



ISLINGTON

Section 13:

Community/Marketed Contract (Green)



Band Entered onto System

Children's Centre Contract

This contract is between the person with parental responsibility and the Children's Centre, to be signed **prior** to the child's admission and following a change of attendance, personal finances or increase in charges.

Community Place Marketed Place Out of Borough Place

Child's name	Date of Birth
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Admission Date _____ Date for which agreement/contract to apply _____

1) Attendance

The child named above will **regularly attend** _____ Children's Centre during the hours agreed with the Head of Centre as follows:

Hours	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

2) Weeks: This place is provided for:

39 weeks per year (Term time only)

***49/50 weeks per year (All year)**

**Delete as appropriate*

3) Charges are payable:

- weekly or monthly in **advance**, (including times when your child is absent)
- for Inset Days (There are 5 Inset Days per year when the Centre is closed) - charges are applied within the week they occur
- for Bank Holidays (The Centre is closed for Bank Holidays) - charges are applied within the week they occur
- a Marketed place requires an advance payment of £100 which must remain in credit until the end of this contract

£100.00 Advance Marketed Place payment received

4) Cost:

Charges will be _____ per week during the term time (39 weeks) and _____ per week during school holidays (10/11 weeks)

There is a charge for lunch of _____ per day. This applies the term after the 3rd birthday. The lunch charge will apply from _____

The charges are reviewed annually and may be increased in accordance with Islington Early Years Day-care Charging Policy

For all children, the weekly charge will be the same in the holiday periods as in term time, unless they have an entitlement. Changes to charges are applied the term after the second and third birthday, whenever there is a household financial change, agreed change in hours/days attended or they move out of the borough.

*Please delete as appropriate

5) Notice of withdrawal

A notice period of 4 calendar weeks is required for termination of a place. Charges will be payable for this period, **whether or not your child attends.**

6) Holders of Community Places

As a *holder/s of a community place *I/we agree to inform the Head of Centre if *my/our financial circumstances change and understand that any increase in charges due to *me/us receiving a higher income, may be backdated. Any decrease in charges owing to *me/us receiving a lower income will similarly be backdated, provided appropriate evidence is produced. **This does not apply to holders of Marketed places.**

7) Charges and Increases

*I/we am/are aware that the charges are reviewed annually and may be increased in accordance with the charging policy. In the event of there being anomalies and or changes in the Charging Policy, notice of 4 weeks will be given and the new charge applied at the end of that notice period.

8) Contract

*I/we accept the place at the above named Children’s Centre for the above agreed hours and on the conditions offered. *I/we understand that misuse of the place and/or non-payment of charges may result in the loss of the place. Any change of hours must be re-negotiated with the Head of Centre. Hours persistently unused (eg. continued late arrival, late collection or non-attendance) will be re-allocated or withdrawn.

Signature of *person/s with Parental *responsibility/ies _____

***Name/s** _____ **Date** _____

Authorisation of Head of Centre (signature) _____

***Name/s** _____ **Date** _____

Please refer to the Charging Policy for any queries - available on request.

The centre has a duty to safeguard children and follow child protection procedures as set out in ‘Working Together to Safeguard Children’, March 2015. Further information is provided in the centre’s safeguarding policy.

LBI will handle the information you have provided in line with the provisions of the Data protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it.

Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child.

Islington has a duty under Childrens’ Act 2004 and the Health and Social Care Act 2012 to work with partners to provide and improve services to children and young people in the area.

Therefore Islington may also use this information for other legitimate purposes and may share this information where necessary with other bodies, including health colleagues where appropriate, responsible for administering services to children and young people. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

For more information please contact the Council’s Data security Manager on 020 7527 2000 or email contact@islington.gov.uk or visit the web page: www.islington.gov.uk/legal

Office Use

Assessment Type:

Admission (1st) 6 Month Review 2nd Birthday (Term after) 3rd Birthday (Term after)

4th Birthday (Term after)

Other (Please state).....

Discount Applied (Please state percentage).....