



WBSD KIDS CONNECT

FAMILY HANDBOOK

West Bloomfield Community Education
5810 Commerce Road
West Bloomfield, MI 48324
(248) 865-6468

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Program Introduction

The Kids Connect Program is an integral part of the school setting, filling a special need for many children and parents.

KIDS CONNECT IS A LICENSED CHILDCARE PROGRAM THAT OFFERS:

- A safe and friendly haven where children can socialize with their peers
- A place where children feel comfortable and can unwind
- A well-equipped area where competent and caring staff can offer creative activities with many choices to meet a variety of children's needs
- A fun setting where children have opportunities to use indoor and outdoor equipment
- A nurturing environment for children where parents are actively involved in the program
- A pleasant and harmonious atmosphere which enriches and complements the child's school experience

NOTICE OF NONDISCRIMINATION

It is the policy of the West Bloomfield School District that no person shall, on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, disability or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

Federal Tax ID

386007700

Program Guidelines

Mutual Respect Agreement

West Bloomfield Preschool Academy students thrive when their families make a positive home-school connection with one another. Therefore, staff, families, and members of the community model the following expectations in the presence of students or on school grounds.

- Appropriate use and wear of clothing
- Speak kindly and respectfully to all students and adults
- Address resolutions to conflicts and disagreements in private
- Respect the privacy of all families. Please do not discuss other students whom are not your own with another adult
- Refrain from using threats, raising your voice or using intimidation when correcting your own students behavior or when experiencing conflict with other adults
- Refrain from confronting another parent regarding their students behavior or conflicts between families. If you have concerns regarding conflicts between your child and other students in the program, please direct your concerns to the Kids Connect lead instructors or coordinator of the program.

Confidentiality Policy

The Kids Connect program is sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. The program will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

Licensing Information

Kids Connect is considered a licensed child care program per the State of Michigan. Licensing guidelines and requirements can be accessed at: [Michigan Licensing Rules for Child Care Centers](#)

All our facilities are licensed by the State of Michigan and meet all state guidelines. Families may view the Licensing Binder onsite during regular hours. Information, such as reports or action plans, can be found for the past 3 years at: [Child Care Hub Information Records Portal \(CCHIRP\)](#)

Mandated Reporting

Under the Child Protective Services Act, Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of West Bloomfield Preschool Academy are considered mandated reporters, under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they **fail** to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

General Building Information

Office Contact Information

Dania Bazzi Superintendent-West Bloomfield School District	
Sarah McDowell, <i>Coordinator</i>	248-865-6457
Chanley Potrykus, <i>Assistant Coordinator</i>	248-865-6360
Bethany Helka, <i>Administrative Assistant</i>	248-865-6468

Locations and Programs

Location	Programs/Hours of Operation	Phone Number
Sheiko Elementary 3380 Orchard Lake Road West Bloomfield, MI 48324	Morning care: 6:45 am - 8:15 am Afternoon care: 3:12 pm - 6:00 pm	Kids Connect: 248-865-6627 Sheiko Elementary Office: 248-865-6620
Gretchko Elementary 5300 Greer Road West Bloomfield, MI 48324	Morning care: 6:45 am - 8:45 am Afternoon care: 4:12 pm - 6:00 pm	Kids Connect: 248-865-6570 Gretchko Elementary Office: 248-865-6577
Doherty School 3575 Walnut Lake Road West Bloomfield, MI 48324	Morning care: 6:45 am - 8:45 am Afternoon care: 4:12 pm - 6:00 pm	Kids Connect: 248-865-6020 Doherty Elementary Office: 248-865-6015
Scotch Elementary 5959 Commerce Road West Bloomfield, MI 48324	Morning care: 6:45 am - 8:45 am Afternoon care: 4:12 pm - 6:00 pm	Ph. 248-865-3280 Scotch Elementary Office: 248-865-3287

KIDS CONNECT DAILY SCHEDULE

AM Schedule 6:45 am - 8:45 am	PM Schedule 3:12 pm - 6:00 pm - Sheiko ONLY 4:12 pm - 6:00 pm
Sign in/attendance	Sign in/attendance
<ul style="list-style-type: none"> ● Breakfast ● Quiet activities ● Games/toys ● Homework (60 mins)	Snack (15 min)
<ul style="list-style-type: none"> ● Arts and crafts ● Gym (30 mins)	Homework (20-30 min)
Outdoor time (weather permitting) (30 mins)	Outdoor time (weather permitting) (30-60 min)
Dismissal to classrooms	<ul style="list-style-type: none"> ● Quiet activities ● Games/toys ● Arts and crafts (30-60 min)
Handwashing happens periodically throughout the day and before meal times (breakfast/snack)	

Registration

Admission

Admission

Kids Connect is available to West Bloomfield students from Kindergarten through 5th grade.

