



Casa Terms & Conditions

It is a condition of accepting a place at the Casa Club that you accept the following terms & conditions. Please sign and return this document.

- If you wish to secure a regular place this must be paid for **in advance by the First day of each month.**, a £20 late payment fee will be added to the next invoice if payment is not received on time for every week that the payment is late. Payment by cheques will incur an admin charge of £1.
- Invoices will be sent via email.
- Payment for ad hoc days can be paid for on the day or, we will invoice at the end of each month. We require 48hrs notice to cancel an ad hoc booking, if this is not the case than we reserve the right to charge for the session.
- If your child attends an alternative after school club before attending the Casa Club the Casa session must still be paid for in full.
- Regular places must still be paid for even if children are taken out of school for family holidays or in cases of sickness. The swapping of days is at the discretion of the team leader.
- All payments are non refundable.
- We require one month notice in writing when canceling your regular place.
- There is a late collection charge of £20.00 for every 10 minutes that your child is picked up late.
- The Casa Management reserves the right to review the fees from time to time.
- Children are required to wear the Casa Club sweatshirt or T-shirt and a suitable pair of trousers or shorts when attending the Club.
- Children must be provided with a bag to put their school clothes in. All articles of clothing and the bag must be named.
- Children will be expected to behave in a manner that is acceptable. Children who repeatedly misbehave will be treated in accordance with the Casa Suspensions and Exclusions policy. The management's decision is final.
- It is recommended children do NOT bring personal belongings (e.g. toys) to the club. The management will not accept liability for loss or damage.



- All children must be signed out by a parent or carer over the age of 18yrs. If this is not the case then we would require a letter giving permission for an under 18 to collect your child.
- If you the under signed will not be the person collecting, prior notification of the name of the person collecting, preferably in writing, must be given or the child will not be released.
- A quiet area will be provided for children to get on with their homework but we are unable to assist the children.
- If your child is unwell **and will not be attending** the Club you will inform the Club by 3pm at the latest, (It is extremely worrying if we are expecting the child and they don't turn up).
- To minimize the risk of spreading illness and infection children who are unwell must not be sent to the Club and may only return once they pose no risk to others.
- If we are unable to open or close due to Fire, snow, floods etc then there will not be any refund due unless the school is closed for more than five consecutive school days.
- If the club cannot open or closes due to a Flu Pandemic and we have been advised by Surrey County Council to close, then we will refund two thirds of the invoiced amount after the first five days of closure, the other third is to cover running costs of the company and any preparation before we re-open.
- An up to date emergency medical treatment form must be held on file at the Club. If children are unwell or have an accident you will be contacted, if you or an emergency contact are unavailable the management will act on your behalf.
- You will inform us as soon as possible if there are any changes to the information we hold on you or your child, in particular changes of address or **emergency contact numbers**.
- You agree for photographs/videos to be taken of your child playing or taking part in activities and agree that these may be displayed on the notice board and/or website/advertising literature.

Full Name:

Date:

Signature:

Contact Number:



Please send Terms & conditions with your booking forms to the school office for the attention of Team Leader Casa Club.