

2026-2027 ENROLLMENT

SUPPLEMENTAL INFORMATION





FAMILY HANDBOOK

THE CRAYON BOX
2026 - 2027

Important Information:

Office: 269-471-3350

Fax: 269-471-6577

Email: crayonbox@andrews.edu

Schedule Email: cbschedules@andrews.edu

Web: <http://www.andrews.edu/childrenslearning>

Facebook: <https://www.facebook.com/TheCrayonBox.AndrewsUniversity>

Payment Portal: https://secure.touchnet.net/C20366_ustores/web/store_main.jsp?STOREID=76&SINGLESTORE=true

Classroom Phone Numbers

Infants (Room 110): 269-471-3419

Young Toddlers (Room 112): 269-471-3452

Older Toddlers (Room 102): 269-471-3374

Preschool (Room 113): 269-471-3352

Pre-Kindergarten (Room 101): 269-471-3528

Young 5s / School-age (Room 107): 269-471-6307

Fun Zone Exploration Center: 269-471-3513

Center Hours

Monday: 7:00 AM – 6:00 PM

Tuesday: 7:00 AM – 6:00 PM

Wednesday: 7:00 AM – 6:00 PM

Thursday: 7:00 AM – 6:00 PM

Friday: 7:00 AM – 5:00 PM

This handbook contains important information about the programs, policies, and procedures of The Crayon Box Children’s Learning Center. Families are responsible for reviewing the handbook and staying informed of current policies. Policies may be updated throughout the year as needed, and families will be notified of significant changes. The most current version of this handbook is always available on The Crayon Box website or in the office upon request.

Handbook Revision Date: February 24, 2026.

Effective Date: August 31, 2026.

Prepared By: Kristine Conklin, Director

Welcome to The Crayon Box Children’s Learning Center! We are honored to partner with you during this important season of your child’s growth and development. As an Andrews University program with roots dating back to the 1950s, our center has a long-standing commitment to excellence in early childhood education. We are called a *Learning Center* because we nurture the whole child — physically, emotionally, spiritually, and academically. We believe children learn best through play, exploration, and meaningful relationships. Our teachers create engaging, developmentally appropriate experiences that build strong foundations for lifelong learning while introducing each child to Jesus as a loving friend. Guided by the high standards of National Association for the Education of Young Children (NAEYC), we strive to exceed expectations by fostering warm, responsive relationships and honoring each child’s unique abilities and needs. This handbook is designed to strengthen the partnership between home and school. Together, we look forward to creating joyful, meaningful experiences for your child. If we can support your family in any way, please let us know.

Sincerely,

Kristine Conklin, ECE Director

269-471-3350 crayonbox@andrews.edu

OUR MISSION STATEMENT

Andrews University, a distinctive Seventh-day Adventist institution, transforms its students by educating them to Seek Knowledge and Affirm Faith in order to Change the World.

OUR MISSION

The Crayon Box Children’s Learning Center supports the overall mission of Andrews University and serves families throughout Berrien County, Michigan.

We are dedicated to:

- Reflecting Christ’s love through compassionate, respectful care for every child
- Providing consistent, dependable, high-quality early childhood education
- Supporting Andrews University faculty, staff, students, and community families with a safe, structured, and academically focused learning environment
- Partnering with families so parents can confidently pursue their work, education, and service while knowing their children are growing in a nurturing school setting

At The Crayon Box, we are committed to excellence in both care and education - strengthening children, families, and our community.

OUR PHILOSOPHY

The Crayon Box Children’s Learning Center is part of Andrews University, a Seventh-day Adventist institution, and operates within the values of the Seventh-day Adventist Church. While we do not teach specific religious doctrine, our program is guided by Christian principles. Our goal is to love and serve children and families in a way that reflects Christ’s character and helps every child understand their value as a child of God.

We believe:

- Every child is uniquely created and deeply loved by God. We treat every family with respect and teach children kindness, empathy, and compassion.
- God is just and trustworthy. We model fairness, honesty, and integrity in our relationships and classroom practices.
- Children grow through safe choices. We provide developmentally appropriate opportunities for independence and help children learn from natural consequences.

