



**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
COVID Protocols	2
Registration Policy.....	2
Hours and Payment Policy	3
Emergency School Closing Procedures.....	3
Discipline Policy.....	4
Incident Policy	4
Nutrition/Allergy Policy.....	5
Hand Washing Procedures.....	5
Cleaning and Sanitizing Procedures	5
Health Policy.....	6
Medication Policy.....	6
Sign-In/Out Procedures	7
Monthly Payments	8
Late Pick Up Fees	8
Confidentiality Policy.....	9
Grievance Policy.....	9
Emergency Procedures	10-11
Licensing Notebook Policy.....	11
Staff Requirements.....	12
Child Protection Policy.....	12
Helpful Hints	13 – 14
Important Phone Numbers.....	15



Program Activities

The morning and afternoon Latchkey/Kidz Zone program provides children with a safe, well-supervised environment when an adult is unable to be at home. Children engage in many activities including art, quiet study and reading areas, physical fitness, games, outdoor and indoor play. Children are supplied their own individual bag full of art supplies to use while in our program. Our program is play-based and encourages a relaxed environment for the child who is in school all day. A schedule of daily activities is posted on every Latchkey/Kid Zone Google Classroom site.

COVID Protocols

Numerous COVID protocols are in place: daily health screener and temperature check, masks worn (except during meals), families drop off and pick up at school entry, 6 feet social distancing, etc.

Registration Policy

Children must be enrolled in a District K-8 school. Completed registration forms must include an annual \$40.00 registration fee/per family (waived for the 2020-21 school year). A signed confirmation page and an emergency card must be completed and submitted with your registration. Spaces are limited. Registrations are accepted in the order they are received. Should the program reach capacity, families will be placed on our waitlist.



Hours and Payment Policy



Morning 7:00 AM until school starts

Afternoon..... After school ends until 5:30 PM

- We open at 7:00a and close at 5:30p. Thank you for your patience and cooperation.
- 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.
- Latchkey/Kidz Zone is not open when the Bloomfield Hills School District is closed for holidays, teacher workdays, emergency school closings or weather. Credit/refunds are not given for days school is closed due to power outages, severe weather, or any emergency school closing. The program is not available in the afternoon on half days.
- Schedule changes are not permitted.
- Registered users must **actively** use the program (unable to reserve placement for drop-in service).
- Written notification for terminating services must be received at the Registration office ten (10) full school days prior to the day you wish to discontinue service. If withdrawal notification is not received, you will be charged for your scheduled days/time.

Emergency School Closing Procedures

When local weather conditions are severe, please tune to one of the radio stations or television channels 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 5:45 am.; however, in case of rapidly changing weather conditions, the decision could be made as late as 6:45 am.



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 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 & Allergy Policy

Please make the Latchkey/Kidz Zone supervisor aware of any food allergies. 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. Please provide an afternoon snack for your child, in a disposable container.

Hand Washing Procedures

This procedure will be followed every time a staff member washes their hands.

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 Betco
4. WIPE with dry paper towel



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



Latchkey/Kidz Zone follows Bloomfield Hills Schools COVID Protocols.

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.

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.

It is very important to inform your child's Latchkey/Kidz Zone site supervisor 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 a parent/guardian or person listed on the Emergency Card (Child Information Form).



Due to COVID, Latchkey/Kid Zone staff will sign-in/out students noting who dropped off or picked up, until further notice. They must call the Latchkey/Kidz Zone phone number for arrival and pickup. A staff member will greet the child and person dropping off at the door. If it is necessary to have someone other than those listed on the Emergency Card 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 to pick up 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.

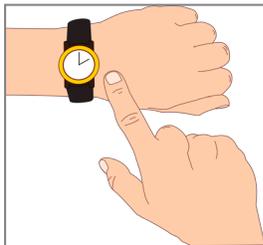
Monthly Payments

Payment is due by the fifth of the month, for that current month. We do not bill you for monthly expenses. Our automatic payment option is 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 monthly on the 5th* of each month (*if the 5th falls on a Saturday/Sunday, fees we will process fees 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 on the district website www.bloomfield.org. You must fill out a new form each school year.



Late Pick Up Fees

Latchkey/Kidz Zone closes at 5:30pm, sharp. 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 let him/her know 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.

