



# Centre Point Trust

Providing quality childcare

For Office Use Only
Authorised by Nursery Manager Registration Fee Rec'd?
INCOME SUPPORT : YES /NO
QB Ref:
Funded space by:
NEF/AS/ 2yrs/ 3yrs/ BB

## CONTRACT FOR NURSERY CARE

### SEPTEMBER 2018 – AUGUST 2019 (52 weeks)

<b>REGISTRATION DETAILS</b> (please write in block capitals)		<b>Setting: Green Street / La Pouquelaye</b>
Child's Surname:	Start date:	
Child's First Name(s):	Finish date:	
Date of Birth: <b>Age:</b>	Child's first spoken language:	
<b>Who does the child reside with:</b> E.g. John Smith - Father	<b>Is there a Court Order in place: Y/ N</b>	
<b>Details of brothers and sisters attending Centre Point:</b> Name:		
<b>Does your child have any special needs / Dietary requirements?</b> Please add any comments that you feel would enable us to know your child better:		
<b>Any outside agencies involved?</b>		
<b>Mother's Details:</b> Mrs/ Ms / Miss (please indicate)	<b>Father's Details:</b>	
Surname.....	Surname: .....	
First Name:.....	First Name: .....	
Address: .....	Address: .....	
Parish: ..... Postcode: JE .....	Parish: ..... Postcode: JE .....	
Phone: Mobile.....	Phone: Mobile: .....	
Work: ..... Home: .....	Work: ..... Home: .....	
E-Mail address : .....	E-Mail address: .....	
Place of work: .....	Place of work: .....	
<b>*If the child does not live at either of these addresses, please confirm the child's address here:</b>		

**EMERGENCY CONTACT DETAILS:** (Other than parent/s. These people must be known to the child)

Surname: ..... First Name..... Relationship to Child.....  
 Address..... Postcode: JE.....  
 Phone: Mobile..... Work..... Home.....

**MEDICAL INFORMATION:**

Name of Family Doctor.....  
 Doctors Address.....  
 Parish: ..... Postcode: JE.....  
 Doctors Telephone Number.....  
 Name of Health Visitor.....

**PHOTOGRAPHY/ VIDEO & SOCIAL MEDIA CONSENT:****WEBSITE / SOCIAL MEDIA/ PHOTOGRAPHY/ Video CONSENT:** (delete as necessary)

I **give / do not give** permission for my child to participate in photographs and video footage to be taken at Centre Point Trust Nursery and during outings to be used for media representation and on Centre Point's Website and Facebook page.

Signature .....

**Tapestry CONSENT:** (Please delete as necessary)

I **give / do not give** permission for my child to be filmed at Point Trust Nursery for the purpose of observation and planning for your child's development.

Signature .....

**ALLERGIES/MEDICAL CONDITIONS:**

Please list any known allergies or medical conditions and health issues, including allergies to any food items, plasters, latex gloves, sun cream or arnica cream. Please include any fears or worries and detail any prescribed medication that your child may need to take whilst in our care:

Signature.....

**ALTERNATIVE COLLECTION OF YOUR CHILD:**

The Nursery Manager must be informed as to the identity of the adult who will be collecting your child from our nursery. If the adult collecting your child is not named below, we will require their proof of identity. If we are not reasonably satisfied that an individual is allowed to collect your child we will not release your child into their care.

**Please confirm the names of the adults who are authorised to collect your child from Nursery:**

	Name	Relationship to child
1		
2		
3		
4		

Signature.....

**EMERGENCY MEDICAL TREATMENT CONSENT:**

Are there any religious beliefs affecting a decision on our behalf to consent to emergency medical treatment?- If so please specify below:

**In an emergency I give/I do not give permission for my child to receive any necessary emergency medical care or treatment.**

Signature.....

**OUTINGS:****ON FOOT:**

I **give / do not give** permission for my child to participate in walking outings.

Signature.....

