



• SWIM & RECREATION CLUB •

PRESCHOOL

3-5 Year Old Program

Registration Packet

2019-2020

...where swimming is part of the curriculum.

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Samena Swim and Recreation Club

15231 Lake Hills Blvd. Bellevue, WA 98007

Phone: **(425) 746-1160** Fax: **(425) 746-4485**

www.samena.com

Preschool Coordinator: Sherie Dunn, ext.140, sheried@samena.com



• SWIM & RECREATION CLUB •

PRESCHOOL

...where swimming is part of the curriculum.

3-5 Year Old Program

Thank you for enrolling in the Samena Preschool’s 3-5 year old Program. We take pride in offering a quality, well-rounded program that has been teaching children for 50 years. A unique benefit to our curriculum is a swim lesson with trained swim instructors the last half-hour of each day.

Children must be 3 years old by August 31, 2019 and fully toilet trained to be eligible for enrollment. Our classroom maintains a 1:10 teacher to student ratio in our classroom with a teaching team that is experienced, creative and caring. Age-appropriate activities include: art, reading and writing skills development, number recognition, music, science, cooking, storytelling, health & exercise, Kindergarten readiness, and more. Tuition rates are on a monthly basis. Tuition and curriculum is based on a ten month program. Our holiday and vacation schedule closely follows the Bellevue School District calendar.

Enrollment Options & Fees for School Year 2019/2020:

Morning (AM) Session: 9am – 12pm OR Afternoon (PM) Session: 1pm – 4pm

5, 4, 3, or 2 days a week with the following schedule:

5 days: Monday – Friday	AM only
4 days: Monday – Thursday	PM only
3 days: Mon/Wed/Fri	AM only
2 days: Mon/Wed	PM only
2 days: Tue/Thu	AM <u>or</u> PM

Monthly Tuition rates:

	<u>Member</u>	<u>Program Member</u>
5 days per week:	\$580	\$785
4 days per week:	\$455	\$595
3 days per week:	\$370	\$485
2 days per week:	\$305	\$385

1. A non-refundable \$110 registration fee must accompany the completed Preschool Registration Form and Preschool Program Contract. These 3 items will reserve your spot.
2. September 2019 (first month) and June 2020 (last month) tuitions are due by June 1, 2019.
3. In the event of a waitlist, a \$110 waitlist fee is required. If we are unable to secure you a place in the preschool by August 1, 2019, the fee is refundable. If we have a space for your child and you choose not to enroll, the fee is non-refundable.
4. Cancellation policy: Withdraw by June 30, 2019 and the last month tuition will be refunded. As of July 1, 2019, there are no refunds.
5. School forms will need to be completed for all enrolled students prior to attending in September.
6. It is recommended that parents complete an Authorization Agreement for Automatic Payment (page 11 **or** 12) to have Tuition automatically deducted each month.

Keep this page for your records. The above information also appears on the Program Contract (copy on reverse), which you will sign & submit at time of Enrollment (page 5)



• SWIM & RECREATION CLUB •

PRESCHOOL

3-5 Year Old Program Contract 2019-2020

PARENT COPY

Original must be signed on Reverse of Registration Form, page 5

Thank you for choosing the Samena Preschool. We look forward to having your child in our program this school year. Please read and sign this form and return with your Preschool Registration Form. The remaining forms may be submitted by August 31, 2019.

Payment Policy:

- **Registration Fee:** A non-refundable \$110 registration fee must accompany a Preschool Registration Form and Preschool Program Contract.
- **September 2019** (first month) and **June 2020** (last month) tuitions are due by **June 1, 2019**.
- **Tuition payments** are due by the first of the month.
- **Monthly tuition** is calculated based on the total cost of the school year and then divided equally by 10 months. This allows all monthly payments to be the same regardless of the number of days in the month. There is no change in tuition due to family vacations, time off, etc.
- **Cancellation Policy:** Once paid, the first month's tuition is non-refundable. **Withdraw by June 30, 2019** and the last month's tuition will be refunded. After July 1, 2019, there are no refunds.
- **Withdrawal Policy:** Written notice must be delivered to the Preschool Coordinator at least 30 days before the 1st of the month from which you are withdrawing from the program or changing days. Our preschool curriculum is designed to operate on the school year calendar with a commitment for September through June.

