

S A M E N A

•SWIM & RECREATION CLUB•

BEFORE & AFTER SCHOOL CARE

Registration Packet 2024/2025



All forms are due in completion before start of care:

Tuition & Program Summary

Registration Form

Due: Time of Enrollment

B&A Program Contract

Due: Time of Enrollment

Medical Information

Due: August 26th, 2024

Program Waiver & Parent Consent Form

Due: August 26th, 2024

Medication Dispensing Form

Due: August 26th, 2024

**Certificate of Immunization Status (CIS) or Certificate
of Exemption**

Due: August 26th, 2024

Samena Swim and Recreation Club

15231 Lake Hills Blvd. Bellevue, WA 98007

Phone: (425) 746-1160

www.samena.com

Program Director: Rebecca Luke rebeccal@samena.com

Program Coordinator: Jay Tavener jayt@samena.com



2024-2025

Before & After School Care

Samena Before & After School Care is a great place for children, ages 5-12! Children can enjoy daily snacks, swimming, homework club, and lots of activities. Our state-licensed program provides quality care in a safe and friendly atmosphere. Choose 2 – 5 days per week with options of mornings only, afternoons only, or both. Breakfast and a PM snack are served using USDA guidelines. Care generally follows the Bellevue School District calendar.

Philosophy: At Samena we take pride in offering a program that nurtures children through positive communication and interaction. We offer opportunities to develop new skills and encourage creative problem-solving. Samena staff is professionally trained in childcare, first aid, and CPR and all staff have passed background checks.

Come, learn, explore, and play!

Before School Care:

Morning care opens at 6:30 am

In morning care we provide breakfast and a relaxed free play time before taking children to school.

After School Care:

Afternoon care closes at 6:30 pm

An after-school snack, swimming on Wednesdays and Fridays, homework club, and lots of stimulating activities are included in our state-licensed program where your child will receive quality care in a safe and friendly atmosphere.

Monthly Tuition

5 Days	Member	Program Member
Before Care		
1 st Child	\$425	\$510
Additional Child	\$340	\$410
After Care		
1 st Child	\$770	\$935
Additional Child	\$620	\$750
Before & After Care		
1 st Child	\$960	\$1165
Additional Child	\$770	\$935

4 Days	Member	Program Member
Before Care		
1 st Child	\$375	\$445
Additional Child	\$300	\$355
After Care		
1 st Child	\$665	\$805
Additional Child	\$530	\$645
Before & After Care		
1 st Child	\$840	\$1020
Additional Child	\$670	\$815

3 Days	Member	Program Member
Before Care		
1 st Child	\$300	\$350
Additional Child	\$240	\$280
After Care		
1 st Child	\$540	\$655
Additional Child	\$430	\$525
Before & After Care		
1 st Child	\$680	\$830
Additional Child	\$545	\$665

2 Days	Member	Program Member
Before Care		
1 st Child	\$230	\$275
Additional Child	\$185	\$220
After Care		
1 st Child	\$400	\$490
Additional Child	\$320	\$390
Before & After Care		
1 st Child	\$510	\$610
Additional Child	\$410	\$490

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•SWIM & RECREATION CLUB•

2024-2025 Samena Before & After School Program Contract

PARENT COPY

Thank you for choosing Samena for your childcare needs. We look forward to having your child in our Before and After Care program this school year! Please read this contract, sign and return the Samena copy (at registration), and keep the parent copy for your records.

Payment Policy

- **Registration Fee & Deposit:** A non-refundable registration fee of \$150/student (\$200/family) and non-refundable \$200/student deposit (applicable to first month tuition) must accompany a B&A Registration Form, B&A Program Contract, and Authorization Agreement for Credit or Debit Card Automatic Payments form.
 - **Remainder** of first and last month's tuition is due by **August 1, 2024** and will be automatically deducted using the primary card on file. If registering after August 1, 2024, first and last month's tuition is due at time of registration.
 - **Tuition payments** are automatically deducted the first week of each month using the primary card on file.
 - **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, illness, etc.*
 - **Cancellation Policy:** As of **August 1, 2024, there are no refunds on the first or last month's tuition.**
 - **Withdrawal Policy:** Written notice must be sent to childrens@samena.com at least 30 days before the 1st of the month in which you wish the changes to take place is required to cancel/switch days or withdraw from the program.
- Our before and after school year program is designed to operate on the school year calendar with a commitment for September through June.

