

<b>For Office Use Only</b>
AUTHORISED by:
UNIT: Rec & Yrs. 1-2 or Yrs 3+
QB Ref:
Income support: YES / NO
Agency funding:

# PARENTAL ROLLING CONTRACT

## PLAYCARE - REGISTRATION DETAILS

Child's Surname:	Child's First Name:	
Date of Birth:	Child's first spoken language:	
Start Date:	Are you intending on applying to Social Security for Income support? Yes / No	
School Attending: School Year (from September 2018):	Are you or your child engaging with any other outside agencies? Yes / No (if yes, please explain in person)	
Who does the child reside with:	Parental Responsibility: Joint / Mother / Father (please indicate)	Court Order in Place: <b>Y / N</b>
Name of brothers and/or sisters already attending Centre Point: (1) Name: ..... (2) Name: ..... (3) Name: .....		
<b>Mother's Details:</b> Mrs/Ms/Miss (please indicate)	<b>Father's Details:</b>	
First Name: ..... Surname:.....	First Name: ..... Surname: .....	
Address: .....	Address (if different).....	
.....	.....	
Parish: ..... Postcode: JE.....	Parish: ..... Postcode: JE.....	
Tel No: Work ..... Home:.....	Tel No: Work ..... Home: .....	
Mobile: .....	Mobile: .....	
E-Mail address:.....	E-Mail address: .....	
Place of Work:.....	Place of work: .....	
<b>Additional Emergency Contact &amp; Alternative Collection of your child:</b> (other than parents) Please ensure that the Childcare Manager is informed in writing if a different adult is collecting your child and identification is also required on collection of your child. We have a duty of care towards your child and will not allow your child to leave our care if the Playcare staff are unable to contact the Parent/Carer or emergency contact.		
1. Emergency Contact Name: ..... Relationship:..... Tele No: .....		
2. Person Authorised to Collect: ..... Relationship : ..... Tele No: .....		
3. Person Authorised to Collect: ..... Relationship : ..... Tele No: .....		
<b>Please list any medical conditions, health issues and allergies. Also include any fears or worries:</b>		
<b>Are there any religious beliefs affecting a decision on our behalf to consent to emergency medical treatment? If so please specify below:</b>		

Child's full name: .....

School Year: .....

## Centre Point Trust – Playcare Request Form 2018/2019

Please note that we will no longer send out holiday contracts prior to the school holidays. We will take your booking from the table below. If your requirements change or you need to cancel holidays, please use the ad-hoc holiday form or the cancellation form which are both available on our website [www.cpt.je](http://www.cpt.je) or from Reception.

Please note that Centre Point will be closed on the 6<sup>th</sup> and 9<sup>th</sup> May 2019, due to bank holidays.

PLEASE TICK BOXES BELOW WHERE CARE IS REQUIRED

TERM-TIME															
Breakfast Club opens at 7.00am					After School Club closes at 6.00pm										
£8.45 per day					£16.35 per day										
Dates					M	T	W	T	F		M	T	W	T	F
Autumn Term	Tue 4 <sup>th</sup> Sep – Fri 26 <sup>th</sup> Oct 2018									OR					
	Mon 5 <sup>th</sup> Nov – Wed 19 <sup>th</sup> Dec 2018									OR					
Spring Term	Mon 7 <sup>th</sup> Jan – Fri 15 <sup>th</sup> Feb 2019									OR					
	Mon 25 <sup>th</sup> Feb – Fri 5 <sup>th</sup> Apr 2019									OR					
Summer Term	Wed 24 <sup>th</sup> Apr – Fri 24 <sup>th</sup> May 2019									OR					
	Mon 3 <sup>rd</sup> Jun – Fri 19 <sup>th</sup> Jul 2019									OR					

Holidays - Part-time	Holidays - Full-time
7.00am to 3.00pm OR 11.30pm to 6.00pm	7.00am to 6.00pm
£33.25 per day £27.50 for afternoon care only	£49.90 per day

Dates		M	T	W	T	F		M	T	W	T	F
B.O.B.	Thur 13 <sup>th</sup> Sep 2018 (Intl Air Display)						OR					
October Half Term	Mon 29 <sup>th</sup> Oct – Fri 2 <sup>nd</sup> Nov 2018						OR					
Xmas Holidays	1. Thur 20 <sup>th</sup> & Fri 21 <sup>st</sup> Dec 2018						OR					
	2. Mon 24 <sup>th</sup> & Thur 27 <sup>th</sup> & Fri 28 <sup>th</sup> Dec 2018		BH	BH			OR	PT	BH	BH		
	3. Mon 31 <sup>st</sup> & 2 <sup>nd</sup> Jan – 4 <sup>th</sup> Jan 2019		BH				OR		BH			
February Half Term	Mon 18 <sup>th</sup> – Fri 22 <sup>nd</sup> Feb 2019						OR					
Easter Holidays	1. Mon 8 <sup>th</sup> – Fri 12 <sup>th</sup> Apr 2019						OR					
	2. Mon 15 <sup>th</sup> – Thur 18 <sup>th</sup> Apr 2019					BH						BH
	3. Tue 23 <sup>rd</sup> Apr 2019	BH					OR	BH				
May Half Term	Tue 28 <sup>th</sup> May – Fri 31 <sup>st</sup> May 2019	BH					OR	BH				
Summer Holidays	1. Mon 22 <sup>nd</sup> – Fri 26 <sup>th</sup> Jul 2019						OR					
	2. Mon 29 <sup>th</sup> Jul – Fri 2 <sup>nd</sup> Aug 2019						OR					
	3. Mon 5 <sup>th</sup> – Fri 9 <sup>th</sup> Aug 2019						OR					
	4. Mon 12 <sup>th</sup> – Fri 16 <sup>th</sup> Aug 2019						OR					
	5. Mon 19 <sup>th</sup> – Fri 23 <sup>rd</sup> Aug 2019						OR					
	6. Tue 27 <sup>th</sup> – Fri 30 <sup>th</sup> Aug 2019	BH					OR	BH				
	7. Mon 2 <sup>nd</sup> Sep 2019						OR					

**Total holidays booked:** Part-time (a.m.): ..... Part-time (p.m.): ..... Full-time: .....

**Medical Information:**

GP's Name &amp; Surgery .....

In an emergency I give permission for my child to receive any necessary emergency medical care or treatment. I understand that every effort will be made to contact me before such action is taken. (pls tick)

 Yes No

My Child's vaccinations are up-to-date

(Polio, Diphtheria, Tetanus, Whooping cough, MMR, HIB, Measles Booster)

 Yes No**Rec, Yrs 1 & 2 Unit****Permissions / Liabilities:** (Please tick)

I give permission for my child to have sun cream applied, if required:

 Yes No

I give permission for my child to wear face paint:

 Yes No

I give permission for my child to appear in publicity photos/videos and display within CPT and the CPT website and Facebook page:

 Yes No

I give permission for my child to participate in sports activities either indoors or outside at CPT:

 Yes No

I give permission for my child to go on organised outings and be transported in CPT's transport:

 Yes No

I give permission for my child to participate in swimming activities supervised by CPT staff e.g. Millbrook park:

 Yes No

I give permission for my child to watch a U or PG film /video at the discretion of the Manager:

 Yes No

I give permission for my child to participate in appropriate computer games at the discretion of the Manager:

 Yes No

I give permission for my child to be collected by a pre-organised Taxi Service:

 Yes No

I accept that at times my child may be cared for in other registered areas within the provision of CPT e.g. gym, outside areas, in the different units.

 Yes No**Yrs 3+ Unit****Permissions / Liabilities:** (Please tick)

I give permission for my child to have sun cream applied, if required:

 Yes No

I give permission for my child to wear face paint:

 Yes No

I give permission for my child to appear in publicity photos/videos and display within CPT and the CPT Website and Facebook page:

 Yes No

I give permission for my child to participate in sports activities either indoors or outside at CPT:

 Yes No

I give permission for my child to go on organised outings and be transported in CPT's or public transport:

 Yes No

I give permission for my child to go on outings with one member of staff from CPT on a 1:4 ratio: (over 8's only)

 Yes No

I give permission for my child to participate in swimming activities supervised by CPT staff or other professional bodies:

 Yes No

Can your child swim 50 metres unaided?

 Yes No

I give permission for my child to watch a PG or 12A film /video at the discretion of the Manager:

 Yes No

I give permission for my child to participate in appropriate computer games at the discretion of the Manager:

 Yes No

I give permission for my child to arrive from school and leave CPT unaccompanied by an adult: (over 10's only)

 Yes No

I give permission for my child to be collected by a pre-organised Taxi Service

 Yes No

I accept that at times my child may be cared for in other registered areas within the provision of CPT e.g. gym, outside areas, in the different units.

 Yes No

# **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 a rolling contract and will only terminate when 1 months' notice is given. Notice can be given at any time throughout the year, however if notice is not given by the 1<sup>st</sup> August your child will automatically be enrolled for the next academic year and you will be liable for a minimum of one month's notice.** In the event of notice not being given and the child being immediately withdrawn, one months' fees will be due and immediately payable to CPT.
3. CPT must be given at least one month's notice in writing of any change to contracted care requirements. CPT will endeavor to accommodate any additional care requirements requested where possible, but reserve the right to decline any requests 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 advance, at the time of the booking being made. This can be booked online via our website at [www.cpt.je](http://www.cpt.je)
5. No refunds or alternative sessions are given for non-attendance or ad-hoc absences of pre-booked early morning or after school sessions.
6. 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.
7. CPT will close at 2.30pm on Christmas Eve, or the last working day before Christmas if Christmas Eve falls on a weekend.
8. CPT must be informed of any changes to your contact details.
9. CPT requires all parents/carers to read and abide by the guidelines contained in the Parents Handbook.
10. 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.
11. 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.
12. 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.
13. The Parent/Guardian 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 Parent/Guardian, 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](mailto: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 Parent/Guardian will be calculated and will fall due and payable.
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's Exclusion Policy. CPT must be informed if your child is suffering from any contagious disease. For the benefit of other children that attend Centre Point Trust, 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.
16. 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, brought to Centre Point Trust by the children attending.

- 17. 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.
- 18. 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 Head of Playcare. 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.
- 19. 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.
- 20. CPT must be informed if a child is subject to a court order and copies of such orders must be provided upon request. CPT must also be informed of any involvement from any other agency such as children’s services, MASH etc.
- 21. Upon request 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.
- 22. CPT’s ethos is to provide stimulating care and Play Opportunities for all 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.
- 23. 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 Head of Playcare 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 Processing Schedule

## Data Protection Law

means (i) unless and until the Data Protection (Jersey) Law 2005 and with effect from 25<sup>th</sup> May 2018 the Data Protection (Jersey) Law 2018 and associated regulations and orders, as amended or updated from time to time, cease to be in force in Jersey and then (ii) any successor law to the Data Protection (Jersey) Law 2018.

All words and phrases used in this Data Processing Schedule that are defined in the Data Protection Law shall have the same meaning as in such Data Protection Law.

## 1. DATA PROTECTION

- 1.1 Both parties will comply with all applicable requirements of the Data Protection Law. This clause 1.1 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Law.
- 1.2 The parties acknowledge that for the purposes of the Data Protection Law, Centre Point Trust is the **Data Controller** and you are the **Data Subject**.
- 1.3 Without prejudice to the generality of clause 1.1, we will ensure that we have all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to any third party processor for the duration and purposes of this agreement.
- 1.4 Without prejudice to the generality of clause 1, we shall, in relation to any Personal Data to you processed in connection with the performance by us of our obligations:
- (a) Process Personal Data only on your written consent unless otherwise required by the laws of Jersey, the United Kingdom or of any member of the European Union to process Personal Data (**Applicable Laws**). Where we are relying upon an Applicable Law as the basis for processing Personal Data, we shall promptly notify you of this before performing the processing required by the Applicable Laws unless those Applicable Laws prohibit us from notifying you;
  - (b) ensure that we have in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of our systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by us;
  - (c) ensure that all employees and personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and
  - (d) not transfer any Personal Data outside of Jersey, the United Kingdom or the European Economic Area unless your prior written consent has been obtained and the following conditions are fulfilled:
    - (i) we have provided appropriate safeguards in relation to the transfer;
    - (ii) you have enforceable rights and effective legal remedies;
    - (iii) we comply with our obligations under the Data Protection Law by providing an adequate level of protection to any Personal Data that is transferred; and
    - (iv) we comply with reasonable instructions notified to it in advance by you with respect to the processing of the Personal Data;
  - (e) to respond, as your cost, to a Data Subject request from you, to the extent required and subject to compliance with, our obligations under the Data Protection Law with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
  - (f) notify you without undue delay on becoming aware of a Personal Data breach;
  - (g) at your written direction, delete or return Personal Data and copies thereof to you at the end of the provision of services unless required by an Applicable Law, by our insurer or any regulatory body to store the Personal Data; and

(h) Maintain complete and accurate records and information to demonstrate our compliance with this schedule.

- 1.5 You consent to us appointing our IT service provider, as a third-party processor of Personal Data. We confirm that we have entered or (as the case may be) will enter with the third-party processor a written agreement substantially on that third party's standard terms of business which, include protection of data provision in compliance with the Data Protection Law. As between you and us, we shall remain fully liable for all acts or omissions of any third-party processor appointed by us pursuant to this schedule.
- 1.6 Jane Moy and Elly Hart are our Data Protection officers and should be contacted in the first stance in relation to any queries relating to this Policy.
- 1.7 You have a right to bring a complaint to Jersey's Information Commissioner in relation to the processing of your Personal Data.
- 1.8 We may, at any time on not less than 30 days' notice, revise this schedule by replacing it with any applicable new controller to processor standard clauses or similar terms and if we do so, we will require you to sign a copy of the revised schedule to enable us to continue to provide our services to you.

Signed for and on behalf: \_\_\_\_\_

Date: \_\_\_\_\_

I agree to Centre Point Trust, using my Personal Data to send me relevant legal updates, marketing and/or invites to events which may be of interest to me.

Signed by/for and on behalf of.....

**Instruction to your Bank or Building Society to pay Standing Orders to Centre Point Trust**

**Please fill in the section 1,2,3 & 4 and return it to:** Finance Department, Centre Point Trust  
Le Hurel, La Pouquelaye  
St Helier, JE2 3FU

**1. Name and full address of your Bank or Building Society Branch**

To: The Manager of	(Bank name)
Address	
Post Code <b>JE</b>	

**2a. Name(s) of account holder(s)**

**b. Child's full name**

**3. Branch sort code (from the top right hand corner of your cheque)**

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**4. Account No. of Bank or Building Society**

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**5. To the paying Bank**

a. **This Standing Order CANCELS any existing one**

b. **Amount of this Standing Order £ .....**

Date of first payment: ..... 20..... OR UPON RECEIPT THEREAFTER.

and **1<sup>st</sup> MONTHLY** thereafter until 1<sup>st</sup> ..... 20..... (..... monthly payments)

d. Or until further notice received by Account holder

Please pay Standing Order to: **HSBC**  
**PO Box 14**  
**St Helier**  
**JERSEY JE4 8NU**

Sort Code: **40 25 33**  
Name: **Centre Point Trust**  
Account No: **81447165**

Quote Ref:

**Remitter - Please ensure this reference is quoted on the remittance payment**