



# Centrepont

## Parental Contract for Nursery Care

September 2024 - August 2025 (52 weeks)

FOR OFFICE USE ONLY	
AUTHORISED BY:	
SETTING:	<input type="checkbox"/> GREEN ST. <input type="checkbox"/> LA POUQUELAYE
UNIT:	<input type="checkbox"/> NEF <input type="checkbox"/> AS <input type="checkbox"/> 2 Yrs <input type="checkbox"/> 3 Yrs <input type="checkbox"/> BB
QB REF:	
INCOME SUPPORT:	<input type="checkbox"/> Yes <input type="checkbox"/> No
AGENCY FUNDING:	

### Child's Registration Details

Surname:		Are you intending to apply to Social Security for Income support?		<input type="checkbox"/> Yes <input type="checkbox"/> No
First Name:				
Date of Birth:	Age:	Are you or your child engaging with any other outside agencies?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date:	Finish Date:	Agency:		
First Language:		Parental Responsibility:		<input type="checkbox"/> Joint <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2
Who does the child live with:		Is a Court Order in place?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Siblings already attending Centrepont:				
Name 1)		Name 2)		Name 3)
Name 4)		Name 5)		Name 6)

### Parent/Guardian's Registration Details

Parent 1 Surname:		Parent 2 Surname:	
First Name:		First Name:	
Address:		Address (if different):	
Parish:	Postcode: JE	Parish:	Postcode: JE
Mobile:		Mobile:	
Work Telephone:		Work Telephone:	
Home Telephone:		Home Telephone:	
Email:		Email:	
Place of Work:		Place of Work:	

If the child does not live at either of the above addresses, please confirm the following details.

Guardian's name:	Telephone:
Address:	Email:
Parish:	Postcode: JE

**Emergency Contact (other than Parents). These people must be known to the Child.**

Surname:	Mobile:
First Name:	Work Telephone:
Place of Work:	Home Telephone:
Relationship to the Child:	Email:

**Alternative Collection of Your Child**

The Nursery Practice Manager must be informed of 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.

Contact 1 – Authorised to Collect	Contact 2 – Authorised to Collect
Name:	Name:
Relationship to Child:	Relationship to Child:
Phone:	Phone:

**Allergies / Diet Requests / Medical Conditions / Additional Needs**

Please list any known allergies, diet requests, medical conditions or 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:

**Medical Information**

Name of GP:	My Child's vaccinations are up-to-date: (Polio, Diphtheria, Tetanus, MMR, Hib, Whooping Cough, Measles Booster.)	<input type="checkbox"/> Yes
GP Surgery:		<input type="checkbox"/> No
Name of Health Visitor:		
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.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Parent/Guardian:	Date:	

**Religious Beliefs**

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

## Permissions and Liabilities

I give permission for my child to have nursery sun cream applied, if required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission for my child to wear face paint:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission for my child to appear in public facing photos/videos and display within Centrepont and the Centrepont website and social media page(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission for my child to participate in sports activities either indoors or outdoors at Centrepont:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission for my child to go on organised outings on foot and/or transported on Centrepont's transport:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission for my child to participate in swimming activities supervised by Centrepont staff e.g. Millbrook Park and Cheshire Homes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission for my child's details to be entered on the Family App:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I accept that at times my child may be cared for in other registered areas within the provision of Centrepont e.g. gym, outside areas, in the different units.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Terms and Conditions

1. A non-refundable registration fee is payable when registering children for a place at Centrepont.
2. This contract is for one year (52 weeks), to include a minimum of 3 sessions per week for children under 2 years old and a minimum of 2 sessions per week for children 2 years and above, and will include all Bank Holidays.
3. Centrepont will close at 2.30 pm on Christmas Eve, or the last working day before Christmas if Christmas Eve is at the weekend.
4. Centrepont must be given at least one month's notice in writing of any change to this contract. Centrepont 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. Centrepont 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 Centrepont.
6. An administration fee of £25 will be charged for any changes to the childcare 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. Centrepont must be informed of any changes to your contact details.
8. Centrepont 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 Centrepont's facilities, a 10% 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 Centrepont 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 Centrepont. 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. If you are eligible to receive the 30 hours, funded via the NEF scheme any additional hours will be charged at the standard hourly rate and divided over the months that the child(ren) attend. The Government of Jersey subsidises up to 30 free hours per week, term time only for 38 weeks a year. Children must attend a minimum of 4 hours or maximum of 8 hours per day. The childcare requested will apply during term time and holidays. By applying for NEF hours you are agreeing to the Terms and Conditions of the NEF Agreement. If attendance does not meet these requirements (i.e. absence of more than 15 consecutive days), the fee payer will be responsible for Centrepont's charges as the NEF subsidy will not be paid by the Government 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 Centrepont

## Terms and Conditions (continued)

Handbook and the Island Exclusion Policy. Centrepont 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 be passed on to another child during normal daily activities within the nursery.

