

"THE CRAYON BOX"

ANDREWS UNIVERSITY
Children's Learning Center
Berrien Springs, MI 49104-0210
269.471.3350

Revised by
Janet Chase - Executive Director
July 2014

PARENT HANDBOOK



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This handbook is the property of the Andrews University Children's Learning Center and is intended for the exclusive use of the parents/guardians of enrolled children. This handbook may not be copied or distributed to any third party without the express written permission of the provider. The handbook must be returned to the Crayon Box upon termination of child care services.



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We welcome you and your child to “The Crayon Box” Children’s Learning Center!

We are glad you have decided to join us at an important time in your child’s development. The Andrews University Children’s Learning Center has a long history of providing a quality child care and preschool experience for young children.

We are a Learning Center because we provide a variety of physical, emotional, spiritual, and academic experiences for children at every phase of their development. We believe that children learn best through play and exploration. They are in the process of building a solid foundation for continued academic learning. Our teachers provide the children with stimulating opportunities which encourage the child to build that foundation as s/he interacts with every facet of her/his environment. Not only do we provide for your child’s physical and emotional needs and cognitive growth, we also take seriously our responsibility to introduce children to Jesus as a loving friend.

The National Association for the Education of Young children (NAEYC) offers the following measure of quality care when considering accreditation. It is our goal at The Crayon Box to meet these criteria:

- ◆ *Teaching staff express warmth through behaviors such as physical affection, eye contact, tone of voice, and smiles.*
- ◆ *Teaching staff function as the secure bases for children. They respond promptly in developmentally appropriate ways to children’s positive initiations, negative emotion, and feelings of hurt and fear by providing comfort, support, and assistance.*
- ◆ *Teaching staff evaluate and change their responses based on individual needs. Teaching staff vary their interactions to be sensitive and responsive to differing abilities, temperaments, activity levels, and cognitive and social development.*

The purpose of this handbook is to share information and ideas with parents to promote the understanding of our programs and foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an orientation to both our policies and our services.

We look forward to sharing many happy experiences with you and your child. If we can be of help in any way, please let us know.

Sincerely,

Janet Chase, B.S., M.A.T.
Executive Director



OUR PHILOSOPHY

“The Crayon Box” Children’s Learning Center is part of Andrews University, a Seventh-day Adventist institution. The Center comes under the jurisdiction of the Michigan Conference of Seventh-day Adventists. It is not the goal of the center to instruct the children in any particular religious doctrine, but rather to love the children and their families in such a way that they experience something of what it means to be a child of God.

We believe that every person is a unique creation and beloved by the Creator God. Therefore, we will consistently try to treat every member of every family with whom we come in contact with love and respect and teach the children entrusted to us loving, caring ways to relate to each other.

We believe that God is just. Therefore, we will strive to be trustworthy ourselves and to teach the children to be fair in their relationships with others.

We believe that God allows us to freely choose how we will live. Therefore, we will give children safe choices and allow them, insofar as it is possible, to experience the natural consequence of their decisions.

We believe that God endows every person with creative potential and intends that people be responsible stewards of the rest of creation. Therefore, we will seek to provide every child with opportunities to explore his or her creativity, to learn for the purpose of understanding, and to develop the ability to think logically, organize coherently, plan constructively, and evaluate with humor and hope.

We believe that God forgives us. Therefore, we will strive to teach forgiveness by both precept and example to the end that teacher, students, and parents learn to forgive themselves and each other and live life more fully and not hampered by the fear of failure but with confidence and courage.

STATEMENT OF SPONSORSHIP

The Children’s Learning Center is a non-profit, non-discriminatory institution founded, sponsored, owned and operated specifically by Andrews University. The Center is licensed by the State of Michigan Department of Human Services (DHS). The policies governing the center are determined in part by the administrators of the center, under the direction of the Department of Human Resources of Andrews University. Licensing rules for Child Care Centers for the State of Michigan are strictly adhered to. All funds earned by the Children’s Learning Center will be reinvested into the Center.

PURPOSE

It is the purpose of the Children’s Learning Center to provide a warm and caring environment for the children to grow in. Your child will be challenged to build cognitive skills in Math, Language Arts, and Science. Self-esteem and personal relationships are emphasized as children meet peers and adults. The spiritual nurture of your child is a privilege we take seriously.

We also provide an experience with young children for Andrews University students as they pursue degrees in various disciplines. Under the supervision of qualified staff, these students have the opportunity to observe, test, plan lessons, and develop teaching skills. It is our purpose to model a quality early childhood program.



CONTACT US

Office:	471-3350	Older Toddler:	471-3374
Infant Room:	471-3419	Pre-School:	471-3352
Young Toddlers:	471-3452	Pre-Kindergarten:	471-3528

Find us on the web: www.andrews.edu/services/crayonbox

PROGRAM GOALS

Our goals are to have children learn about themselves, others, and the world they live in. Whether they attend a part-day or a full-day program, children come with important questions. They may look at us wondering, "Are you a trustworthy adult? What do you think of me? What do I think of me? How will you treat my family? What's the world like? Will you be someone who helps me figure it out?"