Additional Fees

- **Transportation Fee:** Transportation fee is built into the monthly tuition.
- **Waitlist Fee:** In the event of a waitlist, a \$150 waitlist fee is required. If we are unable to secure a spot for your child in the B&A Program by August 23rd, 2024, 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 if space is available. There is a \$50 change fee to decrease the number of days attending.
- **Non-school Days:** A separate registration process and fees apply for Bellevue School District non-school days. Registration may be handled at the Front Desk. The non-school days include winter break, mid-winter break and spring break, various holidays and professional development days. Care for these days is not included in your tuition, but currently enrolled B&A participants receive a discount on Non-School Day Camps.
- **Swim Lessons:** Free swim is provided as part of our program for participants enrolled on Wednesdays and Fridays. Additionally, current B&A participants may enroll in Samena Swim Lessons at a discounted rate. Please be aware, you must notify staff at time of registration that your child is enrolled in B&A to receive a discount. B&A staff will take children to and from swim lessons when enrolled in swim lessons between 4pm and 5pm. We cannot take or pick children up after 5:30pm.
- **Late Pick Ups:** Our program closes at 6:30 PM. A fee is charged at a rate of \$30/per each 10-minute increment you are late past 6:30 PM. The late fee will be charged directly to your account using the primary card on file and will not be prorated. Please call if you will be late for any reason.

Additional Information

- **Procare Solutions:** Each family will receive an invitation from Procare Solutions, via email, to create a profile prior to the start of school. This is the program we use to sign children in/out, track attendance, track forms, etc. Please watch your inbox, spam or junk inbox for this invitation.
- **Mandatory State Licensing Paperwork:** Additional forms must be completed and submitted in your child's Procare profile. The deadline for all remaining Samena paperwork is **Monday, August 26th**. This includes the Medical form with medical treatment and promotional waiver, Certificate of Immunization Status (CIS) form (downloaded directly from myirmobile.com or manually filled out and signed by child's physician). *We will not be able to provide care for your child until we have all forms completed and submitted, as per state regulation.*
- **Van Policy:** The van will wait at the school for 10 minutes at the designated loading area. If the child does not arrive within 10 minutes, the van will return to Samena and the child's parents will be contacted. It is the responsibility of the parents or school to transport a child who misses the Samena van. Please notify Samena by 12pm, in advance, if your child will not be attending for the day.
- **Medication** If your child requires medication, a medication information sheet must be completed 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. Please contact the Children's Coordinator for this form.
- **Communication:** For your child's safety, we ask that you provide in writing, or via email, to the Preschool Coordinator any changes to your emergency contacts including address and phone changes. These changes may also be updated in your child's Procare profile.



BEFORE & AFTER SCHOOL CARE 2024-2025

Registration Form

Contact Information	
Child's Full Name:	Child's Birthdate:
Child's Age at Start of School:	Child's School Grade:
Parent / Legal Guardian Name:	
Email:	Phone Number(s):
Parent / Legal Guardian Name:	
Email:	Phone Number(s):
Address:	
Registration Information	
Bennett <input type="checkbox"/> Lake Hills <input type="checkbox"/> Phantom Lake <input type="checkbox"/> Puesta del Sol <input type="checkbox"/> Sherwood Forest <input type="checkbox"/> Spiritridge <input type="checkbox"/> Ardmore (PM Care only) <input type="checkbox"/> Stevenson (PM Care only) <input type="checkbox"/>	
Transportation Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Days/Time of Care Needed: <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Both	
Days: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Weds <input type="checkbox"/> Thurs <input type="checkbox"/> Fri	

Registration Fee & Deposit- \$150/student (\$200/family) non-refundable fee and non-refundable \$200/student deposit (applicable to first month's tuition) required with this form at the time of registration.

Additional Information:

*Please note remaining first and last month's tuition is due by **August 1, 2024**, and deducted automatically using the primary card on file.

*Please note that the June tuition is non-refundable/non transferrable as of August 1, 2024.

*A written notice 30-day prior to the 1st of the month from which you are wanting to withdraw is required to withdraw from the program.

Office Use Only Payment Due at Registration: Registration Fee (\$150 1 kid, \$200 2 kids) + \$200 Deposit Date: _____ Staff: _____	WAITLIST \$150 waitlist fee Date: _____ Staff: _____
Upon cancellation: Date _____ <input type="checkbox"/> Billing notified	

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- **Communication:** For your child’s safety, we ask that you provide in writing, or via email, to the Preschool Coordinator any changes to your emergency contacts including address and phone changes. These changes may also be updated in your child’s Procare profile.

I/we also agree to the Terms of the Samena Club Before and After School Care as listed on this contract. I have read and understand the terms of this agreement. I have received a copy of the Samena Club Before and After School Care Rules and Regulations and guidelines. I agree that I and all persons participating in the Samena Club Before and After School Care are bound by and shall comply with the rules and regulations of the Club as they may be amended from time to time.

Printed Name _____

Signature _____

Date _____



**AUTHORIZATION AGREEMENT FOR
CREDIT or DEBIT CARD AUTOMATIC PAYMENTS**

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 tuition payments in the 2024-2025 school year. I understand that the primary card on file will be used for payment, and it is my responsibility to contact the billing department (billing@samena.com) if I need an alternate card to be used.

Use my primary credit card on file.

This authority is to remain in full force and effect until the completion of the school year or until Samena Club has received written notification from me 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 need to change the payment method, I will provide written authorization for the change to billing@samena.com .

Membership Number: _____

Primary Member Name: (Please Print) _____

Primary Member Signature: _____ Date: _____