



**Casa Club - Caring, Nurturing and Fun Out of School Care
Parents Guide September 2010
Cross Farm & Frimley Juniors School**

What is The Casa Club?

The Casa Club is an After School & Holiday Club our aim is to provide an environment for your children to thrive in, a 'home from home' where children will want to go after a busy day at school! We are of course Ofsted registered.

At the Club they can relax quietly, play outside, catch up on their homework or take part in any of the regularly changing programmes of daily activities - and all this in the company of friends and caring staff. Each day we offer interesting and fun games, arts & crafts and other activities for children of all ages and are always open to suggestions for new activities that can be built into our programme.

Who Are Casa?

Our members of staff are dedicated individuals who love working with children and always have their best interests at heart. We are committed to developing our staff and to providing opportunities for individuals interested in working with children. As a developing business we are always seeking new team members - if you or anyone you know is interested in learning more about opportunities please do not hesitate to call.

Where is the Club based?

The Club's are based at selected School's in the Surrey and Hants area where we have exclusive use of the venue & outside areas during Club opening hours.

We are currently based in the Hall of Cross Farm Infants School and have use of outside areas. We operate a walking bus from Frimley Juniors School where we pick up daily from the school office.



Places and Admissions

The Club has 32 places per day. We operate a 'first come first served' admissions policy however priority is given to:

- Parent's with children already attending the Casa Club
- Single parents
- Parents who need full time places
- Parents who need full sessions (to 6.00pm)
- Parents with more than 1 sibling

In addition, 10% of places are reserved for ad-hoc bookings; these are available to all parents whether their child attends the Club regularly or not.

Sessions and Prices

The current opening hours are 3.15pm until 6.00pm Monday to Friday during term time. The Club is not currently open on Inset days. We run four sessions at the daily prices shown below. You are of course free to pick your child up before the end of the session they are booked in for however the session must be paid for in full.

Cross Farm

<i>Up to 4.30pm</i>	<i>Up to 5.00pm</i>	<i>Up to 5.30pm</i>	<i>Up to 6.00pm</i>
<i>£ 6.00</i>	<i>£8.00</i>	<i>£10.00</i>	<i>£11.00</i>

Parents with more than 1 sibling receive a 10% discount for the second child and above. A £10.00 registration fee per child is payable with the booking form which includes a complimentary t-shirt.



Booking and Payment Methods

Regular places at the Club must be booked and paid for monthly in advance by the first of each month. You will receive an invoice two weeks before the payment date. Payments can be made through internet banking account, details Barclays Sort 20-31-06 Acct 60534552. If paying by cheque add a further £1 for administration charges.

Other Charges

A £20 penalty will be added to the bill for late payments for each week that payment is late. A late collection fee of £20.00 will be charged for every 10 minutes that you are late picking up your child. For returned cheques we charge £10.

Voucher Schemes and Tax Credits

You may be eligible for a childcare tax credit from the Government - to find out more visit the Citizen's Advice Bureau or the Inland Revenue (see www.adviceguide.org.uk and www.direct.gov.uk for useful guides).

We also accept Child care vouchers, check with your HR Dept they may operate a company scheme. (www.busybees.com).

Once your place is secured it will remain yours for the days agreed until you alter or cancel it. Should a place not be immediately available, your child's name will be placed on our waiting list. If you wish to cancel your regular t booking we require one month's written notice.



Booking an Ad-Hoc Place

Ad-hoc bookings are allocated on a 'first come first serve' basis and can be booked up to a week in advance. You can book a place by calling the Club direct M:07897331367 Alternatively, you can complete an Ad Hoc Booking Slip and return this to the School Office with your payment in an envelope marked 'Casa Club Booking' (a supply of Ad Hoc booking slips is kept in the Casa Club file outside the School Office).

Payment for ad hoc places should be paid for in advance. If we have less than 24 hours notice of a cancellation or you don't turn up, your booking will still be chargeable.

If you think you will book ad hoc places fairly regularly we would advise that you register as an ad-hoc user now. By completing the registration paperwork upfront the process of booking will be simplified and you can book ad hoc places as and when you need them thereafter. If you book the same session more than twice consecutively in any month then this would become a regular booking.

Getting to the Club

Children in Reception and Year 1 are collected and escorted to the Club by a member of the Casa team. Children in other years make their own way to the Casa Venue situated in the school grounds. A member of the Casa Team will sign all children into the Club. Parents will need to make arrangements for their child to be escorted to the Casa Club if they are attending another activity club at the School first (e.g. being dropped off by another parent).

Refreshments

We supply light refreshments at the Club. On arrival children will be offered a piece of fruit and a sandwich or biscuit, and a drink. Those who are staying past 5.00pm are offered a further snack after this time. We will not serve carbonated drinks or snacks such as crisps and sweets and ask that your children do not bring these to the Club. Water is always available for the children to help themselves to.



Casa Clothing

All children who regularly attend the Club are expected to wear the Casa Club sweatshirt or T-shirt (to suit the prevailing weather and season) and a pair of suitable trousers or shorts. We believe this makes the children feel part of a team and helps them to transition from school to play. It also means they are readily identifiable if playing outdoors.

To purchase Casa clothing, which is priced at cost, please complete the enclosed order form.

Club Policies and Procedures

We have an extensive Casa Policy and Procedure Guide that defines our mission and how the Club operates. As a parent you are very welcome to view the full guide at any time. A copy of our Mission Statement, our overall policy Statements and our Commitment to Parents document are included in this pack for information.

Applying for a place

Parent's wishing to secure a permanent or ad-hoc place need to complete and return the following forms that are included in this pack:

- Casa Booking Form
- Casa Registration Form (one for each child please)
- Casa Club Terms & Conditions
- Emergency Medical Treatment form (one for each child please)
- Casa Clothing Order Form.

Holiday Clubs

The holiday play scheme runs during school holidays at Farnham Sports Centre and The Mytchett Centre. Information and booking forms can be picked up from the club or downloaded from the website www.casa-club.co.uk

Our Team looks forward to welcoming you and your children to Casa and thank you for your support.

Jan McGuigan