- A. We want to provide for your child:
 - 1. The opportunities for being with other children in a setting conducive to the development of wholesome social relationships; appropriate play experiences that contribute to the developmental needs of the children.
 - 2. The opportunities for meaningful "learning activities" that are based on the child's individual needs, interests, special needs, and abilities, that will build important foundations for the future reading skills and other academic pursuits.
 - 3. To help children to maintain a Christian attitude throughout their school experience.

- B. We want to provide for the parents:
 - 1. The opportunities to meet with and work with other parents and teachers who have as their common concern the interests and needs of each child.
 - 2. The care for the child while the parent pursues her/his own work, school or interests.
 - 3. The opportunities to grow in the understanding of child development through a planned educational program.
 - 4. To show the positive benefits of Christian education.

- C. For the community:
 - 1. To help meet the needs of the community for an early childhood educational facility.
 - 2. To contribute to the wholesome growth and development of the future citizens of the community.
 - 3. To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.
 - 4. To share Christianity with others

GOALS FOR THE CHILDREN

We feel that some of the most important things a child can develop while here at “The Crayon Box” Children’s Learning Center are:

1. Good Self- Concept:
 - a. Creativity
 - b. Verbal expression
 - c. Confidence in self
 - d. Joy of laughter
2. Good Interaction Skills:
 - a. Communicating
 - b. Sharing
 - c. Trusting
 - d. Realizing that showing your feelings is OK
 - e. Learning good manners
 - f. Caring for others
3. Self- Preservation Skills:
 - a. Dealing with emergencies
 - b. Reacting to strangers
 - c. Learning information about self
4. Self-Help Skills:
 - a. Dressing
 - b. Personal hygiene
 - c. Cleaning up after self
5. Respect for:
 - a. People
 - b. Property
 - c. Environment
6. Spiritual Awareness:
 - a. God’s love for individuals
 - b. God as Creator
 - c. Stories from the Bible
7. Scholastic Skills:
 - a. Fine-motor - cutting, drawing, writing
 - b. Math - shapes, counting, numbers, size, order, etc.
 - c. Language and literacy experiences
 - d. Early Science experiences.



HOURS

The Children's Learning Center opens Monday - Friday at 6:45 a.m. The center closes Monday - Thursday at 6:00 p.m. and at 4:30 p.m. on Friday. The **office hours** are 8:00 - 5:00, Monday - Thursday; 8:00 - 12:00 on Friday.

HOLIDAYS

The Children's Learning Center is closed for the following holidays: New Years Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. Depending on the days that Christmas and New Year's Days fall, additional hours/days may be added. **The full fee is due during periods in which one of these holidays falls.**

BUSINESS INTERRUPTION

The center will be closed when Andrews University closes for snow emergencies. The center may also be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc. Parents will need to arrange alternate emergency child care for these situations. In the event the center is closed for more than two consecutive business days, the parent is relieved of any financial obligation to pay for those days in excess of two business days. The parent will return to use the Crayon Box program as soon as it resumes operation. Nothing in this provision alters the contractual provision relating to the required length of notice for termination of the child care contract.

MAJOR DISASTER

In the event of tornado or other major disaster, children will be taken to an assigned safe area until a parent or an emergency contact person comes to pick up the child. Anyone who picks up a child must present **a valid Driver's License** and must sign the emergency forms of the children being taken because there may be no phone service to use to track down a child's whereabouts.

SNOW DAY PROCEDURES

The Children's Learning Center will close due to bad weather conditions ONLY if requested by the authorities, OR if Andrews University shuts down. If AU is closed for vacation, The Children's Learning Center will be listed separately.

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

1. A message will be left on the 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, the office phone message will return to the original message.

If our center is already in operation when the University closes, every attempt will be made to notify the parents of the closing. The announcement will also be on the radio, TV, and office phone.

DELAYED OPENING: In certain weather situations, the University may remain open, but the conditions require the *Berrien Springs School System* to close. On those days that the Berrien Springs schools are closed, the Children's Learning Center will open at 8:45 a.m. This allows time for the roads to be cleared and our staff and children's families to have safer driving conditions.

PLEASE NOTE: THERE WILL ALWAYS BE A RECORDING ON THE OFFICE PHONE AS SOON AS A DECISION HAS BEEN MADE FOR ANY CLOSING OR DELAYED OPENING.



ADMISSION/ENROLLMENT

New children are accepted at any time there is an opening. Children must be at least 2 weeks old.

The pre-registration folder and registration are to be completed prior to the child's first day of attendance. The following forms and procedures are necessary for admission:

1. \$50 Enrollment Fee paid
2. Receipt of Parents' Handbook
3. Child Information Card
 - Addresses and Parent Phone Numbers
 - Emergency Contact & Phone Number
 - Minimum of 1 escort
 - Back Signed and Dated
 - Physician's Name, Address, and Phone Number
4. Health Appraisal
 - a. Immunizations
 - b. Physical Date and Doctor's Signature
5. Pre-Admission Health History - Parent's Report
6. School Activity and Medical Release Form
7. Michigan CACFP Household Income Eligibility Statements

STUDENT FILES-Confidential Information

A student file is maintained on each child enrolled. ***Please keep us closely informed of any name, address, or phone changes.*** Each child has the right to confidentiality. All information concerning the child in our program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the Crayon Box Program will not be released to third parties without written permission of the parent(s), unless required by statute, court order or licensing mandate.

NONDISCRIMINATION POLICY

The Crayon Box Learning Center will maintain all practices related to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, national origin, sex, disability or any other legally-protected classification.



