

# Bloomfield Hills Schools LATCHKEY/KIDZ ZONE

## POLICIES AND PROCEDURES

When registering for the Latchkey/Kidz Zone program, you can schedule the specific days you need beforehand and/or use a Debit Visit Card for any non-scheduled days. **Latchkey** is available at all **Elementary** schools. **Kidz Zone** is available at all **Middle** schools. Your support of our Latchkey/Kidz Zone program is appreciated. Thank you.

<b>MORNING Latchkey</b> .....	7:00a until school starts .....	<b>Fee: \$7.50/each scheduled AM</b>
<b>AFTERNOON Latchkey</b> .....	starts after school until 6:00p .....	<b>Fee: \$7.50/each scheduled PM</b>
<b>MORNING Kidz Zone</b> .....	7:00a until school starts .....	<b>Fee: \$6.25/each scheduled AM</b>
<b>AFTERNOON Kidz Zone</b> .....	starts after school until 6:00p .....	<b>Fee: \$8.75/each scheduled PM</b>

**NO SCHOOL** - There is no morning or afternoon Latchkey/Kidz Zone when Bloomfield Hills Schools are closed for holidays, teacher workdays, weather or emergency school closings, etc.

You can purchase a **SNOW DAY INSURANCE PASS** good for care on all snow/severe weather days (if weather is not treacherous).

Snow Day Insurance Pass care is available from 8:00a-6:00p at **Conant Elementary School**.

The pass is \$100/child if purchased by December 1 and \$150/child if purchased after December 1. The pass expires at the end of the school year.

**ACTIVITY DAYS** are available every half day of school, including the first and last days of school.

Program runs from the time of dismissal until 6:00p. Lunch is provided: pizza, applesauce, baked chips, and 100% juice box (may be substituted with similar items).

Latchkey Activity Day fee is \$35.00/child if you register five full school days before the half day. If space is available after the deadline, the fee is \$45, and \$60 within 36 hours.

Kidz Zone Activity Day fee is \$40.00/child if you register five full school days before the half day. If space is available after the deadline, the fee is \$50, and \$65 within 36 hours.

### REGISTRATION:

- Children must be residents of the Bloomfield Hills School District, or a tuition-paying student enrolled in a BHSD Elementary/Middle School.
- Registration must be completed three (3) full school days prior to the desired start date.  
**If care is needed the first two weeks of school, you must register by August 16, no exceptions.**
- Initial registration must include the **\$40.00** annual family registration fee. If registering after September 1 you must also include your first month's fees. Only one registration fee is due per family whether you are registering for ELEMENTARY school Latchkey and/or MIDDLE school Kidz Zone. For new enrollees, Emergency Cards must be completely filled out and submitted to Latchkey/Kidz Zone by the **first** day of your child's attendance in the program. 2018/19 registered families must look over their current Emergency Card, make changes and initial/date it, by your child's first date of attendance. **(An Emergency Card is required for each child.)**

### MONTHLY PAYMENTS:

All Latchkey/Kidz Zone fees must be paid at the beginning of each month for that month. A \$20.00 late charge will be added if payment is not received by the fifth (5<sup>th</sup>) of the month. If payment is not received by the 5<sup>th</sup>, Latchkey/Kidz Zone service could be discontinued for your child.

Financial assistance may be available through C.D.C. (Child Development and Care Program, Michigan Dept. of Education).

**You can fill out a CREDIT CARD AUTHORIZATION FORM (EFT) to have your fees charged monthly.**

~ A new form must be filled out each school year and CANNOT be faxed. ~

If your credit card is on file, it will be processed the 5<sup>th</sup>\* of each month. \*If the 5<sup>th</sup> falls on Saturday/Sunday, fees will be processed on the Friday before.

Credit cards will be processed on the following dates: September 16, October 4, November 5, December 5, January 6, February 5, March 5, April 3, May 5, June 5.

If you have three or more children scheduled in Latchkey/Kidz Zone, you will receive a 10% discount on each child's monthly fees. In order to receive a sibling/employee discount you must have your credit card on file (**2019/20 EFT form filled out**).

### USAGE AND CHANGES IN SCHEDULE/CANCELLATION PROCEDURES:

- Because our staff is hired based on the number of children scheduled, we are unable to give credit for absences due to illness, vacations, etc. Only children registered for the Snow Day Insurance Pass program will receive credit when school is closed due to severe weather (if your child was scheduled for Latchkey/Kidz Zone that day).
- Changes to your schedule must be made by the 15<sup>th</sup>\*\* of each month prior to the start of the new month (**\*\*there is one exception: January schedule changes are due by December 12**). The changes must be in writing and submitted to the Latchkey/Kidz Zone Registration Office at Bloomin' Preschool Fox Hills either in person or by fax. You may also email your schedule change to Latchkey@Bloomfield.org or KidzZone@Bloomfield.org, or give your form to the Latchkey/Kidz Zone Supervisor at your school. **If a change has not been received by the deadline, your child will be scheduled for the same days as the previous month and you will be charged accordingly.**
- There will be a charge for children not picked up on time. A fee of \$1.00/minute per child is assessed (after the first five minutes) for late pick-ups. **Payment is expected at the time of pick-up. Continued lateness will result in dismissal from the program.**
- Please provide **two-week (10 school days) written notification** to the Latchkey/Kidz Zone Registration Office at Bloomin' Preschool Fox Hills when **terminating services**. If this is not received, you will be charged for the same days that were scheduled the previous month.

- **DEBIT VISIT CARDS:** A Debit Visit Card is available for purchase to use for days you wish to send your child to Latchkey/Kidz Zone when he/she is not scheduled. You may purchase as many cards as you wish throughout the year. Unused visits are non-refundable. Debit Visit Cards expire at the end of the school year. You may use a visit for morning or afternoon (\$50.00/five visits). If your credit card is not on file, then payment is due when a card is ordered. The card will stay on file at the school Latchkey/Kidz Zone program. Siblings may share a card at the same school. Please inform your child's teacher and the Latchkey/Kidz Zone Supervisor when you plan to use your Debit Visit Card on an afternoon for which you are not scheduled. Cards are not transferable between schools or non-related children.

### SIGN IN/OUT PROCEDURE:

- Per the State of Michigan Licensing Regulations, Latchkey/Kidz Zone requires that an adult sign your child in/out. The safety of your child is of the utmost importance to us, so identification will be checked for people with whom the staff are not familiar. Please be prepared to show ID every time you pick up.

Sign up for the **LATCHKEY/KIDZ ZONE ENOTIFY EMAIL LIST** to receive important information & reminders (**under your MyBloomfield account --- subscriptions**).



Please direct all correspondence and payments to the following (please include your child's name and school):

Bloomin' Preschool Fox Hills Attention: Latchkey/Kidz Zone

1661 Hunters Ridge Drive

Bloomfield Hills, MI 48304

Phone # (248) 341-7950

Fax # (248) 341-7999

Latchkey@Bloomfield.org

KidzZone@Bloomfield.org

www.Bloomfield.org (under the Schools tab)