

CENTRE POINT TRUST NURSERIES - TERMS & CONDITIONS

1. A £25 non-refundable registration fee is payable when registering children for a place at CPT.
2. This contract is for one year (52 weeks), to include a minimum of 2 sessions per week. CPT will close at 2.30 pm on Christmas Eve, or the last working day before Christmas if Christmas Eve is at the weekend.
3. A compulsory £2.00 per day charge will be made for hot meals if a child attends the **Green Street** nursery between 12.00pm and 12.30pm. Please note hot meals are not provided at the La Pouquelaye nursery.
4. CPT must be given at least one month's notice in writing of any change to this contract. CPT will endeavour to accommodate the changes requested if possible, but reserve the right to decline any requests for changes dependent on availability and other business restrictions.
5. CPT must be given at least one months' notice in writing to terminate this contract. In the event of the notice being given and the child being immediately withdrawn, one months' fees will be due and immediately payable to CPT.
6. An administration fee of £25 will be charged for any changes to the child care requested within this contract which result in a recalculation of fees. This charge will apply to the second change and each additional change thereafter.
7. CPT must be informed of any changes to your contact details.
8. CPT requires all parents/carers to read and abide by the guidelines contained in the Parents Handbook.
9. Where there is more than one child of the same family residing in the same home together and using any of CPTs facilities, a 20% discount will be applied to each of the additional children. This discount will be applied to the child(ren) with the lowest fees.
10. Payment of nursery fees shall be made by the fee payer in advance on or around the 1st day of each month by either Banker's Standing Order or Direct Debit. If the payment of fees are outstanding for more than 14 days then CPT reserve the right to serve 7 days' notice in writing to terminate this contract, and this notice shall be regarded as a formal demand for all outstanding monies due and may result in the loss of the child's place at CPT. No refunds are given for non-attendance.
11. The monthly fees payable by the parent/carer are calculated by taking the annual amount payable, deducting the NEF contribution, and then dividing the balance over the number of months that the child(ren) attends the nursery.
12. The States of Jersey subsidise up to 20 free hours of childcare per week (Monday to Friday only). The subsidy covers 38 weeks (term time only) and can be for a minimum of 3 hours or a maximum of 6 hours per day. Additional hours over and above the subsidised hours are charged at the standard hourly rate. The child care requested will remain the same all year round.
13. Each child's attendance at CPT must meet the requirements of the attached Child's Absence Policy. If attendance does not meet these requirements the fee payer will be responsible for CPT's charges as the NEF subsidy will not be paid by the States of Jersey in these circumstances.
14. Children must be collected by the end of the allocated session and failure to do so will result in an immediate late collection charge of £5.00 for every 15 minutes or part thereof.
15. When notified by a member of staff that a child has become ill, children must be collected and kept at home until they are well, in accordance with CPT Handbook and the Island Exclusion Policy. CPT must be informed if your child is suffering from any contagious disease. For the benefit of other children in the nursery, you must not allow your child to attend the nursery if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities within the nursery.
16. In the case of any complaints regarding the practice or care of a child at CPT these must, in the first instance, be made in writing to the Early Years Coordinator. If the complainant is not satisfied with the response, then the complaint should be referred in writing to the CEO, Centre Point Trust, Le Hurel, La Pouquelaye, St Helier, JE2 3FU.

17. In the case of complaints or concerns regarding fees and administration issues these should be addressed to the Finance Manager, Centre Point Trust, Le Hurel, La Pouquelaye, St Helier, JE2 3FU.
18. CPT must be informed if a child is subject to a court order and copies of such orders must be provided upon request.
19. CPT will issue the childcare tax certificate to the signatory/ies to this contract. If the childcare tax certificate is to be issued to a third party then CPT must be informed in writing, by the signatory/ies of this contract, of the relevant person's name and address.
20. CPT's ethos is to provide stimulating care and education for children in a safe, supervised environment. Parents/carers must behave in an appropriate manner at all times when attending at CPT and ensure that any other adults attending CPT to collect their child(ren) are aware of the standard of behaviour required of them and must act accordingly.
21. Whilst safety of children is paramount, the nature of the care provided at CPT means that slips, trips, knocks, cuts and bruises can occasionally occur despite CPT's best attention and the efforts and training of their staff. The signing of this contract represents acceptance by parents/carers of the above and confirmation that CPT shall not be liable for any injury occurring whilst the child is in CPT's care, unless such injury has been caused by the negligence or neglect of CPT staff. Should any concerns arise, these should be addressed with the Early Years Coordinator in the first instance.

I/We, the undersigned, have read, understood and agree to the above Terms and Conditions.

1. Signature of Parent/Fee Payer

Printed Name of Parent/Fee Payer

Date:

2. Signature of Parent/Fee Payer

Printed Name of Parent/Fee Payer

Date:

Data Protection (Jersey) Law 2005

All data is processed in accordance with the Data Protection (Jersey) Law 2005. It will be used by Centre Point Trust to administer the agreed care for your child/children. Information collected will only be further used and/or disclosed where you have consented or where there is a legal requirement.

**Tanja Hayes, Early Years Coordinator, Centre Point Trust, Rope Walk, Green Street, St Helier, JE2 4UU
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