- Each child has God-given creativity and potential. We provide rich learning experiences that develop critical thinking, responsibility, problem-solving, and joyful discovery.
- Forgiveness and grace are essential. We model patience, restoration, and encouragement so children grow in confidence rather than fear of failure.

Our faith shapes how we treat one another, how we guide children, and how we build community.

Professional Affiliations

The Crayon Box Children’s Learning Center is a member in good standing with:

- The Michigan Association for the Education of Young Children (MIAEYC)
- The National Association for the Education of Young Children (NAEYC)

These affiliations reflect our commitment to maintaining high standards in early childhood education.

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 Crayon Box is licensed by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), Child Care Licensing Bureau, Child Care Licensing Bureau (CCLB). The policies governing The Crayon Box are determined in part by the administrators of The Crayon Box, 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 Crayon Box.

PURPOSE

The Crayon Box Children’s Learning Center provides a warm, inclusive environment where every child is valued regardless of gender, ability, ethnicity, language, or background. Our program intentionally builds early academic foundations in math, language arts, and science while strengthening social skills, confidence, and positive relationships. We challenge children to think, explore, and grow in a structured and supportive learning environment. Spiritual development is also an important part of our mission, and we consider it a privilege to nurture each child’s character and faith. As a university-affiliated program, we also serve as a learning site for Andrews University students pursuing degrees in various disciplines. Under the supervision of qualified staff, university students observe, assist, and develop professional skills within a high-quality early childhood setting. We are committed to modeling excellence in early childhood education.

CULTURAL COMPETENCE PLAN

The Crayon Box Children’s Learning Center values and reflects diversity across cultures, languages, backgrounds, abilities, and family structures. Our classrooms include children and staff from many nations and experiences, and we believe this diversity strengthens our learning community. We respect and honor each child’s cultural identity. Children are encouraged to take pride in their families and heritage while growing confidently as individuals. Our program intentionally includes:

- Books, materials, and toys that represent diverse ages, abilities, ethnicities, genders, and family structures
- Classroom discussions and activities that promote respect and inclusion
- Meals and experiences that reflect the cultures represented in our center

We are committed to providing a warm, inclusive environment where every child feels valued, respected, and supported.

PROGRAM GOALS

At The Crayon Box Children's Learning Center, our goal is to help children learn about themselves, others, and the world around them. We recognize that children enter our program seeking safety, trust, belonging, and guidance. We strive to be the kind of adults who help them grow with confidence and curiosity.

For Children We Provide:

- A safe, structured environment that fosters healthy social relationships and positive peer interactions
- Developmentally appropriate play and learning experiences tailored to individual needs, interests, and abilities
- Strong foundations in early literacy and academic readiness
- Christ-centered values that nurture character and spiritual growth
- An inclusive setting where every child feels valued and respected

For Families We Provide:

- Reliable, high-quality early childhood education while parents pursue work, school, and service
- Opportunities for partnership and communication between families and staff
- Support in understanding child development and early learning
- A program that reflects the positive influence of Christian education

For the Community We Aim To:

- Support local families through year-round and summer educational programming
- Contribute to the healthy development of future community leaders
- Foster cooperation among families from diverse backgrounds
- Reflect Christian values through service and excellence

GOALS FOR THE CHILDREN

We strive to build confident, capable learners who are prepared for continued educational success. At The Crayon Box, we focus on developing the whole child. We aim to nurture growth in the following areas:

Social-Emotional Development

- Positive self-concept and confidence
- Creativity and joyful expression
- Strong verbal communication skills
- Healthy peer relationships (sharing, trusting, caring)
- Respect for people, property, and the environment
- Understanding and expressing feelings appropriately

Spiritual Growth

- Awareness of God's love
- Understanding God as Creator
- Learning through age-appropriate Bible stories

Academic Foundations

- Fine motor development (cutting, drawing, writing)
- Early math concepts (counting, shapes, size, patterns, order)
- Language and early literacy experiences
- Early science exploration and discovery