Additional Fees:

- **Waitlist Fee:** In the event of a waitlist, a \$110 waitlist fee is required. If we are unable to secure you a spot in the Preschool by August 1, 2019, this fee is refundable. If we have a space for your child and you choose not to enroll, the waitlist fee is non-refundable.
- **Schedule Changes:** There is no charge to add days to your current program beyond the difference in tuition, if space is available. There is a \$50 administrative change fee to decrease the number of days attending.
- **Late Pick Ups:** Our programs close at Noon and 4pm. A fee is charged at a rate of \$10/per each 10-minute increment you are late past Noon and 4pm. The late fee is paid the day of the occurrence at the front desk and is not prorated. Please call if you will be late for any reason.

Additional Information:

- **Medication:** If your child requires medication, the medication information sheet must be completed, available from the lead teacher, authorizing Samena staff to administer medications to your child. Medication must be provided in its original container with written directions and dosing instructions for your child.
- **Communication:** For your child's safety, we ask that you provide in writing any changes to your emergency contacts including address and phone changes. A communication change form is available from the lead teacher.
- **Promotions materials:** We request permission for the Samena Club to use any pictures or video taken of your child in future promotional materials for the Samena Club only. Samena would have exclusive use of the photographs or videos; no photos will be sold. If you wish for your child to not be included in any promotional materials, please indicate this on Promotions Use Permission Form located in this packet and return by August 31, 2019.

My Signature on original indicates that I/we agree to the Terms of the Samena Club Preschool, as listed on this contract. I have read and understand the terms of this agreement. I agree that I and all persons participating in the Samena Club Preschool are bound by and shall comply with the rules and regulations of the Samena Club as they may be amended from time to time.



• SWIM & RECREATION CLUB •

PRESCHOOL

3-5 Year Old Program

2019-2020 REGISTRATION FORM

Program Contract must be signed on the Reverse of this Form at time of Registration
Additional forms need to be completed prior to the school year

FOR OFFICE USE
Member #:
Non Member ID #:
Input in Preschool Database:

Member Non-Member

Child's Name: M F

Birth Date: Age at start of school:

Home Phone: Cell Phone:

Parent/Guardian: Occupation:

Parent/Guardian: Occupation:

Home Address: Street Address City/Zip

Email Address:

Does your child have previous preschool experience? Yes No

Has your child had previous swim instruction? Yes No

Please indicate your session choice, AM or PM:

AM session (9am - 12 pm) Please select one:

5 days, Mon - Fri AM 3 days, M/W/F AM 2 days, Tue/Th AM

PM session (1pm - 4pm) Please pick 2, 3, or 4 days a week:

4 days, Mon - Thur PM 2 days, Tue/Th PM 2 days, M/W PM

3 days, M/T/W/Th PM (Please notate which 3 days)

Registration information: 425.746.1160 ext. 0; email: sheried@samena.com

For Office Use Only

Registration Fee: Date: \$ Pay Method*: Received by:

First Mo. Tuition: Date: \$ Pay Method*: Received by:

Last Mo. Tuition: Date: \$ Pay Method*: Received by:

For Pay Method, please write: 'CC', 'Ck #' or 'Cash'

Wait List

Days desired: AM- Mon/Wed/Fri Tues/Thur PM- Mon/Wed Tues/Thur

Wait List Deposit: Date: \$ Pay Method*: Received by:



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PRESCHOOL

3-5 Year Old Program Contract 2019-2020

SAMENA COPY

Thank you for choosing the Samena Preschool. We look forward to having your child in our program this school year. Please read and sign this form and return with your Preschool Registration Form. The remaining forms may be submitted by August 31, 2019. A copy for your records is included on page 3.

Payment Policy:

- **Registration Fee:** A non-refundable \$110 registration fee must accompany a Preschool Registration Form and Preschool Program Contract.
- **September 2019** (first month) and **June 2020** (last month) tuitions are due by **June 1, 2019**.
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Additional Information:

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My Signature below indicates that I/we agree to the Terms of the Samena Club Preschool, as listed on this contract. I have read and understand the terms of this agreement. I agree that I and all persons participating in the Samena Club Preschool are bound by and shall comply with the rules and regulations of the Samena Club as they may be amended from time to time.

