



**Centre Point Trust**  
Providing quality childcare

For Office Use Only		
AUTHORISED by:		
ADMIN DEPT:	Enter XL S/S.....	Ind Ltr.....
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UNIT:		

# PARENTAL CONTRACT – PLAYCARE

## September 2010 – August 2011

### REGISTRATION DETAILS (block capitals please)

Child's Surname:	Start date: (if new application)
Child's First Name: <span style="float:right">Male / Female</span>	Finish date: (if known)
Child's Date of Birth:	Child's first spoken language:
Who does the child reside with:	Who has legal custody of child: Court Order in place (if applicable): Y/ N
School Attending:	School Year from September:
Details of brothers and sisters attending Centre Point: Names: <span style="float:right">Ages:</span>	
Does your child have any special needs? Please add any comments that you feel would enable us to know your child better:	
<b>Mother's Details:</b> Mrs / Ms / Miss (please indicate)	<b>Father's Details:</b> (if different)
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>Emergency contact details:</b> (other than parent/s) <span style="float:right">These people must be known to the child</span>	
Surname: ..... First Name: ..... Relationship to Child: .....	
Address: ..... Postcode: JE.....	
Phone: Mobile: ..... Work: ..... Home: .....	

<p><b>MEDICAL INFORMATION:</b></p> <p>Name of Family Doctor: .....</p> <p>Doctors Address: .....</p> <p>.....</p> <p>Parish ..... Postcode: JE .....</p> <p>Doctors Telephone Number: .....</p> <p>Please list any medical conditions and health issues (including any allergies / fears / phobias):</p> <p>I give/do not give permission for CPT to apply sun cream to my child.</p> <p><b>Signature</b> .....</p>	<p><b>EMERGENCY MEDICAL TREATMENT CONSENT:</b></p> <p>Are there any religious beliefs affecting a decision on our behalf to consent to treatment? If so please specify below:</p> <p><b>In an emergency I give/I do not 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.</b></p> <p><b>Signature</b> .....</p>
<p><b>WEBSITE/PHOTOGRAPHY CONSENT:</b> (Please delete as necessary)</p> <p>I give/do not give permission for my child to participate in photographs being taken at Centre Point Trust and during outings to be used for media representation and on Centre Point's Website.</p> <p><b>Signature</b> .....</p> <p><b>VIDEO CONSENT:</b> (Please delete as necessary)</p> <p>I give/do not give permission for my child to participate in video footage being taken for training only purposes at Centre Point Trust.</p> <p><b>Signature</b> .....</p>	<p><b>VIEWING FILMS/VIDEOS/COMPUTER GAMES:</b> (Please delete as necessary)</p> <p>Occasionally the Trust may timetable a trip to the cinema or a film show. Whilst the childcare Manager will endeavour to ensure the film is suitable for the children, parental permission may still be required. <b>Please circle</b> as applicable:</p> <p>Permission is granted for my child to watch a <b>12 classification</b> film at the discretion of the childcare Manager <b>YES NO</b></p> <p>Permission is granted for my child to watch a <b>PG classification</b> film at the discretion of the childcare Manager <b>YES NO</b></p> <p>Permission is granted for my child to participate in Computer Games <b>YES NO</b></p> <p><b>Signature</b> .....</p>
<p><b>ALTERNATIVE COLLECTION OF YOUR CHILD:</b></p> <p><b>Please ensure that the childcare Manager is informed in writing if a different adult is collecting your child. We have a duty of care towards your child and will not allow your child to leave our care if the Manager is unable to contact the Parent/Carer or emergency contact.</b></p> <p><b>Signature</b> .....</p>	<p><b>UNACCOMPANIED TRAVEL – YEAR 4+ ONLY:</b></p> <p><b>Walking:</b> My child will walk from ..... School to Centre Point Trust at ..... (time) and will leave Centre Point Trust at ..... (time) and walk to .....</p> <p><b>Taxi:</b> My child will be collected from Centre Point Trust at ..... (time) by ..... (taxi Company name) and taken to ..... (address)</p> <p><b>Signature</b> .....</p>
<p><b>ACTIVITY PARTICIPATION PERMISSIONS:</b> (Please delete as necessary)</p> <p>I give/I do not give permission for my child to participate in sports activities either indoors or outdoors at Centre Point Trust.</p> <p>I give/I do not give permission for my child to go on organised outings with qualified staff and to be transported in Centre Point Trust's or public transport.</p> <p>I give/I do not give permission for my child to take part in swimming whilst supervised by qualified staff members at Centre Point Trust.</p> <p>Can your child swim 50 metres unaided?      <b>Yes      No</b></p> <p><b>Signature</b> .....</p> <p><b>Over 8's Only</b>      I give/I do not give permission for my child to go on outings with one qualified member of staff from Centre Point Trust on a one to four ratio (1:4)</p> <p><b>Signature</b> .....</p> <p><b>The criteria for staff taking children on outings is in accordance with Registration Requirements</b></p>	<p><b>PROPERTY/EQUIPMENT LIABILITY:</b></p> <p>I agree that should my child be responsible for wilful loss or damage to property or equipment at Centre Point Trust, I will be liable for any replacement or repair costs.</p> <p>Centre Point Trust will not be held responsible for the loss or damage to any child's belongings or equipment.</p> <p><b>Signature</b> .....</p> <p><b>REGISTERED AREAS AT CENTRE POINT TRUST</b></p> <p>I understand that in order for Centre Point Trust to ensure that legal obligations are met, there may be times when my child will be cared for in other registered areas within the provision of Centre Point Trust.</p> <p><b>Signature</b> .....</p>