Safety & Self-Preservation

- Basic emergency awareness
- Stranger safety
- Knowing personal information

Self-Help & Independence

- Dressing independently
- Personal hygiene skills
- Cleaning up and taking responsibility

HOURS

The Crayon Box operates 7:00 AM – 6:00 PM Monday–Thursday and 7:00 AM – 5:00 PM Friday. Summer Camp operates June 1 – August 20, Monday through Friday, 8:00 AM – 4:30 PM. Before Camp Care and After Camp Care is provided with prior arrangements from 7:00 AM – 8:00 AM & 4:30 PM – 6:00 PM M – TH (5:00 PM F).

CAMP LOCATION

All programs will be held at The Crayon Box in Marsh Hall or the fields/gardens outside of Marsh Hall and each camp has age-appropriate activities. Campers will be enrolled in the program that matches their age/grade.

HOLIDAYS

The Children's Learning Center is closed for the following holidays:

- **New Year's Day**
- **Martin Luther King Jr Day**
- **Presidents' Day**
- **Spring Break**
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Fall Break**
- **Thanksgiving Break**
- **Christmas Break**

The Crayon Box will also close for scheduled Teacher In-Service and professional development days as required each year. Families will be notified in advance of all closure dates. Camp is closed for the following summer days in 2026: June 5, June 19 and July 3.

MAJOR DISASTER

In the event of a tornado or other major emergency, children will be moved to a designated safe area and supervised by staff until a parent or authorized emergency contact arrives. Anyone picking up a child during a major emergency must present a valid driver's license or state-issued ID and sign the required release documentation. The Crayon Box maintains a written Emergency Preparedness and Response Plan in accordance with Michigan Child Care Licensing Rules. The plan is posted in the office and all classrooms.

EVACUATION & REUNIFICATION PROCEDURES

If evacuation is necessary or parents/guardians are temporarily unable to reach The Crayon Box, staff will follow established reunification procedures to ensure children are safely reunited with authorized adults as soon as conditions allow. Parents/guardians will be notified once the immediate threat has passed. If children are relocated, families will be informed of the new location.

Notification methods may include:

- Mass email or text message
- Phone calls from staff
- Coordination with local law enforcement
- Posting the relocation site address at The Crayon Box in a visible location

Our priority in any emergency is the safety of the children and timely communication with families.

BUSINESS INTERRUPTION

The Crayon Box Children's Learning Center may close due to circumstances beyond our control, including loss of utilities, fire or building damage, severe weather, or communicable disease outbreaks. Families are responsible for arranging alternate care during any temporary closure. If The Crayon Box is closed for more than three consecutive business days, tuition will be waived beginning on the fourth consecutive business day of closure. Families are expected to return when The Crayon Box reopens. If a child will not return immediately, written communication is required. Failure to communicate may result in disenrollment. This policy does not modify the contractual notice requirements for withdrawal from the program.

SNOW DAY AND WEATHER DELAY PROCEDURES

The Crayon Box Children's Learning Center may close due to severe weather if directed by local authorities or if Andrews University cancels or moves classes to virtual learning due to weather conditions. If Andrews University issues a weather delay, closure, or modified schedule, the University's decision supersedes this handbook, and The Crayon Box will follow the University's directive. During school holidays, university breaks, or times when local schools are not in session, The Crayon Box reserves the right to make independent weather-related decisions based on road conditions, staff safety, and building accessibility. Our priority is the safety of children, families, and staff. Weather-related closures or delays will be announced on WNDU, WSBT,

ABC57, the Crayon Box Facebook page, and the Remind app. A recorded message will be available on The Crayon Box's main phone line.

DELAYED OPENING SCHEDULE

If Berrien Springs Public Schools close due to weather but Andrews University remains open, The Crayon Box will operate on a modified schedule: **Open: 8:45 AM – 4:30 PM**. This allows for safer travel conditions for staff and families. On delayed opening days, breakfast and evening snack will not be served.

NONDISCRIMINATION POLICY

The Crayon Box Children's Learning Center, a program of Andrews University, does not discriminate in enrollment, employment, discipline, or the provision of educational services on the basis of race, color, national origin, sex, religion, disability, age, or any other legally protected status. We are committed to maintaining an inclusive, respectful learning environment where all children and families are treated with dignity and fairness.

STUDENT FILES – CONFIDENTIAL INFORMATION

A confidential file is maintained for each child enrolled at The Crayon Box. Parents are responsible for notifying The Crayon Box of any changes to information provided at enrollment. All records, reports, and information concerning a child are kept confidential and used for program purposes only. Information will not be released to any third party without written parental consent, except as required by law, court order, or state licensing regulations.

ADMISSION/ENROLLMENT

Children (2 weeks – age 12) are accepted when space is available and must complete an enrollment packet.

- **Child Information Record (required)**
- **Developmental History (required)**
- **Enrollment Agreement (required)**
- Fluid Milk Substitute Request (completed by parent for soy milk)
- **Health Appraisal Form (required)**
- **Household Income Eligibility Statement (required)**
- **Illness During Childcare Hours Policy Acknowledgment (required)**
- **Immunization records (required)**
- **Infant Formula/Food Sign Off Statement (required for infants)**
- **Meal Sign Off Statement (required)**
- **Parent Agreement Schedule Form (required)**
- **Participant Enrollment Form (required)**
- **Pet Presence & Animal Parent Acknowledgment Form (required)**
- Professional Character Clearance Volunteers/Parents (recommended)
- **School Activity and Medical Release Form (required)**
- School-age Child Good Health Statement (replaces physical for School-age children)
- Special Diet Statement (completed by physician for almond milk or food allergies)
- **Topical Non-Prescription Medication Form (required)**
- **Transportation Authorization (required)**
- **Written Information Packet Documentation (required)**

All forms and the enrollment fee must be submitted to the office by 5:00 PM the Wednesday two weeks prior to the child's start date.

YEARLY FEES

A \$75 non-refundable enrollment fee per child is due at the time of initial enrollment or re-enrollment following withdrawal or termination. A \$75 non-refundable annual enrollment fee per child is required for participation in the Summer Camp program. A \$55 non-refundable annual re-enrollment fee per child is required to secure continued enrollment for the upcoming school year.

SCHEDULING & FINANCIAL CONTRACTS

A financial contract is completed for each child based on the number of hours requested in writing. Families are billed for scheduled hours according to the 2026–2027 rate plan selected.

Schedule Submission

Schedules must be submitted in writing using: the purple form in the office, the Remind App, email to cbschedules@andrews.edu. Schedules are due by 5:00 PM on Wednesday for the following week. Changes submitted after 5:00 PM Wednesday are subject to availability. Your written schedule remains in effect until a new schedule is submitted. Care outside scheduled hours will be billed at the Non-Scheduled Hourly Rate as outlined in the current rate sheet.

TUITION

Tuition is due and payable on the 14th of each month and must be paid through the Andrews University payment portal or by check, cash, or credit card in the office. Tuition is billed monthly and due on the 14th of each month. If tuition is not received by the 14th, a \$30 late fee per week will be assessed beginning on the 21st of the month and continuing weekly until the account is paid in full. If an account becomes more than 30 days past due, the child may be withdrawn from the program until the balance is made current. The Crayon Box does not guarantee that a child's placement will be held during withdrawal for non-payment. Unpaid balances may be referred to a third-party collection agency. Late fees and payment policies are subject to change with reasonable notice.

AGENCY REIMBURSEMENT

When tuition is supported by an agency or third-party reimbursement program, the enrollment fee will be handled according to the terms of the applicable contract. Families are solely responsible for: any portion of tuition not covered by the agency, all late fees, any tuition charges resulting from failure to report status changes in a timely manner and payment for days attended but not properly recorded (including failure to swipe or verify attendance as required). Families must promptly notify The Crayon Box of any changes that may affect reimbursement eligibility, unless prohibited by state regulations. Regardless of agency participation, the family remains financially responsible for the child's account.

CHANGE OF SCHEDULE

The Crayon Box Children's Learning Center offers flexible weekly scheduling.

- Schedule changes must be submitted in writing by 5:00 PM on Wednesday for the following week. If no new schedule is received, the previous written schedule will remain in effect. Schedules are only entered into the system when submitted in writing. Schedules must be submitted using: the purple form in the office, the Remind App or email to cbschedules@andrews.edu
- Families are billed for scheduled hours. No credit is given for hours not used. Hours may not be transferred to another day. Care outside scheduled hours is billed at the Non-Scheduled Hourly Rate.
- We schedule in 30-minute increments (8:00, 8:30, 9:00, etc.).
- Children will not be admitted after 10:00 AM without prior approval.
- When submitting a change of schedule, complete the hours needed for each day of the week, not only the days being adjusted. Leaving days blank may result in loss of space for those days.

RETURNED CHECKS

A \$35 fee is charged for all returned checks. Future payments are to be cash, credit card or money order.

NOTICE OF WITHDRAWAL

A written Notice of Withdrawal must be submitted to the office at least two weeks in advance of your child's final day of attendance. If proper notice is not provided, families remain financially responsible for tuition equivalent to two weeks, regardless of attendance.

ENROLLMENT RETAINER POLICY

The Enrollment Retainer Policy allows families to maintain their child's placement during extended absences while protecting classroom staffing and enrollment stability. An Enrollment Retainer Fee is required when a child will be off schedule for one full week or longer but intends to return.

Retainer Rates

- \$60 per week for children ages 2 weeks through 29 months
- \$40 per week for children ages 30 months and older
- Retainer fees are charged per child, per week.
- The retainer holds your child's spot. If it is not paid, the spot may be released.
- Retainer dates must be given in writing.
- If your child does not return as scheduled and the center has not received written communication, enrollment may be terminated.
- The retainer does not replace the required two-week withdrawal notice.

Summer Retainer (To hold a child's placement for fall when the child is off schedule during the summer)

- Retainer may be used for up to 12 consecutive weeks
- 50% of the total summer retainer paid will be credited toward fall tuition upon return
- Retainer payments are non-refundable if the child does not return

School-Year Retainer (To hold a child's placement during the school year when absent for one week or longer)

- Retainer applies only to full-week absences
- No tuition credit is issued
- Payments are non-refundable

DISCRETIONARY DAYS/VACATIONS:

Children enrolled in a weekly tuition plan receive discretionary days each school year after completing 30 days of enrollment. Discretionary days may be used for scheduled days when your child will not attend.

Discretionary Days by Plan

- **Discover Plan (18–23.5 hours/week):** 5 days per school year
- **Explore Plan (24–29.5 hours/week):** 7 days per school year
- **Adventure Plan (30–35.5 hours/week):** 9 days per school year
- **Journey Plan (36–41.5 hours/week):** 11 days per school year
- **Expedition Plan (42–47.5 hours/week):** 13 days per school year
- **Quest Plan (48+ hours/week):** 15 days per school year

Guidelines

- A written request is required.
- Discretionary days apply only to scheduled days your child does not attend and may not be used to swap for other days of care.
- Days do not carry over, have no cash value, and are forfeited if a child withdraws or enrollment ends.
- Discretionary days reset at the beginning of each school year.
- Tuition is expected for all scheduled days beyond the allotted discretionary days.

