Bloomfield Hills Schools

KIDZ ZONE

FAMILY HANDBOOK

Registration Office
1101 Westview Road
Bloomfield Hills MI 48304
248.341.7950
KidzZone@Bloomfield.org

Updated
August 2026

Table of Contents

Admission & Registration Policy 1
Hours & Withdrawal Policy 1
Schedule Change Policy 1
Activity Day Program 1
Program Fee Policy 2
Late Pick Up Fees 2
Attendance Policy 2
Emergency School Closing Procedures 2
Program Activities 2
Sign In/Out Procedures 3
Confidentiality Policy 3
Grievance Policy 3
Communication Procedures 3
Discipline Policy 4
Food Allergy/Snack Policy 4
Medication Policy 4
Birthday Treat Policy 4
Personal Technology Policy 5
Hand Washing Procedures 5
Cleaning and Sanitizing Procedures 5
Health Policy 6
Chronic Illness 6
Health Care Resources 7
Incident Procedures 8
Child Protection Policy 8
Emergency Procedures (Tornado, Fire, Severe Weather, Other Natural Disaster) 9
Evacuation & Relocation Sites 10
Licensing Notebook 10
Staff/Volunteer Requirements 10
Code of Conduct 11
Helpful Hints 12
Sample Daily Schedule 13
Important Phone Numbers 14

.

Admission & Registration Policy

Children must be enrolled in a District elementary school. Registration forms must be completed and include an annual $60.00/individual and $100/family registration fee. September fees are due by August 5th. A confirmation page, payment processing form, and an emergency card must be completed and submitted to the Registration Office within three days of registration. Spaces are limited and fill quickly.

Hours & Withdrawal Policy

Morning ..... 7:00 AM until school begins
Afternoon ..... At school dismissal until 6:00 PM

- Available at Conant/Eastover/Lone Pine/Way

We open at 7:00a and close at 6:00p. Thank you for your cooperation in adhering to our start/end times.

Because our staff is hired based on the number of children registered, we are unable to give credit for absences due to illness, vacation, etc.

Kidz Zone service will **not** be available when Bloomfield Hills Schools are closed for holidays and/or teacher workdays, and the afternoon on half-days.

Written notification for terminating services must be received at the Registration office twenty (20) school days prior to the day you wish to discontinue service. If notification is not received, you will be charged that month's fees. $25.00 cancellation fee will be added to your account.

Schedule Change Policy – Part time enrollees

Students who are not scheduled Monday-Friday AM/PM or Monday-Friday AM or PM only are part-time enrollees. All schedules are **reoccurring**. However, you are permitted **one** schedule changes per semester, provided we can accommodate the change. Changes to your schedule must be received in writing to the Kidz Zone Registration office by the 15th day of the month prior to the start of the month you require your schedule change to begin. A $25.00 schedule change fee per child will be applied to your account.

Please send an email to KidzZone@Bloomfield.org to request a change. Include your child's first and last name, and school.

If a change is not received, your child will be scheduled for the same days as the previous month and you will be charged for those days.

Full time enrollees

Students who are scheduled Monday-Friday AM/PM or Monday-Friday AM or PM only are full-time enrollees. No schedule changes will be permitted for the duration of the school year once your FULL WEEK care registration is processed. You may cancel only.

Activity Days (half day program)

Available for most half-days. Only morning care is scheduled on a half-day. Must sign up for each Activity Day. Deadline to register/cancel each Activity Day is five (5) full school days before the half-day. Fees are non-refundable. Minimum 10 students needed for the Activity Day to run. If cancelled, we will contact you the day after the deadline.

Program Fee Policy

Beginning July 1, 2026, Bloomfield Hills Schools made a change to payment processing. Families paying through district payment platforms will incur a credit card processing fee or an electronic bank payment convenience fee. This change applies to all Tuition Express payments for our programs. A processing fee of 2.9% plus $0.30 will be added to each transaction. This fee will be reflected on your monthly receipt. If you opt for ACH (electronic bank transfer), a one-time $20.00 convenience fee will be added to your account for 2026-27 school year.

