



Thank you for submitting a registration form for the Bloomfield Hills Schools **Kidz Zone 2021-22 Program**.

You have completed the first step towards registering your child in our Kidz Zone program. Registration is on a first come first serve basis. The timestamp issued at registration distributes registration numbers. **Submitting your registration and completing your paperwork/payment does not guarantee placement. We will contact you regarding your child's status!**

Please follow these steps to complete the registration process.

(All forms are fillable. Download the form, open it in Adobe Reader so you can electronically sign, save, and then email.)

1. Please sign this confirmation form and email it to **KidzZone@Bloomfield.org** within three (3) school days.
2. Please complete an [Emergency Card](#) for each registered child.
3. We need one [Credit Card Authorization Form](#) per family. We will use your credit card authorization form to process your \$40.00 registration fee.
4. Failure to submit the confirmation form, credit card authorization form, and emergency cards in the designated time frame (3 days) will result in the cancellation of your registration.
5. We will contact you within two (2) full workdays to inform you of your child's status (if he/she has a spot in the program or is waitlisted).
6. Only your registration fee is due at this time. Monthly Kidz Zone fees are processed the 5th of each month for that month's fees.
7. If your child has an allergy or other medical conditions, please submit all appropriate paperwork ([Prescription/Non-Prescription Medication form, and Allergy Action Plan](#)) before your child begins. Please submit the form with your child's medication (in its original container) to Kidz Zone by the first day of attendance in our program. Kidz Zone must have their own copy of the form, and medication. We do not have access to your child's school office during Kidz Zone. (Forms are located in Resources, under medication.)
8. I have read the Covid protocols, and acknowledge the possibility that these procedures may be in place.

Thank you,

Wendy Rocha, Kidz Zone Coordinator
Kidz Zone Registration Office at Bloomin' Preschool Fox Hills
1661 Hunter Ridge Drive, Bloomfield Hills, MI 48304
248-341-7950 --- KidzZone@Bloomfield.org

Child's Last Name _____ First Name _____ School _____

Child's Last Name _____ First Name _____ School _____

Child's Last Name _____ First Name _____ School _____

Child's Last Name _____ First Name _____ School _____

Signature: _____ Date: _____

IMPORTANT INFORMATION

- The 2021-22 School year begins Wednesday, September 8, 2021 and runs until Friday, June 17, 2022.
- There is no afternoon care (PM) on Half Days: Sept 8, Oct 11, Oct 29, Nov 2, Nov 23, Feb 18, Mar 7, Mar 25, May 27, June 17.
- Morning sessions run 7:00a until school starts. Afternoon sessions run after school until 5:30p. We follow the school district calendar. The Kidz Zone program does NOT run in the afternoon on half days, or days the district is closed.
- Kidz Zone is not open when the school district is closed.
- We process Kidz Zone fees on the fifth (5th)* of each month for that month's fees. *If the fifth falls on Saturday/Sunday, fees are charged the Friday before. We will process Kidz Zone fees on September 10, October 5, November 5, December 3, January 5, February 4, March 4, April 5, May 5, and June 3. We will email a receipt after each transaction to the email provided at registration.
 - Conant/Eastover/Lone Pine/Way fees - AM fees: \$7.50/AM ... PM fees: \$7.50/PM
 - BHMS/EHMS/WHMS fees - AM fees: \$6.50/AM ... PM fees: \$8.50/PM
 - Two full weeks written notification (10 full school days) is required to terminate signed contracts.
 - One permanent schedule change allowed per semester provided we can accommodate the change.
- Your child must be scheduled for any day you need care. Unfortunately, **we CANNOT accommodate DROP INS.**
- Registered students must **actively** use the program (unable to reserve placement for drop-in service).
- **Spots are limited due to staffing restrictions!** We will contact you regarding your child's Kidz Zone status within two (2) workdays!
- If your child attends afternoon care, please provide a snack.
- Visit our website, www.Bloomfield.org (Kidz Zone is under the Schools tab) to view our *Family Handbook*; which includes our philosophy, daily routines, building information, and policies & procedures. A printed copy is available upon request. Our *Licensing Notebook*; which includes all licensing reports is available in the Office during hours of operation. www.michigan.gov/michildcare
- Please send your completed paperwork to **KidzZone@Bloomfield.org**

FOR OFFICE USE

Notes: _____

_____PMT _____EFT received _____ER Card