# TERMS & CONDITIONS

1. I agree to pay my fees in advance on the 1<sup>st</sup> day of each month by Banker's Standing Order. I understand that **failure to do so will result in losing my child's place at Centre Point Trust.**
2. I agree to pay for any extra holiday care incurred on receipt of an invoice. (i.e. that is holiday not previously booked on Parental Contract).
3. I understand that I must re-apply for a place at Centre Point Trust each academic year and that it is my responsibility to inform Centre Point Trust if any of my or my child's details change.
4. I understand that I must collect my child by **6.00 pm** and that failure to do so will result in an immediate late collection charge of **£5.00 for every 30 minutes.**
5. I understand that it is my responsibility to confirm my child's holiday place, failure to do so will make me liable for the original estimate.
6. I agree to collect my child, when contacted by a member of staff, if he/she becomes ill and to keep him/her at home until he/she is well, in accordance with the Island Exclusion Policy.
7. On signing this contract I acknowledge that it is binding and that I will be liable for payment for the period, if not cancelled by giving **4 week's WRITTEN notice.** Centre Point Trust reserves the right to vary conditions and prices and terminate a contract at any time.
8. No refunds are given for non attendance of after school or early morning contracts. Refunds are only given for holiday contracts if written notice is received 4 weeks before the commencement of the holiday period.

It is the practice to commence standing order payments from the month immediately following registration to minimize the amounts of monthly payments.

9. No child place will be offered prior to a full registration pack being completed and returned to our office.
10. In the case of any complaints or concerns regarding the practice at Centre Point Trust, please address your complaint or concern in writing in the first instance to the Team Leader or the Practice Manager. If you do not receive a satisfactory response, you will be then be referred to the formal complaints procedure. In the case of complaints or concerns regarding fees and administration issues, please address your complaint to the Administration Office, Centre Point Trust, PO Box 141, St Helier, JE4 5NQ.
11. The ethos of CPT is to provide stimulating care for children in a safe, supervised environment.

Whilst safety is paramount, the nature of the care provided at CPT, in particular at the Quarry, means that slips, trips, knocks, cuts and bruises can occasionally occur despite our best attention and the efforts and training of the staff we employ.

The signing of any contract with CPT represents acceptance by parents of this reality and an agreement that CPT shall not be liable for any injury occurring whilst a child is in our care.

## **Data Protection (Jersey) Law 1987**

All data collected, stored and processed is relevant and adequate to the nature of our business following the legislation set out in the Data Protection ( Jersey) Law 1987.

**I/we have understood the above and agree to abide by the above terms and conditions.**

**Signature of Parent/Carer**

**Printed Name of Parent/Carer**

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**Signatures of Fee Payers (Both signatures are required if joint contract)**

**Signature of Fee Payer 1**

**Printed Name of Fee Payer 1**

**Date:**

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**Signature of Fee Payer 2**

**Printed Name of Fee Payer 2**

**Date:**

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Centre Point Trust, PO Box 141, La Pouquelaye, St Helier, JE4 5NQ  
Play Care: 758094 Finance: Tel: 735151 Fax: 633003 E-mail: [admin@centrepointrust.co.uk](mailto:admin@centrepointrust.co.uk)