Payment via check or cash is also available. Kidz Zone payments are due monthly on the 5th of each month for that month's fees. An invoice will be emailed by the 1st of each month. Make checks payable to BLOOMFIELD HILLS SCHOOLS. Check/cash payments must be turned in directly to the Kidz Zone Registration Office at Bloomin' Preschool East (1101 Westview Road, BH). If opting for the automatic payment option, credit cards/bank account transfer information can be kept on file at the Kidz Zone Registration Office (Bloomin' East) and your fees will be processed the 5th of each month, for that month's fees. If the 5th falls on Saturday or Sunday, your credit card will be processed on Monday. You must complete a form to qualify for this service. Forms are available from your Kidz Zone supervisor**. A new form is required each school year.** In order to receive a sibling or employee discount, an automatic payment option must be used and a form must be submitted.

Late Pick Up Fees

Kidz Zone closes at 6:00p sharp. There will be a charge for children not picked up on time. A fee of $15.00 fee is charged for the first 10 minutes, and then $1.00 for each additional minute will be assessed, per child. If you are running late, please contact your Kidz Zone supervisor to inform them of your approximate arrival time. Kidz Zone phone numbers are located at the back of this handbook and on our website. **Arriving late more than three times could result in dismissal from the Kidz Zone program.**

Attendance Policy

It is your responsibility to inform your child's teacher and main office of your child's afternoon Kidz Zone attendance. When there is a change to your child's schedule, please make sure to inform the teacher/main office. If you make a permanent change to your child's schedule, please provide your child's teacher/main office a copy of your child's schedule change.

If your child will not attend on a scheduled afternoon, it is imperative you inform your Kidz Zone Supervisor.

Emergency School Closing Procedures

When local weather conditions are severe, please tune to one of the radio or television stations that list school closings. School closings are also available on the district website (Bloomfield.org). The decision to close school is normally made prior to 5:45a; however, in case of rapidly changing weather conditions, the decision could be made as late as 6:45a.

Program Activities

The Kidz Zone program is designed to provide children with a safe, well-supervised environment when an adult is unable to be at home. Activities include opportunities for individual and group experiences, center play and outdoor experiences (see sample schedule). In addition, children help design the structure of the day, classroom essential agreements (rules) and provided opportunities to lead within the classroom.

Sign-In/Out Procedures

Per the State of Michigan Licensing and Regulatory Affairs (LARA), children must be signed in and out of the program by parent/guardian or authorized person listed on the Child Information Form (Emergency Card).

Please make sure you make contact with the staff when you drop-off and pick-up your child. If it is necessary to have someone other than those listed on the Emergency Card to pick up your child, you must notify the Kidz Zone staff with a written authorization. Kidz Zone staff does not have access to your MiStar account.

The safety of your child is of the utmost importance to us, so identification is checked for people with whom the caregivers are not familiar. Parents/guardians and authorized pick-up persons should bring their IDs into the building **every** day. If you do not have your ID with you, please do not be offended if we ask you to go back out to the car to get it. We would never want to release a child to an unauthorized individual.

Confidentiality Policy

To be confidential is to be entrusted with someone's personal information and not share it with others. Staff must respect families, children's and colleague's privacy. All information and documentation necessary for enrollment will only be shared with the Kidz Zone supervisor and enrollment office for verification of eligibility and state reporting only. Documentation is stored outside the classroom in a locked location. Confidentiality also includes sharing any other information regarding a child including but not limited to, all child/family information and records, private conversations with a parent, or developmental information. The supervisor may discuss confidential information with other staff only if they need to know the information to complete their job responsibilities. Employees should never discuss confidential information with anyone other than employees of Bloomfield Hills Schools. Confidential information should not be removed by any employee unless approved by the supervisor.

Grievance Policy

Our Kidz Zone department strives to provide a positive nurturing environment for all, however, at times, concerns may arise. If you have any concerns, please bring them to the attention of our Kidz Zone staff. If you are unable to resolve your concerns through your child's classroom, the Kidz Zone Coordinator may be contacted. We will work together with our families to arrive at a suitable resolution for all parties.

If you feel that Kidz Zone is in violation of a licensing regulation, reports may be made to the Department of Human Services.