FINANCIAL OBLIGATIONS

REGISTRATION and MATERIALS FEES

A \$50 Registration Fee is due at the time of initial enrollment or re-enrollment after withdrawal or termination. A yearly Materials Fee of \$50 will be charged with the January tuition. These fees are non-refundable.

FINANCIAL CONTRACT

A financial contract is completed for each child according to his/her schedule for care. A flat fee is charged for plans B-D that arrange a regular schedule for 20, 30, and 40 hours per week respectively. Plan A is a drop-in plan and is billed for actual hours requested. *If classroom space is available, the center will be able to accommodate schedule requests under 20 hours/week. Schedules MUST be turned in by Wednesday noon of the prior week. If schedules (AChange of Schedule@ - purple form), are not received by Wednesday noon, the parent will have to call on a daily basis. Schedule changes are subject to availability.*

TUITION

Advance Payment Plans: Fees for the contracted plan are **due two weeks in advance.** Billing follows a two-week cycle according to the Billing Calendar. Payments not received on their due date will have an additional 10% late fee charge. Failure to make payment or arrangements for payment within 30 days of the due date may result in termination and re-registration fee for re-enrollment. **(All scheduled hours are subject to advanced payment.)**

DHS Recipients: All recipients are responsible for child care tuition until DHS sends authorizations for child care. You will be charged two weeks in advance just as the other plans according to the schedule you have turned in. It is also the parent's responsibility to pay all fees not covered by the DHS, such as tuition, overtime fees, and late charges. **DHS will not pay for absences due to "no shows" for vacations of the child, and/or parent.** Failure to make payment or arrangements for payment within 30 days of the due date may result in termination and re-registration fee for re-enrollment.

** DHS Recipients are also responsible for reporting the hours biweekly your child attended on the DHS website www.michigan.gov/childcare as instructed by DHS. Additional information is available at The Crayon Box office.

NOTICE OF WITHDRAWAL

If, for any reason, your child will no longer be attending the center, a Notice of Withdrawal should be signed and turned in to the office *two weeks before* your intention to terminate. The full period's tuition is due once statements have been printed and distributed.

CONTRACT PLAN CHANGES

If your child has no hours scheduled for one week or longer, a \$50 "Plan Change Fee" will be charged. This places the child on the Plan A Drop-In category.



CHANGE OF SCHEDULE

Here at the Children's Learning Center we are happy to be one of the few child care centers that allow weekly schedule changes. In order to continue this flexible policy, please pay special attention to the following schedule change procedures.

- A "Change of Hours" (purple form) must be filled out and submitted to our office **no later than 12:00 p.m. Wednesday** of the preceding week. (Monday during the weeks of Thanksgiving and Christmas break) Submitting your schedules by this time is imperative because weekly staffing is based on child hours. The change becomes effective the following week starting on Monday. Late requests will be considered drop-in (*per space available at the drop-in rate \$6.50*). The drop-in charges will be added to the scheduled hours that we already have in our system.
- Your written schedule request will remain as your set schedule in the computer system until you submit another written request. If you are requesting hours for "one week only", please make sure that you enter a second form requesting the schedule to go back to the original hours or to "no hours" for the following week.
- When filling out the "change of hours" form, you must fill out each day with the hours that you will need for child care. Do not indicate just the day or days that you want changed. **For example:** *you normally have your child scheduled to come Monday through Friday 8:00 – Noon, but next week you want to request Wednesday until 4:00 p.m. If you only write on the schedule for Wednesday 8:00 – 4:00 and leave the other days blank, we will assume that you are only coming Wednesday.* Then you risk not having space on the other days.
- We schedule only on the quarter hour. Example: 8:00; 8:15; 8:30; 8:45, etc.
- The Crayon Box is open every morning at 6:45 a.m. We close at 6:00 p.m. Monday - Thursday and 4:30 p.m. on Fridays.

NON-SCHEDULED HOURS FEE

Non-scheduled hours are any time before, after, or in addition to the daily schedule requested in the Parent Agreement-Contract or the hours given on the "Change of Hours" form. The '>overtime' rate for non-scheduled hours is \$10/hour or any portion thereof.

If your child has to stay at least an hour extra, please call the office and you will be charged the "Drop-In" rate. (providing space is available)

It is crucial that schedules are followed closely. Whenever a child is brought in before the schedule time and/or picked up after the scheduled time, overtime is charged. Arriving later than scheduled does not entitle a later pick-up. Arriving earlier than scheduled, parents must check with teachers if there is availability. Classrooms are staffed according to the schedules turned to the office. Teacher-child ratios are followed in order to remain within licensing requirements.

AFTER HOURS PICK-UP

A late pick-Up Charge of \$2/minute will be charged for each child remaining in the Center **after closing time** (6:00 p.m. Monday-Thursday; 4:30 p.m. Friday.) It is the parent's responsibility to contact the Center if they are running late. If no call is received from the parent, the Center staff will try to search and call the names that are written by the parent on the Emergency card. If no one is found at these numbers, the teachers will wait **30 minutes after closing time** to **call the Berrien Springs Police Department and Child Protective Services to report the fact** and to request assistance in locating you.