Beginning with the first day of school, the program will follow the West Bloomfield School District calendar for holiday recess and inclement weather closings. Parents will be notified of emergency school closings and will be responsible for having a student picked up as soon as possible.

Registration

Registration: Online registration

All families must be registered to attend Kids Connect. Please allow 15-20 minutes to complete the registration process as the system will not save your information for a later time. There is a non refundable registration fee that will be collected at the time of enrollment. If payment does not process successfully, your contract will not be approved.

All registration is to be completed online. Kids Connect uses the Eleyo software platform. Please visit: wbsdec.ce.eleyo.com to register.

Reminder: If you registered for programs through the Eleyo platform within the previous school year, it is not necessary to create a new profile. Log into your existing profile and register under the upcoming school year.

If your child has an IEP or 504 plan Kids Connect must be notified and obtain a copy of the IEP or 504 to be able to support your child to the best of our abilities while in our program.

Required Forms

All forms, with the exception of allergy/medication, are built into registration and must be filled out in their entirety. Registrations will not be approved if these forms are not filled out. Allergy/medication forms must be filled out prior to your child/children attending Kids Connect. Please visit: wbsd.org to print the medical form(s) needed for your child/children.

Attendance

Attendance

Your tuition covers your child's placement in the program, not his/her attendance.

Programming is staffed by registered students and state licensing requirements. Staff is expecting all students in attendance on any given day based on the schedules that are in place. It is imperative that you contact our Kids Connect office at 248-865-6468 if your child is absent, has been picked up early from school, or will not be attending Kids Connect on a day they are scheduled. **If staff spend an excessive amount of time looking for your child/children and communication is not received, a child search fee of \$10 per child will be added to your account.** The safety of your child/children is our top priority.

Withdrawal

Withdrawal

A parent may withdraw their child from Kids Connect at any time. It is the parent's responsibility to notify the administrative assistant of the withdrawal or normal billing will continue. Parents need to notify the Kids Connect administrative assistant by email or phone at 248-865-6468, and state the last day of attendance. There is a no refund policy if the withdrawal happens during the current month, unless the withdrawal is a recommendation of the Coordinator or Assistant Coordinator. If you remove an automatic payment from your account, your child/children will be removed from the program.

Billing/Tuition

Billing/Tuition/Invoicing

Your tuition covers your child's placement in the program, not his/her attendance.

Invoices are generated on the first of each month and due on the 15th of each month. The only exception is the May/June invoice which is combined. A final invoice will be generated on June 1st to invoice any additional drop in requests. This invoice will be due on the last day of school.

ANY drop in requests received the last week of school will be processed the day of service. Automatic payment is required. If payment does not process successfully on the 15th, you will have 48 hours to remit payment for services to continue. If no payment is received in the 48 hour timeframe, services will be suspended. If you remove an automatic payment from your account, your child/children will be removed from the program. A \$20 late fee will be applied to your account if payment is not received on the 15th of each month.

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Scheduling

We offer two types of schedules:

- **Consistent schedules** - Pick the same days of the week for every week. Any additional days needed will be considered a drop in day.

Please note: Schedule changes may be submitted each month if needed, by requesting a schedule change through your Eleyo account. If a schedule change is submitted, the new schedule will not go into effect until the following month.

- **Drop In schedules** - Pre registered drop in dates for care that is needed. Due to staffing and licensing requirements all [drop In](#) requests require a 24 hour notice. Failure to adhere to this requirement may result in having your child turned away. Families will be invoiced for all dates that are requested, regardless of attendance or not.

If a child arrives at Kids Connect without being scheduled or without prior authorization, you will be charged a \$20 unscheduled drop in fee in addition to the regular session fee.

Due to limited space, if you drop from Kids Connect, we cannot ensure you a spot in our program at a later date.

Refunds

Refund Policy

There are no refunds or make up days for:

- illness
- family vacations
- field trips, including the 5th grade camps
- inclement weather closings
- building related problems
- vandalism
- loss of power
- prescheduled/requested days not used

Kids Connect will be closed if the West Bloomfield School District closes.

