



Kids' Zone



## WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs  
Child Care Licensing Bureau

<b>Child(ren)'s Name(s) (Last, First)</b>	<b>Facility's Name and License Number</b> Avery (Building Blocks) - DC630019539
---	--

A written information packet has been provided at the time of enrollment. The packet included all the following information (*R 400.8146 (1-2)*):

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- Fee policy.
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Transportation policy, if applicable.
- Medication policy.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook. **(CENTER MUST CHECK ONE)**
  - The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigation reports, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).
  - The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).
- Other \_\_\_\_\_

I certify that I received all of the above items.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Note:** A single CCL-4340 form may be used for all children in the same family.

LARA is an equal opportunity employer/program.





**Social Information:**

Do you have any specific concerns about your child starting latchkey? \_\_\_\_\_

---

---

How does your child feel about starting latchkey? \_\_\_\_\_

---

---

Please feel free to share any information with us that will help us make your child's latchkey experience successful.

---

---

---

---

---

---

---

---

Parent Signature\* \_\_\_\_\_ Date\* \_\_\_\_\_











## Kids' Zone Parent Handbook Agreement

\_\_\_\_\_ I have read the Parent Handbook for the Berkley School District Building Blocks programs. I fully understand the stated policies and procedures and agree to follow the policies and procedures stated in the Parent Handbook.

\* \_\_\_\_\_  
Print student Name

\* \_\_\_\_\_  
Print Parent/Guardian Name

\* \_\_\_\_\_  
Parent/Guardian Signature

\* \_\_\_\_\_  
Date

**BERKLEY BUILDNG BLOCKS / KIDS' ZONE  
PAYMENT AUTHORIZATION FORM**

For your convenience, the Berkley Building Blocks uses the Procure App as our primary payment option to process your monthly childcare payments. Monthly payments are due by the 5th of each month. When you set up your Procure account you will select "make a payment" and "set up payment". You can select auto-pay, in which case the payment will be deducted on the due date of each invoice. If you do not initiate auto-pay, card information can be saved, but you will be responsible for initiating payment and any related late fees if payment is not made by the due date. If you choose to opt out of the Procure card payment altogether, you must select your method of payment below.

Checks and cash should be placed in the drop box at the address below.

Berkley School District  
ATTN: Accounts Receivable  
14700 W. Lincoln Blvd. Oak  
Park, MI 48237

---

Name of Child(ren): \_\_\_\_\_

School(s): \_\_\_\_\_

Class(es) to be included: \_\_\_\_\_

Home Address: \_\_\_\_\_

Choose a method of payment                      (Recommended) I will pay using Procure Auto-Pay

I will initiate each monthly payment on Procure

I will pay by Check

I will pay by Cash

Total Monthly Amount \$ \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_

A new authorization form must be completed each school year.

If you have any questions, please contact Kristin Folsom at 248-837-8439 or [Kristin.Folsom@berkleyschools.org](mailto:Kristin.Folsom@berkleyschools.org)