Parent/Guardian Name: _____ Child's Name: _____

Signature: _____ Date: _____



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PRESCHOOL

2019-20 MEDICAL & CONTACT INFORMATION

Please print and complete all details.

Participant's Name: _____

Date of Birth: ____/____/____ **Gender:** Male Female

Parent/Guardian's Name: _____

Address: _____

City: _____ **Zip:** _____

Home Phone: (____) _____ **Day Phone:** (____) _____

Cell Phone: (____) _____ **Email Address:** _____

Participant's Medical Information:

1. Physician's Name: _____ Phone : (____) _____

2. Date of last physical/Doctor appointment: _____

3. Is your child currently taking any medications? No Yes If Yes, please describe:

Dosage: _____

4. Does your child have any allergies? No Yes If Yes, please describe:

5. Hospital Preference: _____

6. Is there other information (or special needs) which the teaching staff should be aware of?

7. Brothers/sisters & ages? _____

Emergency Contact Information

In case of an emergency, the Samena Staff is directed to call 911 immediately, then the parent or guardian. If you cannot be reached, please list two people most likely to be home and able to assist your child.

Name: _____ **Relation:** _____

Phone: (day) _____ Phone: (other) _____

Name: _____ **Relation:** _____

Phone: (day) _____ Phone: (other) _____

Authorized People Allowed to Pick up My Child:

Name: _____ **Relation:** _____

Phone: (day) _____ Phone: (other) _____

Name: _____ **Relation:** _____

Phone: (day) _____ Phone: (other) _____

Name: _____ **Relation:** _____

Phone: (day) _____ Phone: (other) _____



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PRESCHOOL

Consent to Medical Care & Treatment of Minor Children

I, _____ (parent/legal guardian), hereby give

permission that my child, _____, may be given emergency treatment to include first aid and CPR by a qualified staff member at Samena Club. I further authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child’s health in case I cannot be contacted. I waive my right of informed consent to such treatment.

I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

Signature of Parent/Guardian

Date

Promotions Use Permission

Samena Club requests your permission to use your son or daughter’s photograph in Samena promotions materials. Periodically we take pictures and videos for commercial use of the children during their preschool activities. We use these for our brochures and other Samena Club advertising. Samena has exclusive use of the photographs or videos.

_____ Yes, this is acceptable.

_____ No, this is not acceptable.

Signature of Parent/Guardian

Date



Certificate of Immunization Status (CIS)

For Kindergarten-12th Grade / Child Care Entry

Reviewed by: _____ Date: _____

Signed Cert. of Exemption on file? Yes No

Please print. See back for instructions on how to fill out this form or get it printed from the Washington Immunization Information System.

Child's Last Name: _____	First Name: _____	Middle Initial: _____	Birthdate (MM/DD/YY): _____	Sex: _____
I give permission to my child's school to share immunization information with the Immunization Information System to help the school maintain my child's school record.		I certify that the information provided on this form is correct and verifiable.		
Parent/Guardian Signature Required _____		Parent/Guardian Signature Required _____		
Date _____		Date _____		

	Date	Date	Date	Date	Date	Date
◆ Required for School and Child Care/Preschool	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
● Required Only for Child Care/Preschool	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
Required Vaccines for School or Child Care Entry						
◆ DTaP / DT (Diphtheria, Tetanus, Pertussis)						
◆ Tdap (Tetanus, Diphtheria, Pertussis)						
◆ Td (Tetanus, Diphtheria)						
◆ Hepatitis B <input type="checkbox"/> 2-dose schedule used between ages 11-15						
● Hib (<i>Haemophilus influenzae</i> type b)						
◆ IPV / OPV (Polio)						
◆ MMR (Measles, Mumps, Rubella)						
● PCV / PPSV (Pneumococcal)						
◆ Varicella (Chickenpox) <input type="checkbox"/> History of disease verified by IIS						
Recommended Vaccines (Not Required for School or Child Care Entry)						
Flu (Influenza)						
Hepatitis A						
HPV (Human Papillomavirus)						
MCV / MPSV (Meningococcal)						
MenB (Meningococcal)						
Rotavirus						