Fees

Late Pickup and Fees

Kids Connect is open until 6pm. There will be a \$1 per minute, per child late fee assessed if arriving after 6pm.

In the event that a child is still in our program at closing time the following steps will be taken:

- Parents will be contacted
- If unable to reach, the emergency contact(s) will be called
- Failure to reach parents/emergency contacts will result in staff contacting the local police department. Staff will also contact the coordinator(s) of the program stating the measures that have been taken to contact parents.

If a parent is late 3 times in one semester, this will be reviewed by supervisor/s and may result in dismissal from the Kids Connect program.

\$10 - Child search fee

- Applied if staff spends an excessive amount of time looking for your scheduled child/children if no communication is received by school dismissal.

\$20 - Late payment fee

- Applied if payment is not received on the due date.

\$10 - Schedule change fee

- Applied for excessive schedule changes each month.

\$1 - Late Pickup Fee, per child, per minute

- Applied if arriving after 6pm to pick up from Kids Connect.

\$20 - Unscheduled Drop In Rate

- Applied per child, per service if arriving at Kids Connect on a date other than their scheduled dates. **This charge is in addition to the regular tuition rate.**
 - *Your child may be turned away depending on student to staff ratio to adhere to licensing safety requirements.*

Shared Custody

Each parent may register for their own account and submit a childcare contract for coverage that is needed. All special requests must be approved by the coordinator(s) and documentation must be received prior to the child/children attending. Without court documents, any legal guardians or parent that shows up to Kids Connect will be allowed to pick their child/children up after providing proper identification.

Please note: Both the child's mother and father's information need to be filled out on the emergency card. NOTE: If one or more parents are not considered the child's legal guardian or does not have custody, the legal guardian will need to PROVIDE PROOF of custody. PLEASE PROVIDE ANY CUSTODY DOCUMENTATION to bethany.helka@wbsd.org. **Contracts will not be approved until information is verified.**

Dismissal From Program

A family will be dismissed from the program for:

- Not completing all required forms for enrollment.
- Parent/guardian verbally abuses or physically harms another child or staff member

- *Definition of verbal abuse: A range of words or behaviors used to manipulate, intimidate, and maintain power and control over someone. These include insults, humiliation and ridicule, the silent treatment, and attempts to scare, isolate, and control.*
- Three (3) late pick-ups Three (3) no call no shows
- Non-payment of tuition or fees
- Disruptive behavior Evidence of unsuccessful adjustment
- Removing automatic payment from your account

Financial Assistance

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES (MDHHS)

Kids Connect accepts child care assistance from [MDHHS](#). Families must submit paperwork through their caseworker or begin this process through the MDHHS office. MDHHS does not cover the nonrefundable registration fee. MDHHS forms will not be processed by the district until this amount is paid. Families are required to pay for tuition services until WBSD Early Childhood Department receives payments from MDHHS. Out of pocket tuition payments that exceed MDHHS payments will not be refunded until the end of the school year.

Families are responsible for all childcare expenses that are not covered through child care assistance.

MCKINNEY VENTO ACT (qualifying displaced families)

Families who need before and/or after childcare services qualify for a discounted Kids Connect tuition rate. Families must apply for MDHHS child care assistance first. If benefits are not awarded, families must show proof of their MDHHS application so that other financial arrangements can be arranged.

Health and Safety

Sign-In / Sign-Out

When dropping off your child in the morning, an adult must walk them to the Kids Connect room and sign them in. An approved parent or guardian **MUST SIGN THEIR CHILD** at drop off and sign their child out at pick up using the district electronic device. Kids Connect instructors may not sign in or out the child, unless students are being dismissed to go to class or coming into Kids Connect at the end of the school day. The same procedure will be used when picking up your child. Your child will have an individual pin number for adults to sign the child in/out on a district electronic device. Note: Your child may be released only to the people listed on the white State of Michigan emergency card. If someone else will be picking up your child, you must notify us in writing, and those picking up must provide a photo I.D. You are also responsible for providing them with the pin number assigned to your child. We cannot release children to siblings unless they are at least 16 years of age. If you have any changes to your child's emergency contact information for approved individuals, parents are responsible for changing this information on your Eleyo dashboard. Please [click here](#) for instructions if needed.

Snack

Snack
Kids Connect does not provide snacks. If you would like your child/children to have a snack while in Kids Connect, please pack it separate from their lunchbox. **All snacks must be nut free.** Please send a reusable water bottle with your child daily.

