



**LATCHKEY
KIDZ ZONE
FAMILY
HANDBOOK**

Registration Office
1661 Hunters Ridge Drive
Bloomfield Hills MI 48304
248.341.7950
248.341.7999 fax
Latchkey@Bloomfield.org
KidzZone@Bloomfield.org

Table of Contents

Program Activities.....	2
Admission & Registration Policy	2
Hours and Withdrawal Policy	2
Debit Visit Card Policy	3
Monthly Payments	4
Late Pick Up Fees	4
Changes in Schedule	4
Activity Days	5
Grievance Policy.....	5
Building Entrance	5
Parking Policy.....	5
Emergency School Closing Procedures.....	6
Snow Day Insurance Pass Program	6
Monthly Showcase	6
Personal Technology Policy	6
Discipline Policy.....	7
Incident Policy	7
Nutrition Policy	8
Allergy Policy.....	8
Birthday Treat Policy	8
Hand Washing Procedures.....	8
Cleaning and Sanitizing Procedures.....	9
Communication Procedures	9
Health Policy	10
Medication Policy.....	10-11
Sign-In/Out Procedures	11
Emergency Procedures	12
Evacuation & Relocation Sites.....	13
Staff Requirements.....	13
Evacuation & Relocation Sites.....	13
Helpful Hints	14
Important Phone Numbers.....	15



Program Activities

The Latchkey/Kidz Zone program is designed to provide children with a safe, well-supervised environment when an adult is unable to be at home. The activities will include art, quiet study and reading areas, games, outdoor and indoor play. Our center based program is play-based and encourages a relaxed environment for the child who is in school all day. A schedule of the daily activities is posted in every Latchkey/Kid Zone room.

Admission & Registration Policy

Children must be enrolled in a District K-8 school. Registration forms must be completed and include an annual \$40.00 registration fee/per family, along with payment for the first month's usage. An emergency card must be completed and submitted to your Latchkey/Kidz Zone Supervisor by the first day of care. Registration must be completed by August 15 to use our services for the first two weeks of school. Registration for mid-September thru June must be completed three (3) full school days prior to the desired start date.



Hours & Withdrawal Policy

Morning7:00 AM until school begins
AfternoonAt school dismissal until 6:00 PM

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

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. Credit will be allowed for school closings due to severe weather if you are registered for the Snow Day Insurance Pass Program.

Latchkey/Kidz Zone service will **not** be available when Bloomfield Hills Schools are closed for holidays and/or teacher workdays.

Hours & Withdrawal Policy continued



Changes to your schedule must be received in writing at the Latchkey/Kidz Zone Registration office by the 15th** day of the month prior to the start of the new month. (**due to some holidays, the due date may be before the 15th, please see the schedule change form or Latchkey/Kidz Zone calendar for exact due dates). These forms are available from your Latchkey/Kidz Zone Supervisor, online at www.Bloomfield.org (Latchkey & Kidz Zone is found under the Schools heading) as well as the Bloomin' Preschool Fox Hills office. You can turn the form in to your Latchkey/Kidz Zone Supervisor or fax it (248.341.7999), or email your schedule to: Latchkey@Bloomfield.org or KidzZone@Bloomfield.org. Your schedule is reoccurring. We will schedule your child for the dates/sessions as requested in your schedule change. When you put in a schedule change, then that schedule is reoccurring until you put in a new schedule change.

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

Written notification for terminating services must be received at the Registration office ten (10) school days prior to the day you wish to discontinue service. If notification is not received, you will be charged for the same days as the previous month.

Debit Visit Card Policy

5 Visits per Card ~ \$50.00 (Good for morning and/or afternoon visits).

We highly recommend you schedule in advance, however, we offer drop-in service at a slightly higher rate. You must purchase Debit Visit Cards for this service. This option is only available to registered Latchkey/Kidz Zone users. There is no limit to the number of cards that can be purchased for the school year. However, whenever possible, check your calendar in advance and schedule the dates you need. You can use Debit Visit Cards alone or in conjunction with scheduled Latchkey/Kidz Zone dates. **Unused days will NOT be refunded and are only good for the current school year; therefore, please do not purchase more cards than will be needed.**

You are responsible for notifying the school office, teacher and the Latchkey/Kidz Zone supervisor when you plan to use the Latchkey/Kidz Zone program on an afternoon for which you are not scheduled. *It is the only way the staff will know not to put your child on a bus to go home.*

Monthly Payments

Payment is due by the 5th of the month, for that current month. We do not bill you for monthly expenses. It is your responsibility to either pay by check (give to your Latchkey/Kidz Zone Supervisor or mail a check to the Bloomin' Preschool Fox Hills office) or you can call in your credit card payment. If payment is not received by the 5th of the month a \$10.00 late charge will be added to your account. If payment is not received by the end of the month, your Latchkey/Kidz Zone service could be discontinued until your account is made current.