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 site supervisor and enrollment office for verification of eligibility and state reporting only. Confidentiality also includes sharing any other information regarding a child including but not limited to, all child/family information and records, and private conversations with a parent. The site 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 program supervisor.



Grievance Policy

The Bloomfield Hills Schools Latchkey and Kidz Zone Programs strive to provide a positive nurturing environmental for all, however at times concerns may arise. If



you have concerns please bring them to the attention of your Latchkey or Kidz Zone site supervisor. If you are unable to resolve your concerns then the program supervisor 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.

Emergency Procedures

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 a fire, an alarm will sound. Children will exit the building with the Latchkey/Kidz Zone staff at the nearest safe designated emergency exit. Parents will be notified to pick up their children via the automated system. Fire drills are practiced monthly. Please see the posting in your child's classroom and note the nearest emergency exit.



Severe Weather Procedures

In case of severe weather, the site supervisor/teacher will announce severe weather conditions to the Latchkey/Kidz Zone staff. All staff/students who are outside will immediately return to their classrooms. Classroom activities shall 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 through the Latchkey/Kidz Zone staff prior to departure.



Other Natural Disaster Procedures

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

Emergency Procedures (continued)

Evacuation & Relocation Site

Should an evacuation of an elementary school building become necessary:

- Conant Elementary will relocate to Bloomfield Hills Middle School
- Eastover Elementary will relocate to Bloomfield Township Fire Department
- Lone Pine Elementary will relocate to West Hills Middle School
- Way Elementary will relocate to Bloomfield Hills High School

Should an evacuation of a middle school building become necessary:

- Bloomfield Hills Middle School will relocate to Conant Elementary
- East Hills Middle School will relocate to Fox Hills Center
- West Hills Middle School will relocate to Lone Pine Elementary

Once we have the situation under control families will be contacted by our automated phone system. In the event there are children present with special needs, an individualized evacuation plan will be written.

The location addresses are as follows:

- *Bloomfield Hills High School - 4200 Andover Road, BH*
- *Bloomfield Hills Middle School - 4200 West Quarton Road, BH*
- *Bloomfield Township Fire Department - 1063 Westview, BH*
- *Conant Elementary – 4100 West Quarton Road, BH*
- *Fox Hills Center - 1661 Hunters Ridge Drive, BH*
- *Lone Pine Elementary – 3100 Lone Pine Road, WB*
- *West Hills Middle School – 2601 Lone Pine Road, WB*

Licensing Notebook Policy

A notebook containing licensing and registration inspections, renewal inspections, special investigations and corrective action plans is available at each Latchkey/Kidz Zone location. Licensing inspections and special investigations not included in the binder are available on the Bureau of Children and Adult Licensing at:

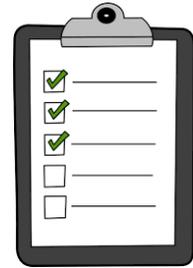
www.michigan.gov/michildcare



Staff Requirements

Staff requirements are as follows:

- Criminal History Check (annual review)
- Central Registry Clearance (annual review)
- Fingerprint Scan
- Abuse Neglect Statement indicating individual is
 - Aware of the abuse and neglect of children is against the law
 - Informed of policies on child abuse and neglect
 - Required by law to immediately report suspected abuse and neglect to Children's Protective 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 must be notified of suspicion; however, an oral and written report **MUST** be filed within the required time.



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 daily when weather permits; therefore, have outdoor gear available. 
- Please keep information on your Latchkey/Kidz Zone emergency card current. **THIS IS EXTREMELY IMPORTANT! (We do not have access to the office during Latchkey/Kidz Zone hours.)**
- Students shall not use cell phones or other *personal* electronic devices (cameras, iPods, video games, 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 his or her permission is a violation of privacy. Violation 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. 
- Please LABEL all of your child's belongings!
- Each Latchkey/Kidz Zone site maintains a Google Classroom. You will find helpful reminders and news about your child's Latchkey/Kidz Zone program. Please visit the Google Classroom weekly to keep yourself informed. 

- It is your responsibility to inform your child's teacher/main office of your child's afternoon Latchkey/Kidz Zone schedule.
- Please do not bring 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 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.
- Registration for next school year will start in July. Please visit the Latchkey/Kidz Zone website (at Bloomfield.org) for exact details.



Important Contacts



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