Medication

Medication
The Staff must have written permission to seek emergency medical care for the child. Each child must have a physical, along with a certificate of immunization for DPT, Polio, Measles, Mumps and Rubella on file with the elementary/middle school. Parents must complete and sign the Kids Connect health form and white State of Michigan emergency card every year.

Children are not allowed to have any medication in their possession. This includes pain relievers such as aspirin, cough drops, sunscreen, or chap sticks. Medication, including aspirin, shall be given with written permission from a physician only, using the district medication form.

Medication must be in the original container.

Prescription medication must have the pharmacy label, including the doctor's name, patient's name, and instructions on dispensing, name, strength of medication, and time duration given. The medication will be dispensed in the

presence of two adults. The medication will be stored out of reach of children and under lock and key. The medication will be returned or destroyed, when it is no longer needed.

For the appropriate medical forms please click here: <https://www.wbsd.org/parents/health-forms>

Illness

- Parents must be called if a child, while at school, vomits, has a fever, diarrhea, excessive drainage from the nose, pink eyes, a suspicious rash or if staff determines a child is lethargic and not able to participate in class. The sick child will be removed from the group while waiting for an emergency person and/or isolated from others to prevent spread of germs.
- If a staff person is sick, they will be sent home and removed from the program environment to prevent spread of germs.
- If a parent is called to pick up a sick child, the parent must arrive within an hour or will need to make arrangements for an emergency person to pick up the child. If the child cannot be picked up within the hour, the coordinator(s) will be notified and appropriate action taken.
- All children go outside every day, weather permitting. If your child is well enough to be in school, he/she is well enough to go outside.
- Our policy is for children to go outside if the temperature is above 15 degrees F and other weather factors are favorable. Staff discretion is used.
- To help stop the spread of contagious disease, please notify us if your child has a contagious disease. We post notices of all contagious diseases by the classroom door.
- A child needs to be fever free without fever reducing medication for 24 hours before returning to school. A child who vomits at school may not return for 24 hours.
- A child diagnosed with pink eye must be on medication for 24 hours before returning to school.
- A child with a rash must be diagnosed by a doctor and bring a note from the doctor when returning to school.
- A doctor's note is required if there is a special need.
- To help stop the spread of contagious disease, please: notify us if your child has a contagious disease. We will do our best to notify you if children are exposed to a contagious disease at school while in our program.
- If sick, your child will be removed from the group while waiting for you or your emergency person. A child needs to be free of fever for 24 hours before returning to school. A child diagnosed with pink eye must be on medication for 24 hours before returning to school.
- Be sure your emergency person listed on the child information card is someone who will be available and lives close to the school. If your child does not attend school due to illness, they will not be able to attend Kids Connect on that day.

Accidents/Emergencies/Safety Drills

- The West Bloomfield Emergency Medical Service, as well as parents, will be called if a child needs emergency treatment.
- An evacuation plan, in case of fire, is posted in every room.
- Building Emergency Plans are in place in each building.
- Students are involved in periodic drills during the school year to prepare them to respond properly during an emergency.

Note: Your child can be released only to the people on the emergency card. If someone other than the parent, guardian or the emergency person will be picking up your child, you must notify us in writing. Staff will check photo identification.

Visitors/Volunteers

Parents of children enrolled in Kids Connect are welcome to observe at any time. However, if you plan on staying for any length of time, it is appropriate to notify the staff beforehand. All parents must fill out a [Volunteer and Consent Form](#); the form includes an iChat background screening prior to volunteering.

- Driver's license must be provided.
- Please allow time for the background check clearance

Personal Items

Toys, materials, and/ or electronics may be permitted by the discretion of instructors or designated days. Kids Connect is not responsible for any personal items brought to Kids Connect. Personal items are the student's responsibility.

Appropriate Clothing

- Children should wear play clothes to school.
- There will be no reimbursement for clothes damaged at school.
- Please label all items with your child's name.

- Children should come dressed to play outside each day.
- Extended day requires a set of seasonal extra clothing.

Behavioral Policy

The staff will use a positive method of discipline, which develops self-control, self-direction, self-esteem and a spirit of cooperation with the child. The staff will be prohibited from using any form of corporal punishment, restricting movement, inflicting mental or emotional punishment, depriving or confining a child. The staff may use nonsevere discipline or restraint, when reasonably necessary to prevent a child from harming himself, other persons, or property.