Communication Procedures

We have several ways of disseminating information to our families. We want families to take full advantage of our various forms of communication. Below you will find information on our ways of keeping you informed.

Kidz Zone supervisors created Google Classrooms to share weekly updates, important documents, classroom pictures and much more. Each week you will receive an update from your supervisor where they will share classroom happenings, reminders and information regarding upcoming classroom events. Google Classrooms are accessed through your child's district email.

Discipline Policy

Kidz Zone staff promote good behavior of all children by planning many interesting games and activities. When a problem occurs, the staff uses positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. We use redirection and discussion of feelings regarding the specific problem that occurred.

- Significant inappropriate behavior will be brought to the attention of the parent who drops off or picks up the child. In some situations, the parents will be contacted by telephone, either at home or at work.
- On-going disruptive behavior will be dealt with in a case by case situation. If a child's actions are serious enough, the child may be suspended from the Kidz Zone program.

It is our goal to provide a safe and pleasant environment for all children. The discipline policy above is implemented for children displaying on-going disruptive behavior.

Food Allergy/Snack Policy

If your child has an allergy to food or another substance, you are required to complete a Medication Authorization, Food Allergy Checklist and Food Allergy Action Plan. All forms and medication must be submitted to Kidz Zone prior to your child's start date. Since we do not have access to the office during Kidz Zone, please provide separate epi-pen, inhaler, etc. When providing snack for your child, please make sure it is nut free. Snack is provided by the family for afternoon Kidz Zone.

Medication Policy

Medication will be administered provided we have written authorization on file. The medication must be sent in its original container only, which will include the physician's name, child's name, name and strength of medication, and instructions. **Since we do not have access to the main office, please provide separate medication.**

In order to administer **prescription medication** a form must be completed by the child's physician and the legal guardian. **Nonprescription medication** must have a form completed by the child's legal guardian. Please understand, no exceptions will be given regarding this policy.

It is very important to inform your child's Kidz Zone teacher whenever your child is on medication or under a doctor's care. Certain medication and medical issues can affect their mood and/or appetite.

Birthday Treat Policy

Please refrain from bringing in food and/or treat bags to celebrate your child's birthday. Kidz Zone celebrates student birthdays with special activities chosen by the birthday child and they receive a small token from our Birthday Box.

Personal Technology Policy

Students are not permitted to use cell phones or other electronic devices (cameras, iPhones, video games, computers, Chromebooks, etc.) during the Kidz Zone program. All devices must be out of sight. The taking of pictures and videos is not permitted. Violation of any of the above terms may result in confiscation of the item and retrieval by parent/guardian. Please do not allow your child to bring toys or electronics from home. Kidz Zone is not responsible for any lost, stolen or damaged item.

Hand Washing Procedures

Our Hand Washing Procedure is as follows. We expect and encourage all staff and children to follow these procedures.

1. Use soap and running water
2. Rub hands vigorously
3. Wash all surfaces, including:
   - ✓ back of hands
   - ✓ wrists
   - ✓ between fingers
   - ✓ under fingernails
4. Rinse well
5. Dry hands with a paper towel
6. Turn off water using a paper towel instead of bare hands

Staff and students are required to wash their hands/use hand sanitizer each time they transition to the classroom.

Cleaning & Sanitizing Procedures

This procedure will be followed every time a staff member cleans equipment and furniture. The surface area or item will be:

1. Washed using SOAP and WATER
2. RINSED with clean water
3. SANITIZED with SANITIZER
4. RINSED with clean water

Health Policy

Please do not send your child to school or arrive to work if experiencing any of the following symptoms:

- New cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

If you/your child are experiencing any of the above-mentioned symptoms, please stay home, contact your medical provider about the need for COVID testing.

Please do not send your child to school or arrive to work if experiencing TWO or more of the following symptoms:

- Fever
- Nausea or vomiting
- Fatigue
- Chills
- Headache
- Diarrhea (1x in 24 hours)
- Muscle aches
- Congestion or runny nose
- Sore throat

If experiencing two or more of the above-mentioned symptoms please stay home, consult your medical provider about the need for testing.

If your child becomes ill while in our care, they will be called for immediate pickup.

Staff are required to follow the same Health Policies outlined above.

