

PLAY CARE - TERMS & CONDITIONS

1. No child may attend the Play Care Centre prior to a full registration pack being completed and returned to CPT.
2. This contract is for one academic year (52 weeks), commencing 5th September 2016 to 4th September 2017. CPT will close at 2.30pm on Christmas Eve, or the last working day before Christmas if Christmas Eve is at the weekend.
3. 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, subject to Term and Condition 6 which deals specifically with term-time care.
4. Any additional ad-hoc term-time or holiday care booked must be paid in full at the time of booking.
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 In the event of the notice being given and the child being immediately withdrawn, one months' fees will be due and immediately payable to CPT.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. No refunds or alternative sessions are given for non-attendance or ad-hoc absences of pre-booked early morning or after school sessions.
7. An administration fee of £25 will be charged for any changes to the child care requested within this contract which results in a recalculation of fees. This charge will apply to the second change and each additional change thereafter.
8. CPT must be informed **before 1.30pm** if a child is not attending the after school club. Failure to notify CPT as required will result in a £5.00 administration charge being levied.
9. CPT must be informed of any changes to your contact details.
10. CPT requires all parents/carers to read and abide by the guidelines contained in the Parents Handbook.
11. Where there is more than one child of the same family residing in the same home together and using any of CPT's facilities, the child with the highest fees will be charged at full price and 20% discount will be applied to the additional child(ren) fees. This discount will only apply if all of the children booked in attend as contracted. Any changes to the contracted care will result in a full recalculation of any discounts given in accordance with our terms and conditions, for the entire contracted period, and may result in a reduction and/or loss of discount.
12. Payment of 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.
13. The monthly fees payable by the parent/carer are calculated by taking the annual amount payable, and then dividing the balance over the remaining months of the contracted care that the child(ren) attends the Play Care Centre.
14. The Fee Payer is liable for payment of all fees due. CPT assumes no responsibility for the provision of information to the Income Support Department or for meeting any requirements that they may have, but will provide quotes for Income Support purposes to the Fee Payer, where requested, such requests should be made in writing to the Finance Department, Centre Point Trust, Le Hurel, La Pouquelaye, St Helier, JE2 3FU or emailed to finance @cpt.je. Upon receipt of confirmation of the contribution that the Income Support Department agree to pay directly to CPT any shortfall that is to be paid by the Fee Payer will be calculated and fall due and payable in accordance with T&Cs 13 and 14.
15. 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.
16. 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 Play Care Centre,

you must not allow your child to attend the Play Care Centre if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities within the Play Care Centre.

17. CPT does not accept responsibility for any loss or damage to a child's belongings (including electronic devices) whilst they are in the care of CPT. Centre Point will not be held responsible for the usage of any electronic devices of devices such as iPods, iPads, mobile phones and handheld game consoles, bought to Centre Point Trust by the children attending.
18. Parents/carers will be liable for any damage or injury their child causes to CPT property, staff or any third party whilst they are in the care of CPT.
19. 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 Play Care Manager. If the complainant is not satisfied with the response, then the complaint will be referred to the CEO, Centre Point Trust, Le Hurel, La Pouquelaye, St Helier, JE2 3FU.
20. 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.
21. CPT must be informed if a child is subject to a court order and copies of such orders must be provided upon request.
22. 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.
23. 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. Aggressive behaviour and/or verbal abuse whether in person or over the telephone will not be tolerated in any circumstances and CPT reserve the right to exclude anyone exhibiting such behaviour from the premises.
24. 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 Play Care Manager 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:

A copy of these Terms and Conditions is available in Portuguese and Polish upon request.

Uma cópia desses Termos e Condições está disponível em Português e Polaco mediante solicitação.

Kopia niniejszego Regulaminu jest dostępna w języku polskim i portugalskim na życzenie.

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.

**Rob Crawford, Head of Play Care, Le Hurel, La Pouquelaye, St Helier, JE2 3FU
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