



12/03/2019

Dear Parents and Carers,

Casa clubs are delighted and excited to be the new wrap around care provider for South Camberley Primary School. We will be running breakfast clubs, after school clubs, Holiday clubs and Inset Day Clubs. **The provision is for children in Reception to year 6, we are unable to provide this provision for Nursery children.**

We will be running breakfast club and after school club at France Hill Drive Infant Campus and we will be running breakfast and after school club from the Junior Campus with a walking bus to and from James Road campus for breakfast and after school clubs. We will also be running Holiday Clubs and Inset Day Clubs from the Junior Campus which is open to all three campuses.

I would like to introduce myself, I am Natasha Johnson and I am the Operations Manager for Casa Clubs. I have been working in childcare for over 5 years and I pride myself on offering high quality wrap around childcare for schools, parents and most importantly children. My vision and passion is to deliver high standards and offer fun, fantastic childcare sessions for your children. Casa Clubs have been running for over 12 years and currently offer wrap around care in 6 other schools.

Casa Clubs will be offering breakfast clubs from 7.30am until school start times and after school club which will run until 6pm every school day, we offer multiple sessions for parent's flexibility. We will also be offering Inset Day Clubs and Holiday Clubs which will run from 8am-6pm.

You can book regular sessions or ad hoc sessions as a one off or for emergency childcare. The new clubs open on 23rd April 2019.

Please see below details of how to register, our two different types of booking patterns and our payment methods. **If your child is sick or absent for any reason, you will need to e-mail info@casaclubs.co.uk to inform CASA.**

You are able to book your sessions online now and secure your childcare places. Please book in advance to the club opening date to secure your places.

Session				
	7.30am until school start			
Breakfast Club	£6.50			
Ad-Hoc Breakfast Club	£7.50			
	4.15-6.00pm only*	Up to 5pm	Up to 5:30pm	Up to 6pm
After School	£9.00	£10.00	£11.00	£12.00
Ad Hoc After School		£11.00	£12.00	£13.00

Website: www.casaclubs.co.uk

Email: info@casaclubs.co.uk

Telephone: 01252 727000



We offer a 5% discount on regular bookings for siblings and our 4.15pm to 6pm session is only available on regular (contract) bookings.

All parents are to register on our system for their children to attend at a Casa Clubs breakfast and/or after school clubs and/or holiday club. This is the link to register and book on our online system: <https://casaclubs.kidsclubhq.co.uk/rdr?u=home> or you can visit the homepage of our website <http://www.casaclubs.co.uk/> to book.

When you login and register on the system please pull down the name of the school from the drop down menu and you can then chose to book either a regular booking pattern ("My Contract") or ad hoc bookings ("Ad Hoc". Please see the explanations below of our booking patterns.

Regular Bookings – If you wish to book your child/children in to a regular booking pattern i.e. the same day and session time each week then please click the "**My Contract**" button and put in the weekly days sessions you would like and when you would like the contract to start. This will then be approved by the Admin Team and the system will send you confirmation of your booking pattern which we ask you to kindly check. Your booking pattern will roll on every month. **Please note we require one month's notice in writing of any changes or amendments to your booking pattern or if you wish to cancel the booking. You will need to email the Bookings Team on emily@casaclubs.co.uk for any changes or cancellation to your contract booking.**

Ad Hoc Bookings – If you wish to book Ad Hoc sessions please click on the "**Ad Hoc**" button. You can make Ad Hoc bookings up to 15 minutes before clubs start and all Ad Hoc bookings must be paid for at time of booking, please see payment methods below. Please note **Ad Hoc bookings are subject to spaces, cannot be swapped and are non-refundable.** Our Ad Hoc bookings are designed as one-off or emergency childcare places; we do have an Ad Hoc policy which you can view online.

Invoices – If you have a contract booking you will receive an invoice for the sessions for the first month as soon as your contract is approved. Invoices are sent out on or around the 1st of every month and are due by the last day of every month. We invoice one month in advance.

Payment - Payment can be made by tax-free childcare, childcare vouchers, bank transfer (please email us or search our website for payment details) or debit/credit card. Please quote the name of your child when making payment.

All of our staff have enhanced DBS checks and company training to our high standards, before they start at the club.

Casa Clubs look forward to meeting all of the parents and children over the coming weeks.

Yours faithfully,

Natasha Johnson - Operations Manager – Casa Clubs Ltd

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Email: info@casaclubs.co.uk

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