

**CHILDSPACE WEST**  
4910 Wyalusing Avenue  
Philadelphia, PA 19131  
(215) 473-7914

**2014-2015 Enrollment Agreement**

1. **Enrollment Year:** The enrollment year begins September 2, 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  
Monday, January 19, 2015: Martin Luther King, Jr. Day  
TBA in April or May: Child Care Action Day  
Monday, May 25, 2015: Memorial Day  
Friday, July 3, 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.

4. **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 – 6:40.....\$25.00  
✚ 6:41 – 7:00.....\$30.00

5. **Fees:** Fees must be paid by cash, 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. Under the terms of Childcare Resources, weekly co-pay fees must be paid by 6:00 pm Friday for the upcoming week.
  - a. A \$15.00 fee will be charged for returned checks.
6. **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.**
7. **Deposit:** An escrow deposit of \$50.00 paid by check or money order payable to Childspace is required to hold a space for a child. The deposit will be returned Provided the parent gives thirty days notice of the child's last day and the balance is paid in full through DPW or Childcare Resources. 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** and your balance is not paid in full through DPW and Childcare resources. No interest will be given with the return of the deposit or the deposit credit.
8. **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.
9. **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.