



## SNOW DAY PROCEDURES

The Crayon Box Children's Learning Center  
will close due to bad weather conditions

**ONLY**

if requested by the authorities (Police Department, Safety Department)  
OR if Andrews University classes are canceled.

(We will function independently if AU is closed for vacations)

**If we are required to close before the day begins,  
the following procedures will take place:**

1. A message will be left on the main office voice mail, 471-3350, stating that the center will be closed due to bad weather conditions.
2. Listen to WAUS 90.7 FM (and other stations) school closing announcements. TV channels 16, 22 & 28 will also list the closings
3. When the closing requirement has been lifted, our office phone message will be changed back to the original message.

### **DELAYED OPENING**

We may have some days with a *2 hour delayed opening*.

In certain weather situations, the University may remain open, but the conditions require the *Berrien Springs School System* to close.

*On the days that the Berrien Springs schools are closed, the Crayon Box will open at 8:45 am.* This allows time for the roads to be cleared and our staff and children's families to have safer driving conditions.

**THERE WILL ALWAYS BE A RECORDING ON THE OFFICE  
VOICEMAIL AS SOON AS A DECISION HAS BEEN MADE  
FOR ANY CLOSING OR DELAYED OPENING.**