Documentation of Disease Immunity
Healthcare provider use only

If the child named in this CIS has a history of **Varicella (Chickenpox)** or can show immunity by blood test (titer) it **MUST** be verified by a healthcare provider

I certify that the child named on this CIS has:

a verified history of Varicella (Chickenpox).

laboratory evidence of immunity (titer) to disease(s) marked below. **Lab report(s) for titers MUST also be attached.**

<input type="checkbox"/> Diphtheria <input type="checkbox"/> Hepatitis A <input type="checkbox"/> Hepatitis B <input type="checkbox"/> Hib <input type="checkbox"/> Measles	<input type="checkbox"/> Mumps <input type="checkbox"/> Polio <input type="checkbox"/> Rubella <input type="checkbox"/> Tetanus <input type="checkbox"/> Varicella <input type="checkbox"/> Other: _____
---	---

Licensed healthcare provider signature _____ Date _____
(MD, DO, ND, PA, ARNP)

Printed Name _____

Instructions for completing the Certificate of Immunization Status (CIS): printing it from the Immunization Information System (IIS) or filling it in by hand.

To print with immunization information filled in: Ask if your healthcare provider's office enters immunizations into the WA Immunization Information System (Washington's statewide database). If they do, ask them to print the CIS from the IIS and your child's immunization information will fill in automatically. You can also print a CIS at home by signing up and logging into MyIR at <https://wa.myir.net>. **If your provider doesn't use the IIS, email or call the Department of Health to get a copy of your child's CIS: waisrecords@doh.wa.gov or 1-866-397-0337.**

To fill out the form by hand:

#1 Print your child's name, birthdate, sex, and sign your name where indicated on page one.

#2 Vaccine information: Write the date of each vaccine dose received in the date columns (as MM/DD/YY). If your child receives a combination vaccine (one shot that protects against several diseases), use the Reference Guides below to record each vaccine correctly. For example, record Pediarix under Diphtheria, Tetanus, Pertussis as **DTaP**, Hepatitis B as **Hep B**, and Polio as **IPV**.

#3 History of Varicella Disease: If your child had chickenpox (varicella) disease and not the vaccine, a health care provider must verify chickenpox disease to meet school requirements.

- If your healthcare provider can verify that your child had chickenpox, ask your provider to check the box in the Documentation of Disease Immunity section and sign the form.
- If school staff access the IIS and see verification that your child had chickenpox, they will check the box under Varicella in the vaccines section.

#4 Documentation of Disease Immunity: If your child can show positive immunity by blood test (titer) and has not had the vaccine, have your healthcare provider check the boxes for the appropriate disease in the Documentation of Disease Immunity box, and sign and date the form. **You must provide lab reports with this CIS.**

Reference guide for vaccine abbreviations in alphabetical order

For updated list, visit <https://fortress.wa.gov/doh/cpir/iweb/homepage/completeistofvaccinenames.pdf>

Abbreviations	Full Vaccine Name	Abbreviations	Full Vaccine Name	Abbreviations	Full Vaccine Name	Abbreviations	Full Vaccine Name
DT	Diphtheria, Tetanus	Hep A	Hepatitis A	MCV / MCV4	Meningococcal Conjugate Vaccine	OPV	Oral Poliovirus Vaccine
DTaP	Diphtheria, Tetanus, acellular Pertussis	Hep B	Hepatitis B	MenB	Meningococcal B	PCV / PCV7 / PCV13	Pneumococcal Conjugate Vaccine
DTP	Diphtheria, Tetanus, Pertussis	Hib	<i>Haemophilus influenzae</i> type b	MPSV / MPSV4	Meningococcal Polysaccharide Vaccine	PPSV / PPV23	Pneumococcal Polysaccharide Vaccine
Flu (IIV)	Influenza	HPV (2vHPV / 4vHPV / 9vHPV)	Human Papillomavirus	MMR	Measles, Mumps, Rubella	Rota (RV1 / RV5)	Rotavirus
HBIG	Hepatitis B Immune Globulin	IPV	Inactivated Poliovirus Vaccine	MMRV	Measles, Mumps, Rubella with Varicella	Td	Tetanus, Diphtheria