Chronic Health Illness

If your child has a **chronic health illness** (i.e., food allergy, seizures, diabetes), families are required to complete an individual action plan. This action plan will need to be signed by the child's physician and the family. These plans will be reviewed each year with all staff and kept on file in their assigned classroom and main office.

Health Care Resources

RESOURCE	CONTACT INFORMATION	WEBSITE
OC Health Division	248-858-1280 1200 N Telegraph, Pontiac	www.oak.gov.com/health
National Poison Center	800-222-1222	www.poison.org
Violence & Bullying		www.stopbullying.gov
Health & Wellness	American Academy of Pediatrics	www.aap.org
	Healthy Children	www.healthychildren.org
	Bright Futures	www.brightfutures.org
	OC Health Division 248-858-1280 1200 N Telegraph, Pontiac	Children's Mental Health
	OC Health Division 248-858-1280 1200 N Telegraph, Pontiac	Dental Health
Nutrition	My Plate (USDA)	www.choosemyplate.gov
	American Dietetic Association	www.stopbullying.org
	OC Health Division 248-858-1280 1200 N Telegraph, Pontiac	Breastfeeding Support
	Gleaners Food Bank 2131 Beaufait Detroit, MI 48207 866-GLEANER (453-2637)	Food Bank

Incident Procedures

In case of an incident, staff will identify the injury or illness and then contact the first aid/CPR person in the building.

If the injury is minor, the certified first aid/CPR person will conduct the following steps.

- Attend to the wound and bandage if necessary.
- Contact family by phone to notify of accident and care taken.
- Complete an incident report by end of school day and submit to the office.

In case of serious injury, the staff will take the following steps:

- Immediately call 911. (EMS) The certified first aid/CPR staff member will remain with the injured person.
- The EMS personnel will determine if the injured party needs to be taken to the hospital.
- The parents will be contacted by phone once the situation is under control.
- The supervisor and/or assistant supervisor will go with injured party to the hospital.
- Complete an incident report by end of the day and submit to the office.
- Within six hours of the incident, the building supervisor will notify the Assistant Superintendent.
- Within three days, an accident report shall be submitted to the Department of Human Services.

Child Protection Policy

Our staff is required by law to take the following steps if they suspect child abuse or child neglect.

- Upon suspicion of child abuse/neglect, an oral report must immediately be given to the Department of Human Services.

- Within 72 hours, a written report must be filed with the Department of Human Services.

- The supervisor of the building must be notified of the suspicion; however, an oral and written report MUST be filed within the required time.

Tornado Procedures

In case of a tornado, students will not be sent home. Children will be taken to an appropriate emergency station until we have been notified that the danger has passed. Tornado drills are practiced monthly during tornado season. Please see posting in your child's class and note nearest emergency station.

Fire Procedures

In case of fire, an alarm will sound. Children will exit the building with their teacher at the nearest safe designated emergency exit. The supervisor will do a final search of the building before joining staff and children outside. **Parents will be notified to pick up their children via the automated phone system**. Fire drills are practiced monthly. Please see the posting in your child's classroom and note nearest exit.

Severe Weather Procedures

In case of severe weather, the supervisor will announce severe weather conditions to staff. All staff/students who are outside will immediately return to their classrooms. Indoor activities will continue as usual. Children will not be dismissed during a SEVERE WEATHER WARNING unless their parent/guardian picks them up by checking out directly with the site supervisor.

Other Natural Disaster Procedures

In case of a power outage/water, main break the Physical Plan Services department will be contacted to assess the situation. Should it become necessary for children to be released early, parents will be contacted via our automated phone system.

Evacuation & Relocation Site

Should an evacuation of the building become necessary we will meet at our relocation sites as noted below. Once we have the situation under control, families will be contacted by using our automated phone system. Children with special needs will have an individualized plan designed to meet their specific needs.

Conant: **South Hills Middle, 4200 West Quarton Road, BH**

Eastover: **Bloomin' East, 1101 Westview Drive, BH**

Lone Pine: **Bloomin' West, 3100 Lone Pine Road, WB**

Way: **Bloomfield Hills High School, 4200 Andover Road, BH**

Licensing Notebook

A notebook containing licensing and regular inspections, renewal inspections, special investigations and corrective action plans is available on site. Licensing inspections and special inspections not included in the binder are available on the LARA website at www.michigan.gov/michildcare.

