with two handicap accessible bathrooms, full kitchen, and air-conditioning. Parkmead Keyspot also uses the Parkmead Elementary multi-purpose room and playground(which includes the black top area, playgrounds, and field)

Activities

Parkmead Keyspot Activities will be held in any of the areas listed above. Children will be able to choose from 3 to 4 different age appropriate activities. Because of licensing regulations on group size, children may not always have the opportunity to participate in their 1st choice of activities. Children are chosen at random for most activities. Some activities may be age specific, therefore some children may be excluded from these activities. Please refer to a posted Activities calendar available by the parent desk each month.

Space Management and Personal Possessions

Parkmead Keyspot offers a personal cubby with their name for Kindergarteners only. 1st-5th grade children may use any unassigned empty cubby.

A Lost and Found Bin will be located in the Older Kids Keyspot Building for any items left without names on them.

Keyspot strongly encourages parents to label all of their children's belongings.

Food

Keyspot provides a snack for the children during the following times.

- 7:30am
- 3:00pm
- 5:00pm

If your child needs extra to eat during the day, please pack these extra food items in their backpacks to be brought to Keyspot.

Please be advised that Parkmead Keyspot is NOT a nut free environment. Please let us know if your child has a nut allergy or any other dietary needs.

If your child has special dietary needs, you will be able to provide snacks for your child that will be kept at Keyspot specifically for your child. Your child may access these snacks with help from a Keyspot staff member. Parents must provide written direction on when and how to provide these snacks for the child.

Hot lunch can be arranged through the school, otherwise parents should provide their child with a bagged lunch.

Behavior and Discipline

Children are expected to abide by the standards of behavior that have been set by the Walnut Creek School District and show respect for the rights and properties of others. These standards of behavior are, but not limited to, safe and respectful behavior towards all children, adults, and the campus.

Parkmead Keyspot staff will work as facilitators to help children use positive dialogue to work through interpersonal problems.

Parkmead Keyspot will notify parents immediately if a child has exhibited, what is deemed, extremely unsafe behavior.

Parkmead Keyspot reserves the right to suspend any student who flagrantly violates these standards of behavior. Parents will forfeit any current tuition if their child is suspended or expelled from the program.

Parents/Guardians

Sign IN/OUT Sheets

By CA State LIC Code, parents must transfer and assume legal responsibility for the care of their child to and from the childcare center each day of the child attendance. This is done through the Sign IN/OUT Sheet. Parents must sign their child in and out each day. The only exception is children coming directly from their classroom. In such cases, Keyspot will sign IN the child. Parents must still sign their child OUT when the child is picked up. There is a \$5 penalty for each occurrence (Please see Miss Fees and Penalties, page 5). Sign IN/OUT SHEETS can be found on the parent desk.

Parent Area

The Parent Area is located inside the front door of the New Room. Here are three things that every parent should do when they come to Parkmead Keyspot to drop off or pick up their child.

- Sign your child In/Out
- Check your Parent File
- Read the Parent Board

If your family does not have a Parent File please let the Director know immediately.

Grievance Procedure

Parents should discuss any grievances, questions, or concerns with the Director. An appointment should be made so that the Director can dedicate his full attention to the situation.

If, after conferring with the Director, the parent is not satisfied, grievances should be submitted in writing to the President of the Board of Directors to be included on the Board's monthly agenda.

Parent Meetings

Parkmead Keyspot has two Parent Meetings a year. The first meeting is scheduled in mid August, before the start of the school year. The second meeting is in June, before the start of summer camp.

Kindergarten Daily Format

7:00am	Keyspot Open for Extended Care
7:15am – 7:45am	Morning Snack
8:05am	PCS Early Bird Kinders Walked to Class
8:10am	PALS Kinders Walked to Class
8:35am	PCS Late Bird Kinders Walked to Class
12:00pm	PCS Early Bird and PALS Kinder Pick Up
12:15pm – 1:15pm	Lunch and Lunch Recess (Please pack you child a lunch everyday)
12:40pm	PCS Late Bird Pick Up
1:15pm – 1:20pm	Circle Time
1:20pm – 1:45pm	Activity 1 – Kinder Building Activity 2 – Big Building
1:45pm – 2:10pm	Switch Groups
2:10pm – 2:15pm	Clean Up
2:15pm – 3:00pm	Playground
3:00pm – 3:30pm	3 O’Clock Snack
3:30pm – 3:45pm	Circle Time
3:45pm – 4:45pm	Activity Time
4:45pm – 5:00pm	Clean up
5:00pm – 5:15pm	5 O’Clock Snack
5:15pm – 6:15pm	Extended Care

Daily Format

1st – 5th Grade Daily Schedule

7:00am	Am Extended Care
7:30am	Snack
8:00am	Released to Playground (1 st Graders walked to classroom until Nov 1)
2:20pm	Check IN
3:00pm	Countdown/Snack
3:30pm	Activities/ Power Hour (Keyspot Homework Club)
4:30pm	Clean Up
5:00pm	Snack
5:15pm	Extended Care
6:15pm	Keyspot Closed



PARKMEAD CHEAT SHEET

Address

**Parkmead Keyspot Day Care Program
1920 Magnolia Way
Walnut Creek, CA 94595**

(We are located in the Azalea Street Bus Circle)

www.keyspot.org - All Keyspot forms are available online

Contact Info

Office – (925) 939-1543

Fax – (925) 939-5942

Email – attendance@keyspot.org

***Please use this email address to contact us about changes in your child's daycare schedule

TAX ID # - 680-30-3802

Hours of Operation

Monday – Friday

7:00am – 6:15pm

Keyspot is Closed on the Following Holidays...

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

***Keyspot is closed at 3:00pm on Christmas Eve and New Year's Eve

Keyspot Staff

Director – Geoffrey Fontanilla

Office Manager – Megan Rodriguez

Kindergarten Program Coordinator – Tracee Kuhn

Program Coordinator – Joyce Wylie-Reubelt

Teacher – Brandon Glass

Teacher – Alicia Navarette

Beginning Teacher – Tara Houghton

Teacher's Aide – Josh Tilton

Teacher's Aide - Julie Keerking

Teacher's Aide - Dana Brandon