

LATCHKEY KIDZ ZONE

IMPORTANT INFORMATION

2019/20

- Latchkey is our Before/After Care program at Conant, Eastover, Lone Pine and Way.
 - ▶ Latchkey is located in the Fine Arts Wing at every Elementary School.
- Kidz Zone is our Before/After Care program at BHMS, EHMS and WHMS.
 - ▶ Kidz Zone is located in the Media Center at every Middle School.
- Morning Latchkey/Kidz Zone is open from 7:00a until school starts.
- Afternoon Latchkey/Kidz Zone operates after school until 6:00p.
- Latchkey/Kidz Zone provides a light, peanut-free snack in the afternoon. If you think your child might need something more, please pack a "Latchkey/Kidz Zone Snack" that they may enjoy alongside our snack. Please make the Latchkey/Kidz Zone supervisor aware of any food allergies. If your child has an allergy to food or another substance, you are required to supply all food consumed at Latchkey/Kidz Zone from home. Additionally, you are required to complete a Medication Authorization, Food Allergy Checklist and Food Allergy Action Plan. All forms and medication must be submitted prior to your child's start date. Since we do not have access to the office during Latchkey/Kidz Zone, please provide separate epi-pen, inhaler, etc.
- As is required by licensing, please sign in/out your child every day [an adult (18+)]. Please be prepared to show identification every time your child is picked up. Safety is our first priority. We open at 7:00a and close at 6:00p. Thank you for your patience and cooperation.
- We highly recommend that you schedule in advance, however, we offer drop-in service (Debit Visits) at a slightly higher rate for registered Latchkey/Kidz Zone users. You can use Debit Visits in conjunction with schedule days. Debit Visits are for any day your child needs care that they are not scheduled.
 - ▶ The fee for a Debit Visit Card is \$50.00 for 5 visits.
 - ▶ This card can be used for morning or afternoon visits.
 - ▶ The cards will stay on file at your child's Latchkey/Kidz Zone. Please feel free to ask your Latchkey/Kidz Zone Supervisor how many visits are remaining on the card.
 - ▶ You may purchase as many cards as you wish throughout the year. ***You MUST have a Debit Visit Card on file at Latchkey/Kidz Zone before you drop your child off on a non-scheduled day. You may purchase it that day if needed.***
 - ▶ These cards are ***non-refundable*** and are ***good for this school year only***. Your children may share a card at the same school. However, you cannot share a card across schools or families.
 - ▶ When purchasing a new card please let your Latchkey/Kidz Zone Supervisor know if you have your credit card on file. Otherwise you must pay for your card when you order it. You may also purchase the cards over the phone with Visa/MasterCard or you may bring a check to Latchkey/Kidz Zone.
- **All schedule changes must be made in writing.** Please fill out a Schedule Change Form. These forms are available at Latchkey/Kidz Zone, the Bloomin' Preschool Fox Hills Office or online at Bloomfield.org (Latchkey/Kidz Zone is located under the Schools tab). You may email, fax, mail, or give your form to Latchkey/Kidz Zone, but it must be received by the schedule change due date. **The schedule change due date has changed to the 15th* of the month prior** (i.e. October schedule changes are due by September 15, March schedule changes are due by February 15, etc.) *There is one exception, **January changes are due by December 12.** We cannot accept late schedule changes. We will ***NOT*** accept any dates verbally (either in person or over the telephone); **all changes MUST be in writing.** You can also email us your changes (please include your ***child's first and last name & school*** in the subject line of all email correspondence). Our email address is Latchkey@Bloomfield.org or KidzZone@Bloomfield.org. However, we highly recommend you fill out a schedule change form. If your children's schedules are different, please fill out a separate form or indicate the changes in the note section on the schedule change form.
 - ▶ If we do not receive a monthly schedule change, we will schedule your child for the same days as the previous month and you will be charged for those days.

