



# Centrepont

## Parental Contract for The Space

September 2024 - August 2025 (52 weeks)

### FOR OFFICE USE ONLY

AUTHORISED BY:

INCOME SUPPORT: ☐ Yes ☐ No

AGENCY FUNDING:

### Child's Registration Details

|  |   |  |
|--|---|--|
| Surname:   | Are you intending to apply to Social Security for Income support? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| First Name:  |   |  |
| Date of Birth:   | Are you or your child engaging with any other outside agencies?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| Start Date:  | (if yes, please explain in person)                                |  |
| First Language:  | Parental Responsibility:  | <input type="checkbox"/> Joint<br><input type="checkbox"/> Parent 1<br><input type="checkbox"/> Parent 2 |
| Who does the child live with:  | Is a Court Order in place?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| Siblings already attending Centrepont:   |   |  |
| Name 1)  | Name 2)   | Name 3)  |
| Name 4)  | Name 5)   | Name 6)  |
| School Attending:  | School Year (from Sep 2023):                                      |  |
| Are they receiving additional support at school? (if yes, please provide detail) |   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |

### Parent/Guardian's Registration Details

|                      |                         |
|----------------------|-------------------------|
| Parent 1 Surname:    | Parent 2 Surname:       |
| Parent 1 First Name: | Parent 2 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 previously listed 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 Space Practice Manager must be informed of the identity of the adult who will be collecting your child from The Space. 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 The Space.

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

**Allergies / Medical Conditions**

Please list any known allergies, 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:

**Additional Needs / Diagnosis**

Please provide details of your child's needs below:

## Medical Information

|   |  |   |
|---|--|---|
| Name of GP:   | My Child's vaccinations are up-to-date:<br>(Polio, Diphtheria, Tetanus, MMR, HIB,<br>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<br><input type="checkbox"/> No |
| Signature of Parent/Guardian/Fee Payer:   | 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 sun cream applied, if required:   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I give permission for my child to play on computer games:  | <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 on the Centrepont website and Facebook page:         | <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 go on organised outings and be transported in a Centrepont staff insured car:  | <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 to watch a U or PG film/video at the discretion of the Manager:   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I give permission for my child to be collected by a pre-organised Taxi Service:  | <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 |



# Centrepont

Request for Term Time

The Space

2024/25

|  | Breakfast Club           |                          |                          |                          |                          | After School Club        |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  | M                        | T                        | W                        | T                        | F                        | M                        | T                        | W                        | T                        | F                        |
| <b>Autumn Term</b>                             |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| Wednesday 4 September – Friday 25 October 2024 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monday 4 November – Thursday 19 December 2024  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Spring Term</b>                             |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| Monday 6 January – Friday 14 February 2025     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monday 24 February – Friday 4 April 2025       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Summer Term</b>                             |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| Tuesday 22 April – Friday 23 May 2025          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monday 2 June – Friday 18 July 2025            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please note that Centrepont is closed on all Bank Holidays.

## Centrepont Referral by Short Breaks Only

Start Date:

Session:

Saturday: AM: ☐

PM: ☐

After School: ☐

## Centrepont The Space Key Contacts

### Tanja Haynes

*Head of Practice and Professional Development*

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

Telephone: 01534 735151 (ext 4)  
tanja.haynes@centrepont.je

### Roxanne Pryor

*Practice Manager – The Space*

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

Telephone: 01534 735151 (ext 4)  
roxanne.pryor@centrepont.je



# Centrepont

## Request for Holiday The Space

2024/25

|   | Morning Session |   |   |   |   | Afternoon Session |   |   |   |   | Late Afternoon Session |   |   |   |   |
|---|-----------------|---|---|---|---|-------------------|---|---|---|---|------------------------|---|---|---|---|
|   | M               | T | W | T | F | M                 | T | W | T | F | M                      | T | W | T | F |
| <b>Battle of Britain</b>  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| Thur 12 Sep 24 (Int. Air Display)   |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| <b>October Half Term</b>  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| Mon 28 Oct – Fri 1 Nov 24   |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| <b>Christmas Holidays</b> <i>(Please note 22nd Dec is a part time day only Centrepont closes at 2.30pm)</i> |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| Fri 20 Dec 24   |                 |   |   |   | * |                   |   |   |   | * |                        |   |   |   |   |
| Mon 23 Dec – Tues 24 Dec 24   | *               | * |   |   |   | *                 | * |   |   |   |                        |   |   |   |   |
| Thu 2 Jan – Fri 3 Jan 25  |                 |   |   | * | * |                   |   |   | * | * |                        |   |   |   |   |
| <b>February Half Term</b>   |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| Mon 12 Feb – Fri 21 Feb 25  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| <b>Easter Holidays</b>  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| Mon 7 Apr – Fri 11 Apr 25   | *               | * | * | * | * | *                 | * | * | * | * |                        |   |   |   |   |
| Mon 14 Apr – Thurs 17 Apr 25  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| <b>May Half Term</b>  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| Tue 27 May – Fri 30 May 25  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| <b>Summer Holidays</b>  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| Mon 21 July – Fri 25 July 25  | *               | * | * | * | * | *                 | * | * | * | * |                        |   |   |   |   |
| Mon 28 Jul – Fri 1 Aug 25   | *               | * | * | * | * | *                 | * | * | * | * |                        |   |   |   |   |
| Mon 4 Aug – Fri 8 Aug 25  | *               | * | * | * | * | *                 | * | * | * | * |                        |   |   |   |   |
| Mon 11 Aug – Fri 15 Aug 25  | *               | * | * | * | * | *                 | * | * | * | * |                        |   |   |   |   |
| Mon 18 Aug – Fri 22 Aug 25  | *               | * | * | * | * | *                 | * | * | * | * |                        |   |   |   |   |
| Tue 26 Aug – Fri 29 Aug 25  |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |
| Mon 1 Sep – Tue 2 Sept 25   |                 |   |   |   |   |                   |   |   |   |   |                        |   |   |   |   |