2026-2027 RATES

	2 weeks - 11 months	12 months - 29 months	30 months - 35 months	3 years - 47 months*	4 years until School Age*	Young 5s*#	School Age*^
DISCOVER PLAN 18-23.50 HOURS	\$185	\$175	\$165	\$129	\$119	\$109	n/a
EXPLORE PLAN 24-29.50 HOURS	\$199	\$189	\$179	\$143	\$133	\$123	n/a
ADVENTURE PLAN 30-35.5 HOURS	\$213	\$203	\$193	\$157	\$147	\$137	n/a
JOURNEY PLAN 36-41.5 HOURS	\$227	\$217	\$207	\$171	\$161	\$151	n/a
EXPEDITION PLAN 42-47.5 HOURS	\$241	\$231	\$221	\$199	\$189	\$179	n/a
QUEST PLAN 48+ HOURS/ WEEK	\$255	\$245	\$235	\$213	\$203	\$193	n/a
ADD ON HOURS (IF SPACE AVAILABLE)	\$12.00 / Hr	\$11.00 / Hr	\$10.00 / Hr	\$9.00 / Hr	\$8.00 / Hr	\$7.00 / Hr	\$6.00 / Hr
NON-SCHEDULED HOURS	\$14.00 Pro-Rated Hourly						
AFTER CLOSING PICK-UP	\$15 per 15 minutes (or portion thereof), per child						
SCHOOL AGE ^ BEFORE/AFTER SCHOOL	n/a						\$4.75 / Hour
SCHOOL AGE ^ FULL DAY	n/a						\$42 / Day \$195 / Week
SCHOOL AGE ^ BEFORE CAMP CARE	n/a						\$7.50 / Day
SCHOOL AGE ^ AFTER CAMP CARE	n/a						\$7.50 / Day

2026-2027 Rates are effective August 31, 2026.

The Crayon Box does not offer hourly or drop-in care for children other than School Age. Enrollment is based on weekly tuition plans, and families must select the smallest weekly plan that covers their scheduled hours, even if fewer hours are occasionally used.

NON-SCHEDULED HOURS FEE

Non-scheduled hours are any time outside of your child's written schedule, including early drop-off, late pick-up, or additional hours not previously requested. Care provided outside scheduled hours will be billed at the Non-Scheduled Hourly Rate of \$14.00 (pro-rated). If you know in advance that your child will need additional time, you must contact the office and if space is available, the Add-On Hourly Rate will apply.

- Arriving late does not allow for a later pick-up.
- Early arrivals require classroom approval and space availability.
- Classrooms are staffed based on submitted schedules.
- Teacher-child ratios are strictly maintained in accordance with state licensing requirements.
- Following your scheduled hours helps us maintain proper staffing and safety.

ADD-ON HOURS

Children who are already enrolled and scheduled for care during a given week may request Add-On Hours if additional care is needed beyond their contracted schedule. Add-On Hours are intended to provide occasional flexibility for families when unexpected scheduling needs arise. Add-On Hours must be approved by the office or classroom staff in advance whenever possible. If space is not available, families may be asked to pick up their child at their scheduled time. Add-On Hours may be requested for situations such as a parent needing to stay later at work, a temporary schedule change or a special appointment or unexpected need for additional care.

Add-On Hours are:

- Available only for children already scheduled that week.
- Approved only if space and staffing ratios allow.
- Not guaranteed and may be denied when classrooms are full.
- Billed separately from the family's weekly tuition plan.

AFTER HOURS PICK-UP

The Crayon Box closes at 6:00 PM Monday–Thursday and 5:00 PM Friday. A \$15 late fee per child, per 15-minute interval (or portion thereof) will be charged for any child remaining after closing. Parents must notify the office or the child's classroom directly if they anticipate arriving late. Leaving a voicemail on the main office line does not ensure staff are aware of the delay. Families may contact classrooms directly or use the Remind app. If a child has not been picked up and no contact has been made, staff will attempt to reach the parent and authorized emergency contacts. If no authorized adult can be reached within 30 minutes after closing, the Berrien Springs Police Department and Child Protective Services may be contacted in accordance with state guidelines.

HEALTH PLAN

The Crayon Box Children's Learning Center is committed to maintaining a healthy and safe environment for all children and staff. The following policies help prevent illness, support children with medical needs, and ensure that appropriate care is provided when health concerns arise.