15. In the case of any complaints regarding practice or care of a child at Centrepont these must be in the first instance, be made in writing to the Practice Manager then the Head of Practice and Development then the CEO. If the complainant is not satisfied with the response, they can contact CEYS by emailing ceys@gov.je.
16. In the case of complaints or concerns regarding fees and administration issues these should be addressed to the Finance Manager, Centrepont, Le Hurel, La Pouquelaye, St Helier, JE2 3FU, or by email to finance@centrepont.je
17. Centrepont must be informed if a child is subject to a court order and copies of such orders must be provided upon request.
18. Centrepont 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 Centrepont must be informed in writing, by the signatory/ies of this contract, of the relevant person's name and address.
19. Centrepont'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 Centrepont and ensure that any other adults attending Centrepont to collect their child(ren) are aware of the standard of behavior required of them and must act accordingly. Aggressive behavior and/or verbal abuse whether in person or over the telephone will not be tolerated in any circumstances and Centrepont reserve the right to exclude anyone exhibiting such behavior from the premises.
20. Whilst safety of children is paramount, the nature of the care provided at Centrepont means that slips, trips, knocks, cuts and bruises can occasionally occur despite Centrepont'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 Centrepont shall not be liable for any injury occurring whilst the child is in Centrepont's care, unless such injury has been caused by the negligence or neglect of Centrepont staff. Should any concerns arise, these should be addressed with the Practice Manager in the first instance.
21. I give Centrepont permission to contact and discuss any Income Support award relating to child care provided by Centrepont.
22. There will be an increase in fees on annual basis in September each year.

## Authority

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

1. Signature of Parent/Guardian/Fee Payer:

2. Signature of Parent/Guardian/Fee Payer:

Printed Name of Parent/Guardian/Fee Payer:

Printed Name of Parent/Guardian/Fee Payer:

Date:

Date:

## Centrepont Nursery Key Contacts

### Tanja Haynes

*Head of Practise and Professional Development*

Green Street Nursery and  
La Pouquelaye Nursery

Telephone: 01534 735151  
tanja.haynes@centrepont.je

### Hannah Gamble

*Practice Manager – Green Street*

Green Street Nursery,  
Rope Walk, Green Street,  
St Helier, JE2 4UU

Telephone: 01534 735151 (ext 3)  
hannah.gamble@centrepont.je

### Mell Le Cornu

*Practice Manager – La Pouquelaye*

La Pouquelaye Nursery,  
Le Hurel, La Pouquelaye,  
St Helier, JE2 3FU

Telephone: 01534 735151 (ext 2)  
mell.lecornu@centrepont.je



# Centrepont

## Request for Nursery Care

September 2024 - August 2025 (52 weeks)

### Child's Details

Setting required: <input type="checkbox"/> Green Street <input type="checkbox"/> La Pouquelaye	Are you intending to apply to Social Security for Income support? <input type="checkbox"/> Yes <input type="checkbox"/> No
Child's Surname:	
Child's First name:	Is this a funded space? <input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date:	
End Date:	Organisation funding space (if applicable):

### Nursery Sessions and Costs

Session Type	Session Time	Hours	Cost 0-2 years	Cost 2 years	Cost 3 years – Non NEF	Cost 3-5 years – NEF	Cost 3-5 years – After School and Holidays
Half day (am)	07:30 – 13:30	6	£65.45	£59.45	£52.90	£49.80	£52.90
Long morning	07:30 – 14:30	7	£72.00	£68.50	£59.00	£58.10	£60.95
Half day (pm)	13:00 – 18:00	5	£50.00	£45.00	£41.50	N/A	£42.46
Short afternoon	14:30 – 18:00	3.5	N/A	£31.00	£29.05	N/A	£31.40*
Full day	07:30 – 18:00	10.5	£94.00	£90.00	£87.15	£87.15	£88.90

\*includes collection from school

NEF children –there will be an additional £3.25 charge per day payable for lunch

### Nursery Sessions Required – Please note, sessions booked apply all year round

Weekday:	Session Type:
Monday <input type="checkbox"/>	
Tuesday <input type="checkbox"/>	
Wednesday <input type="checkbox"/>	
Thursday <input type="checkbox"/>	
Friday <input type="checkbox"/>	

Please note Centrepont will be closed on 27, 30 and 31 December

Data Protection Law means (i) unless and until the Data Protection (Jersey) Law 2005 and with effect from 25 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. 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.
2. The parties acknowledge that for the purposes of the Data Protection Law, Centrepont is the Data Controller and you are the Data Subject.
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.
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.
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.
6. Catherine Bailey, HR Manager, is our Data Protection officer and should be contacted in the first instance in relation to any queries relating to this Policy.
7. You have a right to bring a complaint to Jersey's Information Commissioner in relation to the processing of your Personal Data.
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.

### Authority

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

1. Signature of Parent/Guardian:

Printed Name of Parent/Guardian:

Date:

2. Signature of Parent/Guardian:

Printed Name of Parent/Guardian:

Date: