

April 2019

Dear Martha & Mary Kids' Club Families,

We are now opening enrollment for the **2019 Martha & Mary Kids Club Summer Program: "M&M Cruisin' Into Summer!"**



To promote a sense of purpose and empowerment, our M&M Kids Club Youth assisted in the creation of our summer program offerings this year and this summer is going to be so much fun! Each week we will take off on a different adventure utilizing STEAM principles to explore different locations around the world. We will learn leadership and teambuilding skills along the way. Additionally, there will be sports programs, mini-camps, reading clubs, engaging presenters and much more!

In North Kitsap, the summer program will be held at Poulsbo Elementary School (Poulsbo). In Central Kitsap, the program will be held at Cougar Valley Elementary School (Silverdale).

The dates for this year's summer program are as follows:

- **Cougar Valley's program will begin on Monday, June 24 and will end on Friday, August 30.**
- **Poulsbo's program start date is TBD (once last day of school is determined by the district) and will end on Friday, August 30.**

Any child who has completed Kindergarten through 12 years of age is eligible to participate in our summer program.

We are pleased to offer your family:

- **Age-Appropriate Curriculum**
- **Two Convenient Campuses in Poulsbo and Silverdale**
- **Monday through Friday, 6:00am – 6:00pm Hours of Operation**
- **Flexible Scheduling** – Full or part-time attendance
- **AM & PM Snacks** – *Nutritious sack lunch to be provided by families*

To enroll your child in our summer program, we require the following:

- **Registration Form** – See attached; please complete ALL sections, as required by licensing
- **Your Child's Schedule** – See attached June/July & August Calendars
- **Registration Fee**
 - **Continued Enrollment:** \$20 through May 15th and \$30 after May 15th
 - **New Enrollment:** \$50 – parent must complete orientation prior to start of attendance
- **50% of First Month's Tuition** - For new enrollments only
- **Sunscreen Permission Form & Sunscreen Labeled with Your Child's Name** – You may bring your child's sunscreen on the first day of the program
- **Hand Sanitizer Permission Form** – To be used when on field trips when soap/running water isn't available

Your child will need to bring the following items each day:

- **Closed-Toe Shoes** - No sandals or flip-flops per licensing codes
- **Sack Lunch Labeled with your Child's Name** - Please no soda. Water, milk, or juice only.

Our center's Policies & Procedures are also presented in hard copy and digital format for your convenience. Should you require more information about this year's summer program, please speak with the Site Coordinator at your child's school or call our Main Office at 360-394-4089. We look forward to seeing you this summer!

Sincerely,

Terry McCutcheon

Kids' Club Director 360-394-4089
tmccutcheon@mmhc.org

Rochelle Stroud

Office Coordinator 360-394-4073
rstroud@mmhc.org

Martha & Mary Kids' Club
Summer Program 2019

New Child Registration Fee: \$50.00 first child; \$40.00 each additional child
Continued Enrollment Fee: \$20.00 per child (early enrollment April 15th through May 15th)
 \$30.00 per child (enrolled after May 15th)

<u>Days Scheduled Per Week</u>	<u>Amount Per Day</u>
5 Days	\$33.00
3-4 Days	\$38.00
1-2 Days	\$43.00
Drop-in Care**	\$50.00
Ten Hour Fee	\$5.00 per day
<u>Summer School Rate</u> (for children attending a district-sponsored summer school)	<u>Amount Per Session</u>
AM Only	\$15.00 per day
AM and/or PM	\$25.00 per day

** If drop-in care is needed, you **must** call before and ensure there is space for your child (reservations on field trip days must be made 24 hours in advance and field trip space cannot be guaranteed). **Drop-ins will not be accepted if there is no space.**

Discounts Offered (one per family):

- Sibling Discount (10%)
- Active Duty Military Discount (10%)
- CKSD & NKSD Employee Discounts

(Discount applied to one child per family - oldest child's tuition. Discount applied to scheduled days only.)

Attendance Policies:

- **A minimum of two sessions per child per month is required. If care is not needed for at least two sessions during the month, a space hold fee of \$50.00 per child will be automatically assessed.**
- Once the month begins, two weeks' notice is required to make changes to child's schedule at the non-drop-in rate.
- If your child is absent, you are still charged.
- Monthly Calendars are due no later than the 15th of the previous month.
- Late Pick-Up Fee (per child): \$2.00 per minute (\$10.00 minimum).
- Ten hour fee applies for children scheduled/attending care for more than 10 hours.

Payment Schedule

- Payments are due by the 20th of each month.
- Late payment fee of \$30.00 is assessed on the 25th of the month on all unpaid balances.
- Delinquent accounts not made current by the last day of the month will result in termination of enrollment. Upon re-enrollment, a registration fee will be charged.
- Two weeks written notice is required if you wish to terminate your child's enrollment with Martha & Mary Kids' Club.
- Check return fee of \$35.00 is assessed on all returned checks.

Hours of Operation: 6:00 a.m. to 6:00 p.m., Monday through Friday

Office Phone: (360) 394-4089

E-mail: mmkids@mmhc.org

Website: marthaandmary.org



For Staff/Office Use Only

Site (circle): Cougar Valley Poulso
 Date Received: _____ Received by: _____
 Group: TREKKERS EXPLORERS VOYAGERS

2019 SUMMER PROGRAM REGISTRATION

Child's First Name: _____

Last Name: _____

School: _____

Age: _____

Gender: M F

Child Resides With: _____

Birth Date: _____

Parent/Guardian 1: _____

Home Phone: () _____

Address: _____

Cell Phone: _____

Address 2: _____

Employer: _____

City | St | Zip _____

Work Phone: _____

Parent/Guardian 2: _____

Home Phone: () _____

Address: _____

Cell Phone: _____

Address 2 _____

Employer: _____

City | St | Zip _____

Work Phone: _____

Email Addresses - Used for monthly invoice delivery and parent communication

Parent / Guardian 1: _____

Parent / Guardian 2: _____

AUTHORIZATIONS (must be 18 years old; address required)

Emergency Contacts - Parents will always be contacted first

Name _____

Relationship: _____

Address _____

Phone: _____

City | St | Zip _____

Phone: _____

Name _____

Relationship: _____

Address _____

Phone: _____

City | St | Zip _____

Phone: _____

Additional Persons Authorized to Pick Up Child

(Parent Authorization Required for ALL Alternate Pick Ups. If any restrictions, please contact main office and include court documents)

Name _____

Relationship: _____

Address _____

Phone: _____

City | St | Zip _____

Phone: _____

RESTRICTED PERSONS

(Please contact main office and include court documents)

Name: _____

Relationship: _____

Name: _____

Relationship: _____



- | | |
|---|------------------------|
| <input type="checkbox"/> New Registration
<input type="checkbox"/> Continued Enrollment
<input type="checkbox"/> Full Registration Fee Paid
<input type="checkbox"/> Complete Immunization Form Submitted
<input type="checkbox"/> Complete Immunization Form On File | <i>Office Use Only</i> |
|---|------------------------|

MEDICAL INFORMATION

If no physician or dentist information is available, a separate written plan for medical or dental emergency must be provided.

Physician Name : _____

Date of Last Physical Exam: _____

Physician Address: _____

Phone: _____

City | St | Zip _____

Dentist's Name : _____

Date of Last Dental Exam: _____

Dentist's Address: _____

Phone: _____

City | St | Zip _____

Does your child have limitations, medical concerns, or behavioral concerns of which we should be aware?

☐ Allergies: (list, if checked; additional forms required)

☐ Medications: (if administering on-site, additional forms required)

☐ My child has no known medical allergies and is not on any medications.

Parent Initials: _____

CONSENT

Participation Release: I give permission for my child to leave the center by foot for outdoor exercise and educational purposes with the understanding that my child will be accompanied by center staff and under proper supervision at all times. I also give permission to Martha & Mary to transport my child to and from the site on field trips and other activities (additional permission form to be signed day-of) by bus or company vehicle. **Parent Initials** _____

First Aid: I give Martha & Mary staff authorization to administer first aid and emergency treatment by a qualified staff member of Martha & Mary as necessary. **Parent Initials** _____

Medical Treatment: In the event I cannot be reached, I give Martha & Mary staff permission to obtain medical care for my child. I further authorize consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician or hospital when deemed necessary or advisable by the physician to safeguard my child's health and I cannot be contacted. I waive my right of informed consent to such treatment. I expect that a conscientious effort will be made to locate my designees or myself. I will accept any expenses incurred. **Parent Initials** _____

Photography: I give permission for my child to be photographed and videotaped while in care during program functions and field trips. I understand that photographs/videos may be taken by center staff or by parents/guardians and may be shared via email to family members. I will be asked to sign a separate permission form before any photos/videos are used for public relations purposes and understand that I have the right to refuse permission for such use. **Parent Initials** _____

Policy: I acknowledge that I have received and understand the parent information packet and agree to abide by the policies stated therein. I fully understand the rights, responsibilities and relevant facility policies and procedures. I acknowledge that I understand and agree to abide by the policies of Martha & Mary. **Parent Initials** _____

Signature of Parent/Guardian: _____ **Date:** _____

For office use only

Processed By: _____ Date: _____

☐ Sunscreen Form ☐ Hand Sanitizer Form



Child's Name:

Site:

Enrollment Agreement Financial Information

SITE HOURS OF OPERATION

The School Sites are open from 6:00 a.m. to 6:00 p.m., Monday through Friday. Sites will be closed in observance of the following holidays: New Year's Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. In addition, sites will close at 4pm on Christmas Eve.

