

April 2026



Dear Martha & Mary Kids' Club Families,

We are pleased to announce that enrollment for the **2026 Martha & Mary Kids Summer School-Age Program** is now open. M&M Kids youth assist each year in the creation of our summer program offerings and this summer is going to be so much fun! Each week we will focus on a themed adventure utilizing STEAM principles to explore exciting topics, along with mini-camps, spirit days, sports, water days, culinary days, and exploring the community through field trips. Any child who has completed Kindergarten through 12 years of age is eligible to participate in our summer program.

North Kitsap Location: Poulsbo Elementary (18531 Noll Road NE, Poulsbo, WA 98370)

Central Kitsap Location: Cougar Valley Elementary (13200 Olympic View Road NW, Silverdale, WA 98383)

- NKSD and CKSD's last day of school is Thursday, 6/18/26 (a half day). M&M Kids will be CLOSED for the PM session on 6/18 through Monday, 6/22 to prepare for the summer program.
- **Camp will run from Tuesday, 6/23/26 (CLOSED 7/3) through WEDNESDAY, 8/26/26.** M&M Kids will be CLOSED Thursday, 8/27 and Friday, 8/28 for site setup.

Registration for the 2026-2027 school year will begin mid-July. We will send an email with enrollment info when it opens.

- **NKSD** - The first day of the 2026-2027 school year for **grades 1-5** will be **Monday, 8/31/26**. The first day of school for **Kinders** will be **Thursday, 9/3/26**.
- **CKSD** - The first day of the 2026-2027 school year for **all grades** (K-5) will be **Monday, 8/31/26**. The first three days of school (Aug. 31 through Sept. 2) will be half days.

This summer, we are pleased to offer your family:

- Age-Appropriate Curriculum
- Two Convenient Campuses in Poulsbo and Silverdale (Hours of Operation: 6am-6pm, Mon.-Fri.)
- 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:

- **Online Registration (Required)** – visit www.marthaandmary.org/child-care and click on "Register Now" for the registration link, or log into your MyProcure account. Registrations are processed on a first-come, first-served basis, and enrollment is not guaranteed.
 - New Enrollments: Select Summer 2026 CK/NK NEW-REG
 - Re-Registrations: Select Summer 2026 CK/NK RE-REG
 - DSHS Subsidy & Employee Families: Select Summer 2026 DSHS/EMP
- **Additional Forms Packet (Required)**
 - **Required forms** to complete enrollment: Financial Agreement and Parent Authorizations Form. If new to the program, you will also be required to submit immunization records.
 - Optional Forms: Sunscreen Permission Form (please bring sunscreen on first day of program); Hand Sanitizer Permission Form (to be used when soap/water aren't available)
 - **Email additional forms to office** (or mmkids@mmhc.org) **upon completion of online registration.**
- **Registration Fee** – Due at time of registration. *If a wait list is established, we will require payment at time a space is offered.*
- **New Enrollments Only**: Up-front payment for half of the first month's tuition is due upon enrollment. A parent orientation will be required at least 48 hours prior to child's first day.

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

- **Closed-toe shoes** - No sandals or flip-flops per licensing regulations.
- **Sack lunch labeled with your child's name** - *Please no soda. Water, milk, or juice only.*

Our program's Policies & Procedures are 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

Director, 360-394-4089

tmccutcheon@mmhc.org



Martha & Mary Kids' Club
Summer Program 2026



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

| <u>Days Scheduled Per Week</u> | <u>Amount Per Day</u> |
|---|-----------------------|
| 5 Days | \$55.00 |
| 3-4 Days | \$60.00 |
| 1-2 Days | \$65.00 |
| Drop-in Care** | \$70.00 |
| Ten Hour Fee | \$5.00 per day |
| Additional fees may apply for field trips (TBD). | |

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

Attendance Policies:

- If your child is absent, you are still charged.
- Tuition is based on contracted schedule indicated on financial agreement, not on attendance.
- No changes can be made to your child's schedule unless a new financial agreement is submitted and approved with 30 days' notice. You are welcome to add days at the drop-in rate, if space is available.
- Late Pick-Up Fee (per child): \$2.00 per minute (\$10.00 minimum) due at pick-up.
- Ten-hour fee applies for children scheduled, or 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 may be charged.
- 30 days' written notice is required if you wish to terminate your child's enrollment with Martha & Mary Kids.
- Check return fee of \$35.00 is assessed on all returned checks.

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. Additional form required.)

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



Child's Name _____

**PARENT AUTHORIZATION
SUMMER PROGRAM 2026 PARTICIPATION & CONSENT**

Parent Initials _____ **Participation Release:** I give permission for my child to leave the center/site 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 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 that 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.

Photographs/Videos (please initial one):

_____ *Center Use Permission:* I give permission for my child(ren) to be photographed and videotaped while participating within the center, and 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, or through Procure, to families of children in the photos.*

_____ *Parent/Guardian Only:* I give permission to have my child(ren) photographed and videotaped for *parent/guardian sharing purposes only* through Procure. I understand that my child(ren) will not be included in group photos with their class.