Our automatic payment option is also available. You can keep your credit card on file at Latchkey/Kidz Zone Registration Office (at Bloomin' Preschool Fox Hills) and your fees will be processed the 5^{th*} of each month, for that month's fees. If the 5th falls on Saturday or Sunday, your credit card will be processed the Friday before. In order to receive a sibling or employee discount, your credit card must be on file. You must pre-register for this service. Forms are available from your Latchkey/Kidz Zone supervisor. A new form must be filled out each school year.



Late Pick Up Fees

Latchkey/Kidz Zone closes at 6:00p. There will be a charge for children not picked up on time. A fee of \$1.00 per minute per child will be assessed. If you are running late, please contact your Latchkey/Kidz Zone supervisor to inform them of your approximate arrival time. All Latchkey/Kidz Zone phone numbers are located in the handbook and on our website. Payment is due the day the charges incur. **Arriving late more than three times could result in dismissal from the Latchkey/Kidz Zone program.**

Changes in Schedule

It is your responsibility to inform your child's teacher and main office of your child's afternoon Latchkey/Kidz Zone attendance. The teachers/main office do NOT receive a copy of afternoon Latchkey/Kidz Zone schedule changes. Please provide your child's teacher/main office a copy of your child's schedule and all changes made throughout the school year.

Activity Days

Activity Days will be offered most half days of school (including the first and last day of school). These special Latchkey/Kidz Zone days will have organized planned thematic activities. The program will run from the time of dismissal until 6:00 PM. There is a separate cost for the program which includes lunch. Sign-up sheets are posted a month before the scheduled half day. Please register at least 5 school days prior to the Activity Day. We are unable to give refunds after the deadline. The cost is \$35.00 for Latchkey and \$40.00 for Kidz Zone. The Activity Day fee will increase by \$10.00 after the deadline, if space is available. If your child attends and did not reserve a place, the rate will increase by \$25.00 from the original fee.

Grievance Policy

Our Latchkey and 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 Latchkey and Kidz Zone staff. If you are unable to resolve your concerns through your child's classroom, the Latchkey Coordinator may be contacted. We will work together with our families to arrive at a suitable resolution for all parties.

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

Building Entrance

The main entrance to our buildings remains locked throughout the day. If you are not arriving between the hours of 8:00am and 4:30pm you will need to use your personal access code to enter the building. Please check with the Latchkey and Kidz Zone Registration Office if you have not completed the necessary paperwork for your personal access code.

Parking Policy

Please do not park in the bus loop when dropping off your child for our programs. If you are arriving during drop off (7:50a-8:05p & 8:50a-9:10a) and pick up (2:50a-3:05p & 3:50p-4:05) please be mindful of where you park.

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 6:45 am.

SNOW DAY INSURANCE PASSES are available for purchase. The Snow Day Insurance Pass is good for care for all snow days. Snow Day care is available from 8:00a-6:00p at Conant Elementary school.



This pass is \$100/child if purchased by December 1st and \$150.00 after that deadline. It is good for the current school year only. Insurance passes must be purchased two full school days prior to the snow day. The fee is non-refundable. If your child was scheduled for Latchkey/Kidz Zone the day of a snow day, you will receive credit for that day.

Monthly Showcase

Each month, all of the children enrolled in our Latchkey/Kidz Zone program have the opportunity to participate in our art showcase. Every child receives a prize for participating. All winning entries are on display at Bloomin' Preschool Fox Hills.



Personal Technology Policy

Students shall not use cell phones or other personal electronic devices (cameras, iPhones, video games, etc.) during the Latchkey/Kidz Zone program. All devices must be out of sight. The taking of pictures and videos is 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 item.

Discipline Policy

Expectations for children enrolled in our program include the following:

- Show respect toward others and property.
- Be kind to others with words and actions.
- Stay in the assigned areas.
- Listen and follow directions.
- Toys that promote violent behavior should remain at home.

Please be aware, if inappropriate behavior persists and becomes a danger to other children enrolled, then your child will be removed from the Latchkey/Kidz Zone program.

The staff will encourage and praise good behavior. The following are the guidelines our staff will follow if disciplinary action is necessary:

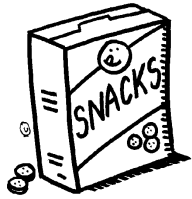
- Redirect the activity.
- Speak with the child.
- Provide choices.
- Confer with the parent and supervisor as needed.

Incident Policy

In case of an incident the staff person will identify the injury or illness and then contact the first aid/CPR person in the building. 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 once the situation is under control.
- Within six hours of the incident, the Latchkey/Kidz Zone supervisor will notify the Bloomin' Preschool Fox Hills office.





Nutrition Policy

A light snack will be served during the afternoon Latchkey/Kidz Zone program. Snack for the day will be posted in the room. Please make the Latchkey/Kidz Zone supervisor aware of any food allergies.

Allergy Policy

If your child has an allergy to food or another substance, substitutions are provided to meet the child's individual needs. 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.