CURRENT RATES

 Children's Learning Center 2014 – 2015 Rates 			
Hours Per Week	Infants	Toddlers	Pre-School Pre-Kindergarten
PLAN A Under 20 Hrs/Wk	\$7.00 Hourly	\$7.00 Hourly	\$6.75 Hourly
PLAN B1 20-25 Hrs/Wk	\$136	\$122	\$94
PLAN B2 26-29 Hrs/Wk	\$151	\$137	\$115
PLAN C1 30-35 Hrs/Wk	\$168	\$154	\$129
PLAN C2 36-39 Hrs/Wk	\$179	\$164	\$142
PLAN D1 40-45 Hrs/Wk	\$185	\$175	\$152
PLAN D2 46+ Hrs/ Wk	\$4.05 Hourly	\$3.85 Hourly	\$3.45 Hourly
AFTER SCHOOL CARE			\$4.75 Hourly
NON-SCHEDULED HOURS	\$10.00 Pro-Rated Hourly	\$10.00 Pro-Rated Hourly	\$10.00 Pro-Rated Hourly
AFTER HOURS PICK-UP	\$2.00 Per Minute	\$2.00 Per Minute	\$2.00 Per Minute

A \$1.00 lunch fee will be charged for children scheduled during lunch times.
 (YT – PreK)



RETURNED CHECKS

A \$35 fee will be charged for all returned checks. **The payment will then need to be made in cash or money order.**

DISCRETIONARY/VACATION DAYS

Prorated discretionary/vacation days will be given per fiscal year to children in either Plan C or Plan D. (Plan C - 5 days, Plan D - 10 days).

- a) In addition to verbal communication, discretionary days must be requested in writing (*pink form*), signed and dated by the parent.
- b) There will be no accumulation of discretionary days from one year to the next.
- c) All discretionary days are cleared from the bank when a child is withdrawn or terminated.
- d) No additional discounts are given beyond the discretionary days.
- e) All discretionary days discounts will be applied on the next statement after use.
- f) Discretionary days are counted from July to June each year.

MEDICAL ASSESSMENT AND IMMUNIZATIONS

At the time of the child's initial attendance a certificate of immunization showing a minimum of 1 dose of each immunizing agent must be presented. (or signed waiver)

When a child has been in attendance 30 days, an updated certificate showing completion of all additional immunization requirements as specified by the MI Department of Community Health shall be on file.

Within 30 days of initial attendance a physical evaluation performed within the preceding 3 months must be presented. Physical evaluations shall be updated **yearly** for infants and young toddlers and **every two years** for older toddlers and pre-school age.

IMMUNIZATION REQUIREMENTS

The Michigan Department of Public Health law* prohibits a Director of a day care, preschool, or other program, from admitting a child to the program without a record of having received 1 dose of each: Measles, Mumps, Rubella, Polio, DTP/DT**, Hib, Varicella; or a signed exemption/waiver. To stay in the day care, preschool, or other program, you must provide the Program Director with a record showing that your child has received all of the following required immunizations:

Measles/Mumps/Rubella	1 DOSE	Dose must be given on or after 12 months of age.
Polio	3 DOSES	Must be at least 6 months between second and third doses.
DTP/DT**	4 DOSES	Must be at least 6 months between third and fourth doses.
Hepatitis B	3 DOSES	
HIB (Haemophilus Influenza B)		Complete series of any Hib vaccine OR one dose of any Hib given at or after 15 months of age. Hib is required up to 5th birthday.
Varicella (Chickenpox)	1 DOSE	If your child has had Chickenpox disease, he/she will not need to have the Varicella vaccine. A waiver must be signed.
Pneumococcal Conjugate	4 DOSES	

**** Immunization records must be provided upon enrollment. Infant, toddler, and preschooler immunization records must be kept current. Validated proof of immunizations should be submitted as your child receives new immunizations or boosters shots.***

If immunizations are against your religious/other beliefs, you must sign the waiver form that is available from the program. CHILDREN WHO HAVE NOT RECEIVED THE REQUIRED IMMUNIZATIONS WILL BE EXCLUDED UNTIL THEY ARE RECEIVED.

*****DTP-Diphtheria, Tetanus, Pertussis (Whooping Cough); DT-Diphtheria, Tetanus (pediatric). Children must have signed waiver for Pertussis on file if Pertussis vaccine was not given with DT vaccine.***



ILLNESS

We recognize the difficulty working parents and students have when their child is sick. However, for the benefit of other children, staff, and your child, alternate care must be provided when your child is sick. This will allow the sick child to recuperate better and help keep infections from spreading at school. Arranging such care as soon as your child has symptoms will avoid a last-minute morning rush. **Please call the Center when your child will remain at home because of illness.** If the child has a communicable disease, please notify the school so other parents can be alerted.

Should a child become ill at school, showing any of the symptoms listed below or other signs of illness, you will be called to take your child home right away. This is for the protection of the child as well as for the other children. **If a parent cannot be reached, the person listed on the Emergency Information Card will be called to take the child home.**

- Fever of 100.4 degrees or above - children should remain in alternate care for a full twenty-four hours after the fever is gone.
- Vomiting.
- Diarrhea – When it can't be contained or presence of fever.
- Rashes, lesions, eye secretions or redness associated with contagious diseases (i.e. conjunctivitis, commonly referred to as pink eye; impetigo, an infectious skin disease which shows up as small pimples that turn into red blisters; parents are advised to contact their physician.)
Conjunctivitis must be treated for 24 hours before returning.
- Head lice (readmitted after treatment and removal of nits)
- Strep Throat – after 24 hours of treatment.