I understand that, in accordance with school age licensing regulations, my child may be released to the custody of Child Protective Services or other local authorities, if I (*or other authorized persons*) fail to pick up my child and/or contact the site and I (*or other authorized persons*) cannot be reached within 30 minutes after close-of-business.

The sites will be open whenever possible on regularly scheduled day, during normal business hours. The procedure for notifying families of delays and closures due to inclement weather and/or emergencies will be posted at each site. If it becomes necessary to close early, it will be my responsibility to arrange for my child's prompt pick-up.

FEE SCHEDULE AND FINANCIAL TERMS

1. I agree that, in consideration of admission to Martha & Mary Kids and the rendering of services to my child(ren), I am obligated to pay all charges incurred in accordance with the payment regulations and current rate schedules of Martha & Mary Kids. The current rate schedule is attached.
2. Payments are due by the 20th of each month for monthly services. A late charge of \$30.00 is assessed on accounts not paid in full by midnight on the 24th of the month. Accounts not made current by the last day of the month are in default. At that time, the child's enrollment will be terminated until the account has been paid in full. I understand that a new registration fee may be required in order for my child(ren) to return. Past due accounts bear interest in the amount of 12% per annum. Should the account be referred to an attorney for collection, the undersigned agrees to pay reasonable attorney's fees and all collection expenses.
3. Martha & Mary will not be responsible for unbalanced ledgers due to parent/guardian disputes. If a bill is paid by more than one party, the division of fees is strictly the responsibility of the parties involved.
4. Tuition fees are not subject to pro-ration for absences, illnesses, or emergency closure of the center. If my child's attendance pattern (*days/times*) need to change in any way, I will notify site management immediately. I understand that, once the month begins, scheduled days may not be switched, but days can be added if space is available. Two weeks' notice is required to add days at regular rates; otherwise, drop-in rates apply.
5. I understand a minimum of two days per child per month is required. If care is not needed for at least two days during the month, an additional space hold fee of \$50.00 per child will be automatically assessed.
6. I agree that I will pay the full tuition fee, even if my child(ren) is absent for one or more scheduled days.
7. A late pick up fee of \$10.00 for the first 5 minutes and \$2.00 per minute thereafter will be assessed (*per child*) when a child attends past close-of-business. I understand that late pick up fees are due on the day of service, and must be paid before my child(ren) returns to care the following day. The late pick up fee does not constitute as agreement to provide after-hours services.

Child's Name: _____ Site: _____

8. I understand that there is a fee of \$35.00 for returned checks. Payments from customers with prior outstanding redeemed returned checks must be in the form of a money order or cashier's check. Returned check activity may be subject to immediate termination of services.
9. Two weeks' written notice is required prior to the last day of attendance. If I do not give proper notice, I agree to pay any fees or full tuition that may be due for the final two weeks, regardless of my child(ren)'s attendance. I also understand any prepaid funds of \$20.00 or less which remains at the time of my child's disenrollment will not be remitted to me unless requested in writing within 90 days.
10. Where other parties such as state or federal agencies (DSHS) pay a portion or all of the childcare charges, I hereby agree to pay my participation of the charges, or all charges for any period the child is determined to be ineligible for the program, as well as all charges incurred which are properly charged toward the child under such programs. I understand it is my responsibility to ensure that coverage with outside agencies is kept current and up to date.
11. When seeking to obtain financial assistance through DSHS, I understand that DSHS coverage will be effective as of the date of receipt and that "back-dating" is not accepted, even if authorized by DSHS.
12. I understand that reauthorization of eligibility must be received from DSHS before the current end date of authorization or enrollment will be terminated. Re-enrollment will not be guaranteed, and will not be considered until such time as proof of eligibility is provided.

DISCOUNTS AND PAYMENT

Only one discount can be applied per family. Discounts do not apply to families receiving DSHS subsidies. For families with multiple children in our care, the discount is applied to the oldest child's tuition. Discounts are applied to scheduled days only.

Payment Type (select one):

- ☐ Private Pay
- ☐ Employee*
- ☐ DSHS*

Discounts (one per family):

- ☐ Sibling Discount
- ☐ Military Discount*
- ☐ CKSD or NKSD Employee Discount

**additional forms required*

ACKNOWLEDGMENT

I certify that I have read, understand and accept all of the terms and conditions in this Agreement. This Agreement will be effective as of _____.

