

CHILDSPACE DAY CARE CENTER

7500 Germantown Avenue
(Smith Building)
Philadelphia, PA 19119
(215) 248-3080

2014-2015 Enrollment Agreement

This agreement must be signed and returned before 8/26/14 for your child to be enrolled in CHILDSPACE for the 2014-2015 school year.

1. **Enrollment Year:** The enrollment year begins September 1, 2014. All enrollment agreements effective on or after September 1, 2014 are considered valid through August 31, 2015, except as indicated in item 6.

2. **Schedule:** CHILDSPACE will be closed on the following days during 2014-2015:

Monday, September 1, 2014: Labor Day

Monday, October 13, 2014: Staff In-Service Day

Thursday, November 27 and Friday, November 28, 2014: Thanksgiving

Wednesday, December 24, 2014 through Friday, January 2, 2015: Winter Break

Monday, January 19, 2015: Martin Luther King, Jr. Day

To Be Determined in the Spring: Child Care Action Day

Monday, May 25, 2015: Memorial Day

Friday, July 4, 2015: Independence Day

In addition, CHILDSPACE will close at 4:30 pm on the following dates:

Thursday, November 13, 2014

Wednesday, February 25, 2015

Monday, April 20, 2015

Tuesday, June 16, 2015

3. **Hours:** Supervised care for children will be provided from 7:30 am to 6:00 pm.
Late Fees will be charged to parent arriving after 6:00 pm at the following rates:

↓ 6:01 – 6:10.....\$10.00

↓ 6:11 – 6:20.....\$15.00

↓ 6:21 – 6:30.....\$20.00

↓ 6:31 – 6:41.....\$25.00

↓ 6:46 – 7:00.....\$30.00

4. **Snow Policy:** If CHILDSPACE is closed for the day, opening late, or closing early due to hazardous weather condition, this will be announced on **KYW News-Radio** during announcements of school closings. **The CHILDSPACE code number is 3045. The center is not mentioned by name.**

5. **Fees:** Fees are to be paid on the **FIRST OF THE MONTH** if payment is made on a monthly basis or on the **FIRST AND FIFTEENTH** of the month if payment is made twice a month. Fees must be paid by check or money order (made payable to CHILDSPACE) and should be left in the payment box in the classroom or cash can be delivered directly to the CHILDSPACE office.

All payments not received by 6:00 p.m. on the 1st and 15th of the month will be subject to a \$15.00 late fee. A \$15.00 fee will be charged for returned checks.

Fees will be charged for the agreed number of days on the current Enrollment Agreement regardless of days your child may have missed due to illness, vacation, or other absence (such as snow days, emergency building closing, etc.). Additional fees will be charged for extra days and late pick-ups.

A 10% discount is allowed on a sibling's fees (the lower rate) when both children are current enrollees and fees are paid on the due date.

If payment is in arrears longer than 15 days, a termination letter will be mailed. Families may petition Childspace Management Group, through the Director, for confidential consideration of extenuating circumstance.

If fees are unpaid by the 27th of the month, and no petition is made, the deposit is applied to the current month's tuition and the child's enrollment is terminated on the 30th day of the month. Repeated delinquencies to the 5th and 20th school day of the month may be grounds for termination of enrollment.

6. **Deposit:** A deposit of one-half monthly fee, paid by check or money order payable to CHILDSPACE, is required to hold space of a child. The deposit will be applied to the child's last half month at CHILDSPACE, providing the parent gives thirty (30) days notice of the child's last day. A notice of intent to withdraw should be provided to the Director in writing, indicating the exact withdrawal date. **THE DEPOSIT IS FORFEITED IF LESS THAN THIRTY DAYS NOTICE IS GIVEN.** No interest will be given with the return of the deposit or deposit credit.
7. **Termination of Enrollment:** CHILDSPACE Management Group reserves the right to terminate the enrollment of a child if it appears to be in the best interests of either the child or CHILDSPACE.
8. **Statement of Operating Procedure:** Attached to this contract is a statement of operating procedures, outlining what CHILDSPACE will provide and what parents are required to provide.