PLEASE NOTE: *a child who is too sick to play outside is too sick to come to school.* If the child has a contagious illness or a cold that has lasted for more than a week s/he will need to bring a doctor's statement indicating that the child is fine to come back to school. *(If your child's physician considers that your child is in condition to return to the center despite the symptoms, you will need to present a doctor's statement.)*

SURGERY: The Crayon Box will not provide childcare the day after the child has had surgery.

EMERGENCY CARE

Should your child become seriously injured at school, the Center will attempt to contact you immediately. If the parents cannot be reached, the Center will attempt to contact the person listed as an emergency contact. If you or your emergency contact cannot be reached, the child's doctor will be called and action will be taken according to his/her advice. If the situation warrants, the child will be immediately sent to Lakeland Hospital, St. Joseph. If necessary, an ambulance will be called. Until the arrival of a parent, the designated emergency contact person, physician or ambulance personnel, First Aid will be given. **Be sure to keep the Center informed of any changes in address, telephone numbers or people to contact in emergencies.**



MEDICATION

There are occasions when a child needs medication. Upon written notification by the child's physician, we will administer such medication. Absolutely NO oral medication, including over-the-counter drugs, will be given without a doctor's written permission to The Crayon Box. We believe that over-the-counter medications should be treated with the same caution as prescription drugs. Oral over-the-counter medications such as aspirin, ibuprofen, and cough medicine can be administered only with the written permission of the child's parent **and** physician. Medication must be presented in its original container and have a label with the child's name, current date, time and dose to be given, number of days to be administered, and the doctor's or dentist's name. Please notify the teacher by filling out the medication form; you may obtain this **permission to Administer Medication Form** from your child's teacher. Be sure to list dates and times you wish the medication to be given. The staff can administer medication only on the dates and times listed. *Early A.M. and later P.M. medications must be given at home.*

Topical applications, such as diaper rash ointment, petroleum jelly, suntan lotion, and insect repellent can be administered with parent's written consent. We will follow directions provided on the manufacturer's label. All containers should be clearly labeled with the child's full name.

STAFF

The teachers at The Crayon Box are chosen for their education, loving and warm character, and genuine interest in the training and education of young children. Our Head Teachers have a minimum of a two-year degree in Early Childhood Education or a related field. Additional continuing education in related areas is ongoing. All teachers are current with training in CPR and First Aid. Each classroom has a Head Teacher and an Assistant Teacher as needed, as well as teacher's aides who are current students of Andrews University.

ALL STAFF are carefully screened and selected for their ability to carry out the instructional role with young children.

VOLUNTEERS

Volunteers are greatly appreciated in our program. Before a volunteer and/or parent is welcome into a classroom, she/he will be interviewed by the director to determine the best placement. At no time will a volunteer and/or parent be left unsupervised with children. All volunteers will work directly with the Crayon Box caregivers under full supervision at all times in the classroom.

If the Center Director and/or staff see that the volunteer's performance does not meet the center's expectations, the center's director will ask the volunteer to discontinue her/his volunteering services to the center.

GROUPING

The group size (capacity) and teacher/student ratio for each class is as follows:

- | | | |
|---|-------------|------|
| • Infant (2 weeks – 12 months) | 9 children | 1:3 |
| • Young Toddler (12 months – 24 months) | 12 children | 1:4 |
| • Older Toddler (24 months – 3 years) | 20 children | 1:4 |
| • PreSchool (3 year olds) | 24 children | 1:10 |
| • PreK (4 years and older) | 30 children | 1:12 |

DISCIPLINE

The Center strives to help each child learn and use appropriate behavior. If we see that a child is dangerous to the other children's environment, we reserve the right to require the removal of that child. Positive reinforcement, such as stickers and verbal praise is used often. Other methods such as verbal intervention and/or time-out (Pre-School & Pre-K) are used to help children understand that certain behavior is not acceptable. Efforts will be made to enhance the child's self-esteem, and the teachers will try to help the child understand that certain behaviors are inappropriate. The center's staff will document all behavioral problems, as well as any conversations with parents or guardians. We appreciate your help and ideas in dealing with your child. Absolutely no physical punishment will be used with any child.

BITING

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

When a child does bite, the following procedures will occur:

- The child **receiving** the bite will be comforted and the bite area cleaned to prevent infection. Ice will be used as needed. An "Ouch" report will be filled out and the child's parent notified.
- The **biting** child will be redirected to appropriate activities. His or her parent will be notified in writing, and a copy of the incident report will be placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The teacher will discuss the incident with the child's parents to determine ways to redirect the behavior. The child will be closely supervised. The identity of the child will be kept confidential.
- Most children stop biting soon after these actions have been taken. For those who continue to bite, it may become necessary to remove them from the Center, either for a short period or permanently.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. **We do not and will not use any response that harms a child or is know to be ineffective.**



ADJUSTMENT PERIOD

Starting to attend child care is an exciting experience for a young child, but it can initially be a difficult one. Whatever the personality of the child, however eager s/he may seem to be for the new experience, there will be a moment when s/he suddenly realizes that his parent is not going to be there with her/him. Parents too often feel anxious about the separation. These feelings are normal. If the child is having difficulty, please say good-bye quickly and unhesitatingly, and leave without looking back. Children seldom continue to cry after the parent is out of sight. After a short period of time the daily routine should bring about full adjustment.