Parent/Guardian Signature (1) _____ Date _____

Parent/Guardian Signature (2) _____ Date _____

Staff Use Only

Date Received/Orientation Date: _____ By: _____

Center Director Signature: _____ Date: _____

Additional forms obtained:

- ☐ DSHS Award Letter
- ☐ Employee Payroll Deduction Authorization
- ☐ DSHS Policies Agreement
- ☐ Military Discount Form



Sunscreen Authorization Form (Sunscreen Brought from Home)

Child's Name:	Type of Sunscreen:
Start Date: 06/20/2019	Stop Date: (up to 6 mo. after 'start date') 08/30/2019
Times to be Applied:	Possible Side Effects:
Special Instructions: (Include previous sunscreen reactions)	

Reason for medication: Protection from sun

Amount to be given: Cover exposed areas of skin

Route: Topical

Storage: Room temperature

Parent/Guardian Signature

Date

Daytime Phone Number



Sunscreen Application Record

(Must be filled out by the person who applies the sunscreen)

Child's Name:

Name of Sunscreen:

Date	Time -AM Application	Initials	Time -PM Application	Initials	Date	Time -AM Application	Initials	Time -PM Application	Initials
6/24					7/29				
6/25					7/30				
6/26					7/31				
6/27					8/1				
6/28					8/2				
7/1					8/5				
7/2					8/6				
7/3					8/7				
7/4					8/8				
7/5					8/9				
7/8					8/12				
7/9					8/13				
7/10					8/14				
7/11					8/15				
7/12					8/16				
7/15					8/19				
7/16					8/20				
7/17					8/21				
7/18					8/22				
7/19					8/23				
7/22					8/26				
7/23					8/27				
7/24					8/28				
7/25					8/29				
7/26					8/30				

List any **side effects** and date below. Notify parent/guardian immediately.

Signatures (& initials) of persons applying sunscreen:

____ ()
 ____ ()
 ____ ()
 ____ ()

____ ()
 ____ ()
 ____ ()
 ____ ()



Hand Sanitizer Authorization Form

Child's Name:	Date of Birth/Age:
Name of Medication: Hand Sanitizer	Reason for Medication: No Running Water Immediately Available
Start Date: 06/20/2019	Stop Date: 08/30/2019
Times to be given: As Needed on Field Trips	Amount to be given:
Possible Side Effects:	<input checked="" type="checkbox"/> Topical <input type="checkbox"/> Other
Special Instructions:	

Parent/Guardian Signature

Date

Daytime Phone Number

Medication Record

(Must be filled out by the person who gives the medication)

Child's Name:

Name of Medication: Hand Sanitizer

Date	Time	Dosage	Initials	Reason NOT Given	Side Effects Observed

Initials and signatures of persons giving medication:

JUNE/JULY 2019

Please mark **drop off and pickup times** on each day your child will be attending. Calendars need to be turned in by **JUNE 1ST**.

Child's Name: _____ School (circle one): **COUGAR VALLEY (CK)** **POULSBO (NK)**

MON	TUE	WED	THURS	FRI
June 24 CK First Day	June 25	June 26	June 27	June 28
<*** NK First Day of Camp TBD ***>				
July 1	2	3	4 CLOSED Independence Day	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Billing Schedule	
Scheduled:	
5 Days/Week	\$33.00/day
3-4 Days/Week	\$38.00/day
1-2 Days/Week	\$43.00/day
Unscheduled/Drop-In:	
Summer Drop In*	\$50.00/day
*Please call ahead to ensure that there is space for your child.	

All payments are due by the 20th of the month. Any account not paid in full (including Drop-In fees) by the 24th of the month will be assessed a late fee in the amount of \$30.

Closed-toe shoes only please, per licensing regulations.



***NK (Poulsbo) start date will be announced once the last day of school has been determined.
 CK (Cougar Valley) start date will be June 24th.

AUGUST 2019

Please mark **drop off and pickup times** on each day your child will be attending. Calendars need to be turned in by **JUNE 1ST**.

Child's Name: _____

School (circle one): **COUGAR VALLEY (CK)**

POULSBO (NK)

MON	TUE	WED	THURS	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Billing Schedule	
Scheduled:	
5 Days/Week	\$33.00/day
3-4 Days/Week	\$38.00/day
1-2 Days/Week	\$43.00/day
Unscheduled/Drop-In:	
Summer Drop In*	\$50.00/day
<i>*Please call ahead to ensure that there is space for your child.</i>	

All payments are due by the 20th of the month. Any account not paid in full (including Drop-In fees) by the 24th of the month will be assessed a late fee in the amount of \$30.

Closed-toe shoes only please, per licensing regulations.



Martha & Mary Kids will be CLOSED August 31st through Tuesday, September 3rd. We will reopen for before & after school care on the first day of school, September 4th.