Children are entitled to a pleasant and harmonious atmosphere. Because it's the children's home away from home, they need to feel safe and secure in this environment. Chronic disruptive behavior exhibited by a child, on a continual basis, will not be allowed.

Chronically disruptive behavior is defined as verbal or physical activity which may, include but not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during school (examples of chronic disruptive behavior are biting, hitting, kicking and etc...).. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Physical abuse to any staff member is cause for an immediate 5 day suspension. Parents will be called and requested to pick up their child immediately.

Reasonable efforts will be made to assist children to adjust to the program setting. Expectations for behavior will be discussed with the staff. The staff

will use a variety of strategies in helping children deal with their behavior. Positive approaches to assist children in eliminating disruptive behavior will be our primary course of action. A staff member will communicate with families regarding behaviors. Incidents of behavior will be documented and shared with parents.

Disruptive behavior will be dealt with in the following manner:

Most disruptive behavior can be handled by using Conflict Resolution, in order for the child to calm down, think about his/her action. The staff will talk with the parents about the incident and if a pattern develops.

Supporting Students in Resolving Conflicts

KIDS CONNECT 6 Steps in Resolving Conflicts	
1	Approach calmly, stopping any hurtful actions or language <ul style="list-style-type: none"> ● Place yourself between the students, on their level. ● Use a calm voice and gentle touch. ● Remain neutral rather than take sides.
2	Acknowledge feelings <ul style="list-style-type: none"> ● "You look really upset." ● Let students know you need to hold any object in question.
3	Gather Information <ul style="list-style-type: none"> ● "What is the problem?"
4	Restate the problem <ul style="list-style-type: none"> ● "So the problem is..."
5	Ask for ideas for solutions and choose one together. <ul style="list-style-type: none"> ● "What can we do to solve this problem?" ● Encourage students to think of a solution.
6	Give follow-up support as needed <ul style="list-style-type: none"> ● "You solved the problem!" ● Stay near the children.

Chronically disruptive behavior will be dealt with in writing. A report of the incident will be given to the parent or guardian to read and sign. The report will be returned to the caregiver where it will remain with the child’s enrollment information.

A Behavior Plan will be implanted by staff, coordinators, and parents.

Communication will continue with a plan. If behaviors continue, then the child will be suspended.

If the child is reinstated and the Behavior Plan has been implemented, chronic disruptive behavior continues, then the coordinator will suspend the child and recommend that other child care arrangements be made for the child

Suspension

If a child is suspended, Kids Connect will adhere to the suspension guidelines given to the child per school administration. Therefore, the child will not be able to attend Kids Connect until suspension is over. This includes in-house suspension and if a child is not able to participate in classroom instruction, then the child is unable to participate in Kids Connect.

1. First offense-5 day suspension
2. Second offense-10 day suspension
3. Third offense-suspended from all Kids Connect Service

Bullying

Kids Connect follows the West Bloomfield School District policy on bullying, 8260.

Families of the students involved, both alleged victim and aggressor, will be notified if a complaint and/ or investigation is communicated. The results of the investigation may be communicated; however, Kids Connect will always maintain student confidentiality.

Please communicate all concerns only to staff. Staff and coordinators will address the concerns to families involved. Documentation of the bullying incident will be kept on file and reported, if warranted, with the consequences and/or discipline to appropriate authorities and West Bloomfield School District Board of Education.

The West Bloomfield School District will report cases of bullying to the Department of Education on a yearly basis.

Family Resources

Nutrition

Food Bank Council of Michigan

<https://www.fbcmich.org/>

My Plate (USDA)

www.choosemyplate.gov

Forgotten Harvest

<https://www.forgottenharvest.org/find-food/>

Gleaners Food Bank

<https://www.gcfb.org/>

MI Bridges (Public Assistance)

https://newmibridges.michigan.gov/s/isd-landing-page?language=en_US

National Capital Poison Center

1-800-222-1222

www.poison.org

Child Protective Services

855-444-3911

American Academy of Pediatrics www.aap.org

Healthy Children www.healthychildren.org

Bright Futures www.brightfutures.org

Honor Community Health <https://honorcommunityhealth.org/>

Suicide Prevention Hotline <https://988lifeline.org/chat/>

Oakland County Health Department

www.oakgov.com/health

248-858-1280

Housing

Community Housing Network <https://communityhousingnetwork.org/>

Michigan 2-1-1

<https://mi211.org/>