IMMUNIZATION AND PHYSICAL EVALUATIONS (HEALTH PLAN)

Maintaining accurate health records helps protect the health and safety of all children at The Crayon Box. Health information allows staff to identify preventive health needs, prepare care plans for children with medical conditions, and determine when children may need to be excluded from care due to illness. Families are encouraged to maintain a primary health care provider for their child. If assistance is needed, The Crayon Box can help connect families with local health resources.

Immunizations (Children Under School-age)

At the time of enrollment, parents must provide one of the following:

- A certificate of immunization showing a minimum of one dose of each vaccine required by the Michigan Department of Health and Human Services (MDHHS),
- A medical contraindication form signed by a physician, or
- A non-medical waiver issued by the local health department.

If a child's immunizations are incomplete at enrollment, an updated record must be provided within 4 months, unless a physician verifies that the child is in the process of receiving required immunizations. The Crayon Box reports immunization status for all enrolled children to MDHHS annually by October 1.

Physical Evaluations

Within **30 days of enrollment**, parents must provide a physical evaluation signed by a physician/physician's designee. Electronic records from a physician's office are accepted. The physical evaluation must have been completed within the previous 13 months at the time of enrollment. Any activity restrictions must be clearly noted. Parents are responsible for keeping their child's health records up to date and submitting updated documentation when due. The Crayon Box may periodically audit files; however, maintaining current records is the responsibility of the parent.

Physical evaluations must be updated as follows:

- Until 3 years old: every 13 months
- Over 3 years old: every 2 years

School-Age Children

At enrollment and annually thereafter, parents must provide a signed statement confirming:

- The child is in good health, any activity restrictions noted and immunizations are up to date
- The immunization record or waiver is on file with the child's school or in the Michigan Care Improvement Registry

ORAL CARE (HEALTH PLAN)

The Crayon Box Children's Learning Center does not provide tooth brushing at The Crayon Box due to water filtration limitations. However, classrooms incorporate books, activities, and learning materials that promote positive oral health habits and teach children about proper dental care.

HEALTH SCREENING AT ARRIVAL (HEALTH PLAN)

Children are observed by staff upon arrival each day for signs of illness or injury. If a child shows symptoms of illness such as fever, vomiting, diarrhea, unusual lethargy, excessive coughing, or other concerning symptoms, The Crayon Box may request that the child not be admitted for the day. The Crayon Box reserves the right to refuse admission if a child appears ill, unable to participate comfortably in activities, or poses a health risk to other children or staff.

ILLNESS (HEALTH PLAN)

We recognize the difficulty working parents and students have when their child is sick. However, for the health and safety of all children and staff, alternate care must be provided when a child is ill. Keeping sick children at home allows them to recover more comfortably and helps prevent the spread of illness at The Crayon Box. Parents should notify the office if their child will be absent due to illness and are encouraged to share the nature of the illness so The Crayon Box can monitor illnesses that may occur. If a child is diagnosed with a communicable disease, parents are encouraged to notify the Director so that other families may be informed that a communicable illness is present. The child's identity will remain confidential. If a child becomes ill while at The Crayon Box, parents will be contacted and must arrange for the child to be picked up within one hour. If a parent cannot be reached, emergency contacts listed on the child's Emergency Information Card will be contacted. Children who are sent home due to illness may not return the following day and must be symptom-free for 24 hours without medication before returning.

Parents should not administer fever-reducing or symptom-masking medication to allow a child to attend The Crayon Box. If staff determine that medication has been given to mask symptoms, the child will be sent home immediately and may not return until illness exclusion requirements are met. Masking symptoms is unsafe for the child and increases the risk of illness spreading to others. Continued attempts to send a child to care while masking symptoms may result in further action, including possible termination of care.

The Crayon Box follows illness exclusion guidance from the Michigan Department of Health and Human Services (MDHHS) and the Michigan Department of Education. Children may be excluded from care for the following conditions:

- Fever
- Vomiting
- Diarrhea
- Head lice
- Strep throat
- Rashes or lesions suspected to be contagious
- Eye infections such as conjunctivitis
- Persistent cough, excessive nasal discharge, unusual lethargy, or other concerning symptoms
- Inability to participate comfortably in normal classroom activities

Fever: A fever is defined as a temperature of 100.4°F or higher by mouth, or 99.4°F or higher under the arm.