Birthday Treat Policy

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

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

Cleaning & Sanitizing Procedures

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

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



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.

Classroom Websites

Each Latchkey/Kidz Zone site maintains a Shutterfly website. You will find helpful reminders and news about your child's Latchkey/Kidz Zone program. Please visit the site a few times each month to keep yourself informed.



Student Mailboxes

Each Latchkey and Kidz Zone student will have a student mailbox assignment. Check your child's mailbox daily. Important papers and information are distributed by way of your child's mailbox.

Enotify

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 and select Latchkey and/or Kidz Zone newsletters.

Health Policy

Please do not bring your child to school/Latchkey & Kidz Zone with any of the following symptoms:

1. Fever
2. Earache
3. Sore throat
4. Red or runny eyes
5. Sneezing or discharge from the nose
6. Persistent cough
7. Swollen glands
8. Abdominal cramps and/or diarrhea
9. Rash of any kind
10. Nausea or vomiting



Children who have been ill must be symptom free for 24 hours before returning to school. Parents must have written permission from a licensed physician before children are to return to school.

Children who become ill while in our care will be isolated, and their parents will be notified so that the child can be picked up promptly.

Parents whose children show any symptoms or indications of a communicable illness should contact the school immediately. Parents must have written permission from a licensed physician before children are to return to school. Classroom equipment will be cleaned and sanitized upon discovery of any communicable illness.

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.

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.

Medication Policy continued

It is very important to inform your child's Latchkey/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.

Since we do not have access to the office during Latchkey/Kidz Zone, please provide separate medication.

Sign-In/Out Procedures

Per the State of Michigan Licensing Regulations, children must be signed in and out of the program by an adult [parent/guardian or person listed on the Emergency Card (Child Information Form)].

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 Latchkey/Kidz Zone staff with a written note.

The safety of your child is of the utmost importance to us, so identification will be checked for people with whom the caregivers are not familiar. Parents/guardians and authorized pick-up persons should bring their ID's 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.



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 they are picked up by their parent/guardian 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: Bloomfield Hills Middle, 4200 West Quarton Road, BH

Eastover: Bloomfield Township Fire Department, 1063 Westview, BH

Lone Pine: West Hills Middle School, 2601 Lone Pine Road, WB

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

Bloomfield Hills Middle School: Conant, 4100 West Quarton Rd, BH

East Hills Middle School: Fox Hills Center, 1661 Hunters Ridge Dr, BH

West Hills Middle School: Lone Pine, 3100 Lone Pine Rd, WB

Licensing Notebook

A notebook containing licensing and regular inspections, renewal inspections, special investigations and corrective action plans is available on site. Latchkey hours are 7a-9a & 4p-6p and Kidz Zone hours are 7a-8a & 3p-6p. Licensing inspections and special inspections not included in the binder are available on the LARA website at www.michigan.gov/michildcare.

Staff Requirements

Staff requirements upon hire are as follows:

- Comprehensive Background Check (Central Registry, Criminal History Check & Fingerprinting)
- Abuse Neglect Statement
- CPR Certification
- TB Test

HELPFUL HINTS

To help ensure that you and your child have a pleasant Latchkey/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 Latchkey/Kidz Zone hours.
- Please keep information on your Latchkey/Kidz Zone emergency card current. **THIS IS EXTREMELY IMPORTANT! Unfortunately, we do not have access to the office during Latchkey/Kidz Zone hours.**
- Please LABEL all of your child's belongings!
- We do not recommend children bringing toys from home. Latchkey/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 Latchkey/Kidz Zone, will not be replaced by the Latchkey/Kidz Zone program.
- Please take advantage of early registration for **next** Fall. Registration for the next school year begins in May. Current families may register online through the beginning of August. Registration fee must be received to complete the registration process. Forms are also available from your Latchkey/Kidz Zone Supervisor or on the Latchkey/Kidz Zone website. Starting August 1st you **MUST** come into the Bloomin' Preschool Fox Hills Latchkey/Kidz Zone office to register.



Important Numbers

Latchkey/Kidz Zone Registration Office 248-341-7950

Fax Number..... 248-341-7999

Email..... Latchkey@Bloomfield.org
KidzZone@Bloomfield.org

Website..... www.Bloomfield.org

Latchkey & Kidz Zone is found under the Schools heading

Wendy Rocha Latchkey/Kidz Zone Coordinator

Lisa Gryglak..... Latchkey/Kidz Zone Supervisor

Toni Liburdi..... Secretary

Latchkey Classrooms

Conant 248-341-7020

Eastover 248-341-7120

Lone Pine 248-341-7320

Way 248-341-7820

Kidz Zone Classrooms

BHMS 248-341-6088

EHMS 248-341-6288

WHMS 248-341-6188

Elementary & Middle School Offices

Conant..... 248-341-7000

Eastover 248-341-7100

Lone Pine 248-341-7300

Way 248-341-7800

BHMS 248-341-6000

EHMS 248-341-6200

WHMS 248-341-6100