If you require a variety of sessions, please advise of your requirements on an additional page.

\*Please note these sessions are only available through the Governments Holiday Scheme and are available from the Children and Family Hub prior to each holiday.

Please note that Centrepont will be closed on all Bank Holidays. 24 December is a part time day only and Centrepont will close at 2.30pm on this day. Note that we are also closed 27, 30 and 31 December.

### Holiday The Space Times and Pricing Information for Non Holiday Scheme

Holiday Half Sessions are 9.00am to 12.00pm **OR** 12.00pm to 3.00pm. Cost – £22.50 per half session.

Holiday Full Time sessions are 9.00am to 3.00pm. Cost – £45.00 per day.

Holiday Extended sessions are 9.00am to 6.00pm. Cost – £59.00 per day.

## Terms and Conditions

1. No child may attend prior to a full registration pack being completed and returned to Centrepont.
2. Centrepont must be given at least one month's notice in writing of any change to contracted care requirements. Centrepont 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 5 which deals specifically with term-time care.
3. 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.centrepont.je](http://www.centrepont.je)
4. No refunds or alternative sessions are given for non-attendance or ad-hoc absences of pre-booked early morning or after school sessions.
5. 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.
6. Centrepont will close at 2.30pm on Christmas Eve, or the last working day before Christmas if Christmas Eve falls on a weekend.
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, the child with the highest fees will be charged at full price and 10% 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 and is only available on term time sessions and holidays booked direct with CPT and not those offered on the short breaks scheme. 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.
10. 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 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 remaining months of the contracted care that the child(ren) attends The Space.
12. The Parent/Guardian is liable for payment of all fees due. Centrepont 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, Centrepont, Le Hurel, La Pouquelaye, St Helier, JE2 3FU or emailed to [finance@centrepont.je](mailto:finance@centrepont.je). Upon receipt of confirmation of the contribution that the Income Support Department agree to pay directly to Centrepont any shortfall that is to be paid by the Parent/Guardian will be calculated and will fall due and payable.
13. For the Short Break Sessions, 48 hours notice is required for cancellation.
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 Centrepont Handbook and the Island's Exclusion Policy. Centrepont must be informed if your child is suffering from any contagious disease. For the benefit of other children that attend Centrepont, you must not allow your child to attend if they are suffering from a contagious disease which could easily be passed on to another child.
16. Centrepont does not accept responsibility for any loss or damage to a child's belongings (including electronic devices) whilst they are in the care of Centrepont. Centrepont will not be held responsible for the usage of any electronic devices including mobile phones, brought to Centrepont by the children attending.
17. Parents/carers will be liable for any damage or injury their child causes to Centrepont property, staff or any third party whilst they are in the care of Centrepont.
18. 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 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](mailto:ceys@gov.je).
19. 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.
20. Centrepont must be informed if a child is subject to a court order and copies of such orders must be provided upon request. Centrepont must also be informed of any involvement from any other agency such as children's

## Terms and Conditions Continued

services, MASH etc.

21. Upon request Centrepoint 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 Centrepoint must be informed in writing, by the signatory/ies of this contract, of the relevant person's name and address.
22. Centrepoint'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 Centrepoint and ensure that any other adults attending Centrepoint to collect their child(ren) are aware of the standard of behavior required of them and must act accordingly. Centrepoint reserve the right to exclude anyone exhibiting such behavior from the premises.

Whilst safety of children is paramount, the nature of the care provided at Centrepoint means that slips, trips, knocks, cuts and bruises can occasionally occur despite Centrepoint'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 Centrepoint shall not be liable for any injury occurring whilst the child is in Centrepoint's care, unless such injury has been caused by the negligence or neglect of Centrepoint staff. Should any concerns arise, these should be addressed with the Head of The Space in the first instance.

23. I give Centrepoint permission to contact and discuss any Income Support award relating to child care provided by Centrepoint.
24. 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:

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/Fee Payer:

Date:

2. Signature of Parent/Guardian:

Printed Name of Parent/Guardian/Fee Payer:

Date: