



BEFORE AND AFTER SCHOOL PROGRAM

On-campus care, learning and enrichment.

Monday - Friday

- **6:00 am until school begins**
- **After school until 6:00 pm**

Including Non-School Days and Holiday Breaks.

Active Minds:	Daily reading, STEM, and activities related to culture and the arts
Healthy Hearts:	Plenty of physical activity, plus nutritious snacks
Homework Help:	A structured setting to complete school assignments
Round Up:	Teacher-led peer discussions for social-emotional wellness
Lessons for Life:	Community activities that build character and life skills

REGISTER TODAY!

360.394.4089

marthaandmary.org

MARTHA & MARYSM **Kids**SM
Before and After School
CARING FOR CHILDREN AND SENIORS SINCE 1891

July 22, 2019

Dear Families,

We'd like to welcome you to M&M Kids Before & After School Program. We're excited to have your child(ren) as a part of our program this year, and look forward to working with your family.

We are a licensed program with a staff to child ratio of 1:15, though we have two staff on site at all times. We are open Monday through Friday from 6am until the start of school, and after school until 6pm. During this time we offer stimulating activities including cooking, science, reading, STEM and community outreach, as well as an opportunity for free time and positive interaction with their peers. We also have a time where children can focus on doing their homework and our staff is available for help, as needed.

On non-school days and during breaks (winter, spring, and summer) we are open for full day care at Poulsbo Elementary (NKSD) and Cougar Valley Elementary (CKSD).

If you have further questions regarding our program, please feel free to call us at our main office at (360) 394-4089. We'd be more than happy to discuss our program in greater detail and answer any questions you might have. We look forward to having you as a part of the Martha & Mary family.

Respectfully,

Terry McCutcheon

Program Director

(360) 394-4089

tmccutcheon@mmhc.org

Rochelle Stroud

Office Coordinator

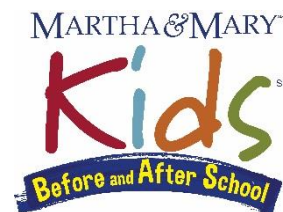
(360) 394-4073

rstroud@mmhc.org

Martha & Mary KIDS Before & After School Program

Central Kitsap

2019-2020 Fee Schedule



Registration Fees:

- New Child Registration: \$50.00 first child; \$40.00 each additional child (non-refundable)
- Continued Enrollment: \$20.00 per child if enrolled by Aug. 20th, \$30.00 per child Aug. 21st or after

FULL TIME RATE OPTIONS

Scheduled Care	Rate	In-Service & Non-Student Days	Early Release	Spring Break & Winter Break	Half Days
Before & After School Care	\$442.00/month	Included	Included	\$10.00 additional per day	Included
Before Care Only	\$280.00/month	\$22.00 additional per day (if space is available)	\$17.00 additional per day (if space is available)	\$22.00 additional per day	\$17.00 additional (if space is available)
After Care Only	\$307.00/month	\$22.00 additional per day (if space is available)	Included	\$22.00 additional per day	Included

PART TIME RATE OPTIONS

Scheduled Care	AM & PM Care	AM Care Only	PM Care Only	Full Day Care	AM or PM Drop-In Care	Full Day Drop-In Care
Daily Per Session	\$25.00	\$16.50	\$17.00	\$36.00*	\$25.00 per session	\$45.00*

*An additional fee of \$5.00/day is charged for children who attend, or are scheduled to attend, more than 10 hours.

DISCOUNTS

(One discount per family - discount applied to oldest child's tuition; applicable to scheduled care only.)

Discount	Sibling Discount	Active Duty Military	NK School District Employees	CK School District Employees
	10%	10%	See office	10%

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 \$25.00 per child will be automatically assessed.
- If your child is absent, you are still charged.
- Once the month begins, two weeks' notice is required to make changes to child's schedule at the non-drop in rate.
- Monthly calendars are due no later than the 20th of the previous month.
- Late Pick-Up Fee (per child): \$2.00 per minute (\$10.00 minimum) due at pick-up.

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.

Hours of Operation: 6:00am to 6:00pm, Monday through Friday

Office Phone: 360-394-4089

Email: mmkids@mmhc.org

Website: www.marthaandmary.org





For Staff/Office Use Only			
Site (circle):	CV	GOR	PE PO
	SUQ	VIN	WOL
Date Received:	Received by:		

2019-2020 BEFORE & AFTER SCHOOL 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: _____



Enrollment Agreement Financial Information

Child's Name:

Site:

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 sessions per child per month is required. If care is not needed for at least two sessions during the month, an additional space hold fee of \$25.00 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.
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.

Child's Name: _____ Site: _____

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. Full Time Rate: Monthly tuition rates are based on the number of days school is in session and averaged over the 10 months of the school year to ensure a consistent monthly fee. Monthly fees are not adjusted for break weeks (i.e. winter and spring breaks), shorter months, or inclement weather days (i.e. snow days, late starts).
11. 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.
12. 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.
13. 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 (please select one below)
- ☐ Employee*
- ☐ DSHS*

**additional forms required*

Discounts (one per family):

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

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
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Parent/Guardian Signature (2)	Date
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Child's Name: _____ Site: _____

Private Pay Rate Options (select one):

- ☐ Full Time Rate (based on schedule provided below)
- ☐ Part Time Rate (monthly attendance schedule is required by the 20th of the previous month)

SCHEDULED ATTENDANCE

Tuition fees are based on the following scheduled attendance. I understand I will be charged additional tuition fees if my child's attendance extends beyond the schedule submitted below. I understand I may add sessions/days (*if space is available*) at the drop in rate.

My child will attend on the following days and times:

	AM Arrival Time	AM Departure (start of school)	PM Arrival (end of school)	PM Departure
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Non-School Days		X	X	

I understand there is an additional fee for each day that my child is either scheduled for more than 10 hours or is in attendance for more than 10 hours.

☐ I will need care for my child over 10 hours per day due to _____
_____.

AUTHORIZATION

The schedule listed above will be effective as of _____ (*child's start date OR change effective date*).

Primary Parent/Guardian Signature	Date

Center Director Signature	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

SEPTEMBER 2019

Please mark **drop off and pickup times** on each day your child will be attending. Calendars need to be turned in by **August 20th**.

Child's Name: _____ School: COUGAR VALLEY

MON	TUE	WED	THURS	FRI
2 CLOSED Labor Day	3 CLOSED For Site Setup	4 First Day (Gr 1-5)	5	6
9 First Day (Kinder)	10	11	12 Early Release	13
16	17	18	19 Early Release	20
23	24	25	26 Early Release	27
30				

Billing:

Fees are assessed on the 1st of the month for scheduled care during that month. Please see Fee Schedule for rates.

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.





Certificate of Immunization Status (CIS)

For Kindergarten-12th Grade / Child Care Entry

Office Use Only:

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.



Parent/Guardian Signature Required

Date

I certify that the information provided on this form is correct and verifiable.



Parent/Guardian Signature Required

Date

◆ Required for School and Child Care/Preschool

● Required Only for Child Care/Preschool

Date
MM/DD/YY

Date
MM/DD/YY

Date
MM/DD/YY

Date
MM/DD/YY

Date
MM/DD/YY

Date
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**

☐ 2-dose schedule used between ages 11-15

● **Hib** (*Haemophilus influenzae* type b)

◆ **IPV / OPV** (Polio)

◆ **MMR** (Measles, Mumps, Rubella)

● **PCV / PPSV** (Pneumococcal)

◆ **Varicella** (Chickenpox)

☐ 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.**

☐ Diphtheria

☐ Mumps

☐ Other:

☐ Hepatitis A

☐ Polio

☐ Hepatitis B

☐ Rubella

☐ Hib

☐ Tetanus

☐ Measles

☐ Varicella

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

Date

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 Guide 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/completelistofvaccinenames.pdf>

Abbreviations	Full Vaccine Name	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	Tdap	Tetanus, Diphtheria, acellular Pertussis
DTaP	Diphtheria, Tetanus, acellular Pertussis	Hep B	Hepatitis B	MenB	Meningococcal B	PCV / PCV7 / PCV13	Pneumococcal Conjugate Vaccine	VAR / VZV	Varicella
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/completelistofvaccinenames.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	Flucelvax®	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	Prevnar®	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		