ARRIVAL/DEPARTURE

State Law requires that you or a reliable adult (at least 18 years of age), must accompany your child to and from the room and check your child in/out daily. **NO child is ever to be left at the door, gate, classroom, or play area without the usual check-in.** Be sure that a teacher notices the arrival of your child. **NO ONE WILL BE PERMITTED TO TAKE A CHILD OFF THE PREMISES WITHOUT WRITTEN CONSENT OF THE PARENT, (parent's authorizations over the phone will not be accepted).** There may be times when you or your designee is required to present valid picture identification.

CHILDREN'S RELEASE

Parents, or authorized persons, are expected to pick children up at the time indicated on their schedule. If you will be delayed **due to an emergency**, please call the Center or your child's classroom to inform the teacher of when to expect you.

The parent/guardian must provide the center a list of at least two individuals with whom the child may be released to in the event of an emergency. For your child's protection, neither the Director nor the center's staff will release the child to a person who is not listed on the child's card. Should the parent wish to have a one-time special exception, the policy requires that the parent must leave a signed, dated, written note with the child's teacher the morning of the release. (*This authorization must be witnessed by a staff member*). **Parents will NOT be allowed to change instructions orally, (personally or by phone).** The Crayon Box reserves the right to request a valid picture identification at the time of your child's release.

- *In case of a **CUSTODY DISPUTE**, the school will abide by the rulings of the court, or will proceed on the advice of a lawyer if the court has not yet ruled. Until custody has been established by a court order, neither parent may limit the other parent from picking up the child. A copy of the court order will be requested to put in the child's file.*
- The provider assumes no responsibility for any injury or harm to the child who has been released to a person on the child release card or identified in the written exception request process.
- The provider and staff are not properly trained to make assessments relating to intoxication or impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.
- If on a certain day you assign one of your escorts to pick up your child, please make sure to call your child's classroom to confirm that your child has been picked up.



CHECK-IN/OUT

Your child should be checked in and out each time she/he arrives and leaves. ID cards are kept by the time clock in the office. When arriving, check your child **IN** on the time clock computer. Take the ID card to your child's classroom and hand it to the teacher. These cards help us to keep an accurate record of attendance hours.

In case of fire or emergency, this would be our only record of attendance. For your child's safety, be sure to **check your child in** each day upon arrival.

Please remember to check your child **OUT** and leave the time card in its proper slot when leaving the Center at the end of your child's day with us. It is the parent's responsibility to make sure that the child's belongings (personal items, medications, etc.) are picked up at the time of checking out. The Crayon Box staff will not be able to return to the center after closing hours for those parents wanting to recover their child's belongings.

CLASSROOM PROMOTIONS

Children will be promoted to the next classroom at a scheduled promotion date closest to their birthday. The promotions will take place in February, May, August and November. If your child turns a different age and qualifies for reduced tuition, the reduced rate will be effective on their birthday.

PARENT VISITATION

Parents are welcome to visit the Center at any time. We ask that you come in as quietly as possible and join your child in his regular activity so as not to disrupt the program or other children.

TERMINATION POLICY

The Crayon Box reserves the right to ask for a child to be *immediately terminated when the child's continued participation in the program creates a direct threat to the staff or the other children.*

VOLUNTARY WITHDRAWAL

If, for any reason, your child will no longer be attending the Center, a Withdrawal Notice should be filled out and signed by the parent and turned in to the office **at least two weeks** in advance for accurate record-keeping. If no two-week notice is given, you will still be charged for the previously scheduled week.

PARENT NOTIFICATION

In case your child has an accident, injury, illness or other incident either the classroom teacher or the office will call the parent. All contact numbers for both parents will be tried until a parent is reached. In the event that we cannot reach a parent, the emergency contact person will be notified. If an incident occurs that affects all of the children at our center, we will send out an email blast for all families that have listed their email address. Notice will also be left on our answering message and a written notice will be in your mailbox.



CLOTHING

Children should come to school dressed in comfortable, durable, and washable play clothes, so they can enjoy the activities without fear of ruining clothes. **Avoid loose clothing and clothes with strings that may get caught onto things - (safe clothing for playgrounds).**

Also a warm coat or snow suit, mittens, and boots during the winter months are a necessity. The children will enjoy playing outdoors daily throughout the year. During the winter the children will go outside when the temperature is 20 degrees (including wind chill) or warmer.

Shorts, sun-dresses, and sleeveless tops are appropriate summer wear. Sandals must have a heel strap and good support. Thongs are not appropriate footwear.

EXTRA CLOTHES

It is important that each child have an extra set of clothes at school, with the child's name written in ink on each article. Please send the clothing in a ziplock-type bag with the child's name marked on it and leave it in your child's cubby. Toddlers should have 2 - 3 sets of extra clothes. Please replace the clothing regularly as your child grows.

DIAPERS

A large bag of diapers and a container of wipes for each child in IN, YT and OT should be kept at the Center, with the child's name written on each article. Your child's diapers and wipes will be stored in the cupboards above the changing area.

CUBBIES

Each child will be assigned his/her own cubby for storing his/her work and other items. Please help your child remember to clear out his/her cubby each day.

GUM, FOOD, MONEY

Gum, food, and money generally cause problems when brought to school. Please leave these items at home.

TOYS

Toys from home are discouraged. We cannot assume any responsibility for loss, theft, or damage if they are brought.

BEDDING

If your child will attend school between 12:00 and 3:00 p.m. please bring a marked pillow (optional), and a blanket for nap/rest time. All sheets are provided by the Center and are laundered once a week. Each child is assigned a cot.



MEALS

The Center provides breakfast between 8:30 and 9:00 a.m. We also provide vegetarian hot lunches, served between 11:30 a.m. and 12:30 p.m. Meals are served in a family-style setting that encourages warmth and conversation while developing the child's independence. A staff member is seated at each table whenever possible to assist the children and encourage their language skills.

Breakfast is prepared on site by our staff. Lunch meals are prepared by the University Dining Services and are transported to the Center in thermal containers. The Center's weekly menus are available to parents in the monthly newsletter, and are also posted in every classroom on the parents' bulletin boards.

SNACKS

Afternoon snacks are provided for the children. The snacks are nutritious and light as we do not want to spoil your child's appetite for dinner.

INFANT FORMULA / BREAST MILK/FOOD

The Crayon Box offers formula and other required infant food to all enrolled infants. The iron-fortified infant formula provided for infants until they turn one year of age is "Enfamil with Iron". As the parent or guardian, you may decline the formula/food offered by the center and supply the infant's formula/food yourself. However, when your infant turns one year of age, the center will begin to provide milk and the other required food items to meet the meal pattern requirement for toddler-age children. If the parent chooses formula and/or food other than the center provides, a statement must be signed indicating your intent.

Parents providing their child's milk and food will follow the following guidelines:

- All formula must be prepared at home and placed in assembled bottles before being brought to the center.
- Each bottle and nipple supplied by a parent will be used for a single feeding only, and returned to the parent.
- All bottles should be labeled with the following: **name, date, formula or breast, amount of milk.**
- All other types of baby food must also be labeled with the child's name and contents if no commercial label.

GRIEVANCE POLICY

If you feel that your child is being discriminated concerning food, please talk it over with his/her teacher. If you feel that no progress has been made, please talk to the director.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



PARENTS' HANDBOOK

The Parents' Handbook is designed to help you become better acquainted with the program and policies of The Crayon Box. Revisions and additional information may be distributed during the year.

NEWSLETTER

Each month a newsletter is distributed in the parent boxes. Be sure to pick yours up so you will be aware of upcoming events, curriculum activities, policy changes, etc.

SCHOOL PICTURES

Individual and class pictures are taken each year in the fall. The dates and other pertinent information will be posted a few weeks prior to the event.

INFORMATION BOARD

Information concerning upcoming events, as well as a copy of the current newsletter, is posted on the parents' bulletin board in the office and in each classroom.

PARENT/TEACHER COMMUNICATION

The teacher communicates with the parent on a daily or weekly basis, either in written or verbal form. If you have any questions concerning your child's development or behavior, and it's not covered on the form, please address your child's teacher immediately. Parent/Teacher Conferences will be scheduled at the end of April each year.

PARTIES

We welcome mini-celebrations for children's birthdays or farewell days. Please discuss your plans with your child's teacher or the Director. We ask that you keep the sugar intake to a minimum.

PARENT PROGRAMS

The Crayon Box presents a special program each year with varying dates and themes. This is an exciting time for the children. You will want to invite family and friends for the children's performance. Dates are listed on the School Year Calendar.

DEVELOPMENTAL EVALUATIONS

A developmental evaluation report for each child who attends The Crayon Box on a regular basis is done at the end of Fall and Spring Semesters. The final evaluation will be discussed during Parent/Teacher Conferences in April.



INAPPROPRIATE PARENT CONDUCT

The Crayon Box staff expects to keep a professional and rational relationship with parents. Parents whose behavior is inappropriate and unacceptable, will have grounds for dismissal. The following actions or behaviors will be grounds for parent's dismissal and child's disenrollment:

- Foul language, especially in front of children
- Acts of violence, including assault and battery
- Harassment of or threats against the staff, other parents or children
- Possession of illegal substances or firearms
- Verbal or physical abuse of any child
- Indecent exposure

POLICIES AND PROCEDURES MODIFICATION RIGHTS

The Crayon Box has reserved its rights to make additions, deletions, and modifications to the center's policies, procedures and fees. A 30 days written notice will be given to families enrolled in the program. Such notice will not be applicable in the event of emergencies or licensing mandates.

PEST MANAGEMENT

At the beginning of each calendar year, in the January newsletter, the annual notification of parents will be given. The majority of time Arrow Pest Control will only be using Bait and Gel Pesticide Formulation, although at times it may be necessary to spray for a specific pest. When an alternate pesticide application is planned, advance notice will be provided for the parents or guardians. There will be a notice posted on the entry doors and on the time clock, as well as a printed notice in each family's mailbox.

The advance notice will include:

- Information about the pesticide
- Information about the target or purpose of application
- Location and date of the application
- Toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

Liquid spray or aerosol insecticide application in the center will only be applied in the evening or on days that no children are attending our center.



LICENSING NOTEBOOK

The Crayon Box is a licensed child care center and our licensing notebook is available for all parents to view upon request.