- When discontinuing service, the Latchkey/Kidz Zone Registration Office must receive notification ***in writing, at least 10 school days before you wish to terminate.*** Your child will continue to be scheduled until written notification is received and you will be responsible for payment. Unfortunately we cannot take any verbal notifications when discontinuing Latchkey/Kidz Zone.
- Payment is due by the 5th of each month, for that month. We ***do NOT bill*** you. You must mail a check, give it to your Latchkey/Kidz Zone Supervisor, or call in your payment.
 - ▶ Please make checks payable to BLOOMFIELD HILLS SCHOOLS.
 - ▶ Payment may be made by phone with VISA or MASTERCARD.
 - ▶ You can fill out the Credit Card Authorization Form (EFT-Electronic Funds Transfer) and keep your credit card on file. Please make sure you MAIL this form to our office (or give it to your Latchkey/Kidz Zone Supervisor) to participate in this program. **A NEW FORM MUST BE FILLED OUT EVERY YEAR!** Cards are charged every month on the 5th of the month, for that month. If the 5th falls on a Saturday or Sunday, your fees will be processed on the Friday before. The Latchkey/Kidz Zone 2019-20 calendar lists the date credit cards will be processed each month, for that month's fees. A receipt will then be emailed to you. The receipt is sent to everyone who has their credit card on file. Please check it carefully to confirm your payment went through.
 - ▶ A \$10.00 late fee is added on the 5th of each month if full payment is not received.
- Your child has a folder in the Student Mailbox (located at each Latchkey/Kidz Zone) where you can pick up notes, artwork, etc. Please make sure you check the folder regularly.
- If your child is scheduled for afternoon Latchkey/Kidz Zone on a particular day and will NOT be attending, please call your school Latchkey/Kidz Zone by 2:30p and leave a message. If your child is not scheduled and will attend Latchkey/Kidz Zone on a Debit Visit Card, please call your school Latchkey/Kidz Zone so they know to look for your child after school. Please program your school's Latchkey/Kidz Zone number in your phone.

***Conant Latchkey: 248-341-7020**

***BHMS Kidz Zone: 248-341-6088**

***Eastover Latchkey: 248-341-7120**

***EHMS Kidz Zone: 248-341-6288**

***Lone Pine Latchkey: 248-341-7320**

***WHMS Kidz Zone: 248-341-6188**

***Way Latchkey: 248-341-7820**

- **Please note: It is your responsibility to inform your child's teacher/school of your child's afternoon Latchkey/Kidz Zone attendance. The teachers do NOT receive a copy of afternoon Latchkey/Kidz Zone attendees.**
 - ▶ Because schedules change daily, it is difficult to notify everyone of your child's schedule. Please keep your child's teacher up-to-date with his/her schedule. If you have a recurring schedule, please put it in writing to your teacher once the schedule starts and then you will only have to inform the teacher if there is a change. Thank you for understanding.
- We have provided you with calendars and other forms. Additional copies are available at Latchkey/Kidz Zone or on the district website: Bloomfield.org (go to the Schools tab, Latchkey/Kidz Zone).
- Please sign up for our Latchkey and Kidz Zone eNotify newsletters. There are two different email lists (one for Latchkey and another for Kidz Zone). These lists are separate from your school list. Please go into your My Bloomfield account under Subscriptions and select Latchkey and/or Kidz Zone newsletters.
- Students shall not use cell phones or other personal electronic devices (cameras, iPads, video games, cell phones, etc.) during the Latchkey/Kidz Zone program. All devices must be out of sight. Pictures and video are not permitted. Taking a picture of another person without their permission is a violation of privacy. Violation of any of the above terms may result in confiscation of the item and retrieval by parent/guardian. Latchkey/Kidz Zone is not responsible for any lost, stolen or damaged devices.
- If you have any questions, please feel free to call the Latchkey/Kidz Zone Registration Office or refer to your family handbook (it is available online on the Latchkey/Kidz Zone website, under Resources). Please make sure to include your child's first/last name and school in all correspondence.
- The Latchkey/Kidz Zone Registration Office is located at **Bloomin' Preschool Fox Hills**
 - ▶ 1661 Hunters Ridge Drive, Bloomfield Hills, MI 48304 ~ 248-341-7950

Have a wonderful school year!