**MINIBUS OUTINGS:**

I **give / do not give** permission for my child to participate in outings using the CPT mini bus.

Signature.....

## **TERMS & CONDITIONS**

1. A 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 £2.50 per day charge will be made for hot meals if a child attends either nursery between 12.00pm and 12.30pm.
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 month's notice in writing to terminate this contract. In the event of the notice being given and the child being immediately withdrawn, one month's 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 CPT's 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, and then dividing the balance over the number of months that the child(ren) attends the nursery.
12. Where applicable the NEF 20 hours will be deducted during term time, then the balance will be divided over the months that the child(ren) attend. The States of Jersey subsidies up to 20 free hours per week, term time only for 38 weeks a year. A minimum of 3 hours and maximum of 6 hours per day. Additional hours are charged at the standard hourly rate. The child care request will remain the same all year round. Parents receiving the subsidy will be required to adhere to the States Child's Absence Policy they sign up for. 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.
13. 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.
14. 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.
15. 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 Nursery Manager. 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.
16. 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.

17. CPT must be informed if a child is subject to a court order and copies of such orders must be provided upon request.
18. CPT will only issue the childcare tax certificate to the signatory/ies to this contract **upon request**. 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.
19. 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.
20. 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 Nursery Manager in the first instance.

***/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.*

**Hannah Gamble Practice Manager (Green Street Nursery), Rope Walk, Green Street, St Helier, JE2 4UU  
Tel: 878850 ex 1 E-mail: [Hannah.gamble@cpt.je](mailto:Hannah.gamble@cpt.je)  
Mell Le Cornu Practice Manager (La Pouquelaye Nursery), Le Hurel, La Pouquelaye, St Helier, JE2 3FU  
[Tel: 735151](tel:735151) ex 3 E-mail: [Mellecornu@cpt.je](mailto:Mellecornu@cpt.je)  
Tanja Haynes Centre Point Trust Early Years Coordinator, [tanja.haynes@cp t. je](mailto:tanja.haynes@cp t. je)**

**CPT NURSERY – CARE REQUEST FORM 2018/2019**  
(52 WEEK CONTRACT)

Setting required: (please delete as necessary)	Green Street / La Pouquelaye
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**Child's surname:** ..... **Child's first name(s):** .....

**Start Date:** ..... **End Date:** .....

**Will you be applying to Social Security for Income Support?** Yes / No

**Is this a funded space?** Yes / No **Organisation funding:**.....

**Sessions available:**

Session Times	No. of Hours	Cost 0-2 years	Cost 2 years	Cost 3-4 years- Non NEF	Cost 3-5 years- NEF
07:30 – 13:00	5.5	£40.00	£39.50 *includes hot lunch	£31.96 *includes hot lunch	£31.38 *includes hot lunch
07:30 – 14:30	7	£49.75	£50.00 *includes hot lunch	£39.99 *includes hot lunch	£39.25 *includes hot lunch
13:00 – 18:00	5	£32.50	£31.50	£26.78	£26.25 (Non NEF Only)
14:30 – 18:00	3.5	-	£18.50	£18.50	£18.38 (Non NEF Only)
07:30 – 18:00	10.5	£65.00	£60.50 *includes hot lunch	£58.73 *includes hot lunch	£57.63 *includes hot lunch

**Please indicate sessions required:**

(Please note: booked sessions apply all year round)

Day of week	Session start/finish times	Cost per session
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

For Office Use			
QuickBooks reference:			
I.S. reference:			
Date registration fee paid:			
£25 Admin fee invoice number:		Revision No:	
Calculated by:		Date:	
Calculated by:		Date:	



**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:..... OR UPON RECEIPT THEREAFTER

and **1<sup>st</sup> MONTHLY** thereafter until ..... (..... 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**

**Please pay to Centre Point Trust Standing Orders from the account detailed on this Instruction in accordance with the payment request in point 5.**

**Signature(s)**

  
  

**Date:**

Quote Ref:

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