_____ *No Permission:* I do not give permission for my child(ren) to be photographed or videotaped for any purpose while in care, and understand that *I will not receive photo/video updates of my child(ren) through Procure.*

_____ *Full Permission:* I give *full permission* for my child(ren) to be photographed or videotaped while in care, and I give permission for my child's image to be used in print or electronic format to promote Martha & Mary KIDS child care services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment, unless notified otherwise. I understand that there will be no payment for my, or my child's, participation.

Parent Initials _____ **Policy:** I acknowledge that I have received and understand the parent information packet and handbook 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.

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

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



January 2026
Payment Options



Dear Family,

Welcome to Martha & Mary KIDS! We are pleased to offer several payment methods to best fit your family. Tuition is billed at the start of the month for that month of care. Tuition payments are due on the 20th of each month with late payment fees assessed to unpaid balances on the 25th. All balances must be paid in full by the last day of the month, or you may experience an interruption in services until your account has been brought current for the previous month.

You are welcome to make payment on your monthly tuition via any of the listed methods below:

- **Debit/Credit Card Transactions:** Families may submit payment via credit card at any time **through MyProcare.com**. Additionally, if you are interested in **automated charges to your credit/debit card on the 20th of each month**, you can request a secure link from your center/program director to set up automated charges. *All credit/debit payments (whether submitted through MyProcare, or automated) are subject to a 4% convenience fee.*
- **ACH Transactions:** If you are interested in **automated withdrawal directly from your checking account (ACH transaction) on the 20th of each month**, you can request a secure link from your center/program director to set up automated withdrawal. *ACH transactions are subject to a \$1.00 processing fee.*
- **Cash/Check/Money Order:** Payments are always accepted at your child's center/site via cash, check, or money order. If paying by cash, please see the staff to ensure you receive a receipt for your payment.

If you have any questions, please feel free to speak with your center director.

Thank you,

Martha & Mary KIDS





Enrollment Agreement Summer 2026 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 (observed on 7/3), Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. In addition, sites will close at 4pm on Christmas Eve. *Additional Cougar Valley closures include: Veteran's Day, December 24th, December 31st, MLK Day, and Juneteenth.*

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 days, 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

- 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.
- 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.
- 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.
- Tuition fees are contracted and are not subject to pro-ration for absences, illnesses, vacations, or emergency closure of the program for inclement weather or pandemic closures. I understand that scheduled days may not be changed unless prior approval is received, and a new financial agreement is submitted and approved with 30 days' notice.
- I agree that I will pay the full tuition fee, even if my child(ren) is absent for one or more scheduled days.
- 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 an agreement to provide after-hours services.
- I understand that there is a fee of \$35.00 for returned checks. Payments from customers with prior outstanding returned checks must be redeemed in the form of a money order or cashier's check. Returned check activity may be subject to immediate termination of services.
- 30 days' 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 month, 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.
- Tuition rates are contracted based on the schedule provided below and are for care each week. No daily rates or fluctuating schedules are available. Fees are not adjusted for other unforeseen changes to the program schedule.

Child's Name: _____ Site: _____

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 (please select one below)
- Employee*
- DSHS*

*additional forms required

Discounts (one per family):

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

SCHEDULED ATTENDANCE – SCHOOL-AGE SUMMER CARE

| | Arrival Time | Departure Time |
|-----------|--------------|----------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

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 _____.

ACKNOWLEDGMENT & AUTHORIZATION

I certify that I have read, understand, and accept all terms and conditions in this Agreement. This Agreement will be effective as of _____ (child's first day of care).

| | |
|-------------------------------|------|
| Parent/Guardian Signature (1) | Date |
|-------------------------------|------|

| | |
|-------------------------------|------|
| Parent/Guardian Signature (2) | Date |
|-------------------------------|------|

| | | |
|--|---|---|
| Date Received/Orientation Date: _____ | By: _____ | *Staff Use Only* |
| Center Director Signature: _____ | Date: _____ | |
| Additional forms obtained: | | |
| <input type="checkbox"/> DSHS Award Letter | <input type="checkbox"/> Employee Payroll Deduction Authorization | <input type="checkbox"/> Military Discount Form |
| <input type="checkbox"/> DSHS Policies Agreement | <input type="checkbox"/> NKSD Discount Form | <input type="checkbox"/> CKSD Discount Form |



Sunscreen Authorization Form
 (Sunscreen Brought from Home – **LOTIONS ONLY**)

| | |
|--|--|
| Child's Name: | Type of Sunscreen: |
| Start Date: 06/23/2026 | Stop Date: (up to 6 mo. after 'start date') 08/26/2026 |
| 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

Per WAC 110-301-0220

(iv) **Nonmedical items.** A parent or guardian must annually authorize a school-age provider to administer the following nonmedical items:

- (A) Sunscreen (**aerosol sunscreen is prohibited**);



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: 06/23/2026 | Stop Date: 08/26/2026 |
| 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