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
- The licensing notebook is available to parents during regular business hours.
- Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.



INFANTS

6:45 a.m. - 6:00 p.m./4:30 p.m. (Friday) - Schedule on demand!

YOUNG TODDLERS

6:45 - 8:30	Story time / Alternating Daily Activities / Setup
8:30 – 9:00	Breakfast
9:00 – 9:15	Diaper Check / Change
9:15 – 11:00	Worship / Water Break / Outdoor Time / Alternating Gross Motor Activities/ Fine Motor Activities / Art & Language Activities
11:10 – 12:00	Clean-Up and Lunch
12:00 – 2:00	Naptime / After waking – Quiet Activities
2:00 – 2:30	Soft Quiet Toys
2:30 – 3:00	Snack Time / Clean-Up
3:00 – 6:00	Outdoor Play (weather permitting) / Story Time / Free Choice Activities such as: balls, trucks, cars, dolls, dress-up, fine motor activities, kitchen, and play house.
4:00	Water Break
5:30	Combine with Infant Room; Free Play

NOTES:

- Drinks and extra snacks are given as needed.
- Diaper checks and/or changes are done every 2 hours or as needed.
- Young Toddlers enjoy being with the Infants and Older Toddlers at various times throughout the day. Age appropriate activities are always available and enjoyed. Along with lots of nurturing and one on one time for each child.
- Lesson Plans are posted each month in the room. Our #1 priority is appropriate interaction with our friends.

Older Toddlers

6:45 – 8:00	Good Morning / Quiet Work Areas
8:00 – 8:30	Potty Time / Indoor Activity Time
8:30 – 9:00	Breakfast / Clean-up / Books
9:00 – 9:25	Worship / Music-Instruments
10:00 – 10:25	Potty Time
10:25 – 11:25	Outdoor Play or Gross Motor / Lunch Prep
11:25 – 12:10	Lunch / Clean-up / Books
12:10 – 2:30	Potty Time / Nap Time
2:30 – 2:45	Potty Time / Fine Motor Activities
2:45 – 3:15	Snack Time / Clean-up
3:15 – 5:00	Stories / Free Play / Outside Play
(3:30 – 4:30)	Potty Time
5:00 – 6:00	Combine with YT - IN

Potty Training

Please discuss your toilet training techniques with your child's teacher when your child begins to show an interest. You and the teacher can decide how best to work together to achieve this goal. Pull-ups are used only when the child is staying dry most of the time. If your child uses a diaper at nap time, please do not send pull-ups, unless they are the ones with Velcro. Please use clothing that is easy for your child to handle as he/she learns to use the potty by him/herself.



PRE-SCHOOL

6:45 – 7:30	Open / Greet Children / Free Play
7:30 – 8:15	Learning Activities – free choice
8:15 – 8:45	Bathroom / Breakfast Preparation
8:45 – 9:15	Breakfast / Clean-up / Bathroom / Reading
9:15 – 9:30	Reading Circle
9:30 – 10:00	Worship / Music / Movement
10:00 – 10:30	Learning Centers / Art Work
10:30 – 11:15	Outdoor Time / Gross Motor / Bathroom
11:15 – 11:30	Circle Time / Story / Songs / Finger Plays Basic concepts (colors, shapes, numbers, alphabet) Wash for lunch
11:30 – 12:30	Lunch / Clean-up / Bathroom / Video
12:30 – 2:30	Nap Time
2:30 – 3:00	Wake-up Time / Bathroom
3:00 – 3:30	Snack Time / Puzzles / Games / Stories
3:30 – 4:30	Outdoor Time / Gross Motor
4:30 – 5:00	Bathroom / Bin Toys / Clean-up Room
5:00 – 6:00	Combine with Pre-K

- Children entering PreSchool must be potty trained. Reminders to use the restroom will be given throughout the day.
- Show and Tell on Wednesdays



PRE-KINDERGARTEN

6:45 – 8:00	Welcome - Pre-School Room
8:00 – 8:30	Pre-K room / Free Play
8:30 – 8:45	Reading (audio-cassettes)
8:45 – 9:15	Breakfast / Clean-up
9:15 – 9:30	Washrooms Routine / Reading / Floor exercise
9:30 – 10:00	Language Arts
10:00 – 10:30	Worship / Music
10:30 – 11:00	Center Play / Small Group Activities
11:00 – 11:20	Weekly Theme circle/Art work
11:20 – 11:30	Math activities
11:30 – 12:00	Outdoor Play or Indoor exercise
12:00 – 12:40	Lunch
12:40 – 1:10	Clean-up / Washroom / Tooth-rinsing / Video
1:10 – 1:15	Reading (quiet time story)
1:15 – 2:30	Nap / Rest Time Quiet time reading activities for non-sleepers
2:30 – 3:15	Wake up / Washroom / Puzzles / Art
3:15 – 3:30	Snack Time
3:30 – 4:00	Clean-up / Reading / Music
4:00 – 5:00	Outdoor activities or Center play
5:00 – 5:30	Table Activities / Bin toys
5:30 – 5:45	Art
5:45 – 6:00	Reading

DAILY

4:30 – 5:00 Pre-School and Pre-K combine

FRIDAYS (if count is low)

1:00 – 4:30 Pre-School and Pre-K combine

Thursday – Show and Tell