Reference guide for vaccine trade names in alphabetical order

For updated list, visit <https://fortress.wa.gov/doh/cpir/iweb/homepage/completeistofvaccinenames.pdf>

Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine
ActHIB®	Hib	Fluarix®	Flu	Havrix®	Hep A	Menveo®	Meningococcal	Rotarix®	Rotavirus (RV1)
Adacel®	Tdap	Fluceivax®	Flu	Hiberix®	Hib	Pediarix®	DTaP + Hep B + IPV	RotaTeq®	Rotavirus (RV5)
Afluria®	Flu	FluLaval®	Flu	HibTITER®	Hib	PedvaxHIB®	Hib	Tenivac®	Td
Bexsero®	MenB	FluMist®	Flu	Ipol®	IPV	Pentacel®	DTaP + Hib + IPV	Trumenba®	MenB
Boostrix®	Tdap	Fluvirin®	Flu	Infanrix®	DTaP	Pneumovax®	PPSV	Twinrix®	Hep A + Hep B
Cervarix®	2vHPV	Fluzone®	Flu	Kinrix®	DTaP + IPV	Pprevnal®	PCV	Vaqta®	Hep A
Daptacel®	DTaP	Gardasil®	4vHPV	Menactra®	MCV or MCV4	ProQuad®	MMR + Varicella	Varivax®	Varicella
Engerix-B®	Hep B	Gardasil® 9	9vHPV	Menomune®	MPSV4	Recombivax HB®	Hep B		

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711).

**AUTHORIZATION AGREEMENT FOR
CREDIT or DEBIT CARD (EFT) AUTOMATIC PAYMENTS**
For Automatic Payment from Bank Account (ACH), please fill out reverse side instead

Company: **SAMENA CLUB**

I (we) hereby authorize Samena Club or its authorized credit/debit card transaction agent(s) to bill my credit/debit card account indicated below for monthly payment.

Credit/Debit Card type: (Please circle one) **Visa** **Mastercard** **Discover** **AmEx**

- Last 4 digits of credit card # ___ ___ ___ ___
- Expiration Date: ___ ___ / ___ ___
- CVV# (3 or 4 digits): ___ ___ ___ ___
- Name on Card: _____
- Street Address credit card statement is sent to: _____
- Zip Code: _____

This authority is to remain in full force and effect until Samena Club has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Samena Club and the DEPOSITORY a reasonable opportunity to act on it. If I change the account number or financial institution specified, I will provide written authorization for the change to Samena Club.

Membership Number: _____

Primary Member Name: (Please Print) _____

Primary Member Signature: _____ Date Signed: _____

Spouse: (if applicable)

Spouse Name: (Please Print or Type) _____

Spouse Signature: _____ Date Signed: _____

15231 Lake Hills Blvd. Bellevue WA 98007
Attn: Rachel Perez (425) 746-1160 ext 124 rachelp@samena.com

**AUTHORIZATION AGREEMENT FOR
ACH (Bank Account) AUTOMATIC PAYMENTS**

For Automatic Payment from Credit/Debit Card (EFT), please fill out reverse side instead

Company: **SAMENA CLUB** **Type of Account:** **Checking** **Savings**

I (we) hereby authorize Samena Club to initiate an electronic debit to my (our) account identified below and its depository (bank), to debit the same to said account.

Depository Name: _____ Branch _____

City, State, Zip: _____

Transit/Routing No. : _____ : Account No. _____
(first 9 numbers on bottom left of check)

I have read and agree to the terms of this application. This authorization is to remain in full force and effect until Samena Club and its DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford Samena Club and its DEPOSITORY a reasonable opportunity to act on it.

I further understand that it is my sole responsibility to maintain sufficient available funds in my account to provide for payment to Samena Club on the due date. In the vent that there are insufficient funds in the account and my financial institution denies payment to Samena Club, I understand that Samena Club will add a \$10.00 service fee to my account.

Membership Number: _____

Primary Member Name: (Please Print or Type)

Primary Member Signature: _____ Date Signed: _____

Spouse: (if applicable)

Spouse Name: (Please Print or Type)

Spouse Signature: _____ Date Signed: _____

(ATTACH VOIDED CHECK)