Staff/Volunteer Screening Requirements

Staff requirements are as follows and documentation is kept on file:

- Comprehensive Background Check
- MDE Fingerprint
- TB Test
- Abuse Neglect Statement indicating individual is
    - aware of the abuse and neglect of children is against the law
    - informed of the center's policies on child abuse and neglect
    - required by law to immediately report suspected abuse and neglect to children's protective services
- Staff will receive a PSOR screening and will not be allowed to work for Bloomfield Hills Schools if they are
    - listed on the Public Sex Offender Registry
    - convicted of child abuse or neglect
    - Convicted of a felony involving harm or threatening harm to an individual within the 10 years immediately preceding the date of hire.

Code of Conduct

Parents, please review with your children our expectations of them to make their time with Kidz Zone a pleasurable and safe experience.

- Children must remain in the Kidz Zone designated area.
- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow the instructions of the Kidz Zone staff.
- Elementary building rules also apply during Kidz Zone.
- Appropriate and acceptable language is expected.
- Parents have the right to expect that their child will have proper supervision. A child who constantly needs the attention of the staff is taking away the rights of the others and not allowing for the needs of all children to be met.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their place when done.
- Children are to arrive at Kidz Zone promptly from their classrooms.
- Students removed during the regular school-day for behavioral issues are not eligible for Kidz Zone programs (during the entirety of the suspension).

Helpful Hints

To help ensure that you and your child have a pleasant Kidz Zone experience, please abide by the following policies:

- Dress your child comfortably and practically for indoor/outdoor activities. Remember that the children use paint, glue, markers, etc. They also go outside when weather permits; therefore, have outdoor gear available. Gym shoes are required for playing on the gym floor. Please have gym shoes available for your child during Kidz Zone hours.

- Please keep information on Kidz Zone emergency card current. **THIS IS EXTREMELY IMPORTANT! Unfortunately, we do not have access to the office during Kidz Zone hours.**
- Please LABEL all of your child's belongings!
- Please do not allow your child to bring toys from home. Kidz Zone will provide numerous toys and games for the children to play with. Any toys or personal items brought from home that may be damaged or destroyed at Kidz Zone, will not be replaced by the Kidz Zone program.
- *Please check our Google Classroom, and district website for next year's Kidz Zone registration information. Spaces are limited and fill quickly. All registration is done online. All families must register for the Kidz Zone program yearly.*

Sample Daily Schedule

MORNING SCHEDULE

Arrival
Breakfast & Free Choice
Center Play

- Homework
- Art
- Building Activities (blocks, Legos, Magna Tiles)
- Puzzles
- Dough Play (Playdough, model magic, kinetic sand)
- Board Games

Outdoor/Gym Play
Large Group Meeting

- Classroom Cleanup
- Wash Hands
- Group Activity

Dismissal

AFTERNOON SCHEDULE

Arrival, Attendance, Handwashing
Snack
Large Group Meeting
Chill Time

- Reading, Puzzles, Homework

Center Play

- Homework
- Art
- Building Activities (blocks, Legos, Magna Tiles)
- Puzzles
- Dough Play (Playdough, model magic, kinetic sand)
- Board Games

Outdoor/Gym Play

- Will bring activities outside when weather permits (i.e., snack, games, etc.)

Classroom Cleanup

Important Numbers

Kidz Zone Registration Office.....248-341-7950

Email ..... KidzZone@Bloomfield.org

Website ..... www.Bloomfield.org

Kidz Zone is found under the Schools tab

Wendy Rocha..... Kidz Zone Coordinator

Tara Herzberg.....Kidz Zone Supervisor

Tona Liburdi .....Secretary

Kidz Zone Classrooms

Conant 248-341-7020

Eastover 248-341-7120

Lone Pine 248-341-7320

Way 248-341-7820

School Offices

Conant 248-341-7000

Eastover.....248-341-7100

Lone Pine.....248-341-7300

Way.....248-341-7800