The Crayon Box reserves the right to exclude a child for symptoms not listed above if the child appears ill, contagious, or requires more care than staff can provide safely. For the health and safety of all children and staff, the Director or designated staff has the final authority to determine whether a child may remain in care or must be excluded due to illness. If symptoms persist longer than one week, The Crayon Box may require a doctor's statement before the child returns. Tuition credit is not given for absences due to illness

Children who have had surgery or significant injury may return only with physician clearance indicating the child may participate in normal activities.

Children recovering from tonsillectomy or adenoidectomy may return no earlier than seven days after surgery, provided they are no longer taking daytime pain medication and have physician clearance.

Staff and volunteers follow the same illness exclusion guidelines.

EMERGENCY CARE/INJURIES (HEALTH PLAN)

Parents will be contacted immediately if their child experiences an incident, accident, or injury that requires medical attention or immediate parent involvement. If necessary, staff will provide first aid while awaiting a parent's arrival. In the event of a serious emergency, 911 will be contacted, and a staff member will accompany the child to the nearest appropriate medical facility. Parents will also be notified of non-emergency injuries that may require observation or physician consultation. Minor injuries will be treated with basic first aid such as cleaning the area and applying a bandage. Staff follow universal precautions when handling bodily fluids and follow OSHA bloodborne pathogen procedures. Staff maintain CPR and First Aid certification in accordance with Michigan licensing requirements. Staff are mandated reporters and must report suspected abuse or neglect to Child Protective Services.

MEDICATION (HEALTH PLAN)

Medication is safest when given at home. Whenever possible, families should schedule medication doses outside of child care hours. Medication will be administered at The Crayon Box only when necessary and when the following requirements are met.

Authorization

Medication may be administered only with written parent authorization using The Crayon Box's *Permission to Administer Medication Form*. The form must include:

- Child's name
- Name of medication
- Dosage
- Date(s) medication is to be administered
- Time medication should be given
- Parent/guardian signature

Medication will only be administered according to the directions on the prescription label or manufacturer's label unless written instructions from a licensed health care provider are provided. All medications brought to The Crayon Box must be for the use of one child only and must be clearly labeled with the child's first and last name.

Prescription Medication

Whenever possible, the first dose of a new medication should be given at home so the parent can observe any possible reaction. Prescription medication must:

- Be in the original pharmacy-labeled container
- Include the child's name, medication name, dosage, and instructions
- Be given directly to a staff member by a parent or guardian

Over-the-Counter Medication

Over-the-counter medication may be administered only with written parent authorization and must be in the original container with the manufacturer's label intact.

Topical Non-Prescription Medication

Topical products such as diaper cream, sunscreen, lip balm, or insect repellent may be applied with written parent permission. Parents must:

- Provide the product in the original container
- For the use of one child only and must be clearly labeled with the child's first and last name.
- Follow manufacturer instructions for use

Families should apply sunscreen and insect repellent at home before arrival when possible. Staff may reapply as needed according to the authorization form and product directions.

Emergency Medication

Children who require emergency medications such as EpiPens, inhalers, or seizure medication must have:

- A written medical authorization or care plan from a licensed health care provider
- A completed parent authorization form
- Medication provided in the original labeled container
- For the use of one child only/ must be clearly labeled with child's first and last name.
- Emergency medications must always remain accessible to staff while the child is in care.

Medication Safety

- All medication including topical must be given directly to staff by an adult and may not be transported in a child's backpack, lunchbox, or pockets.
- Medication will be stored safely and out of reach of children.
- Staff will document each time medication is administered.
- Staff will not administer medication that is expired, unlabeled, or without proper authorization.

The Crayon Box does not provide medication for children. All medications and topical products must be supplied by the parent.

ALLERGY ACTION PLANS (HEALTH PLAN)

Children with diagnosed allergies that may require emergency treatment must have:

- A written Allergy or Anaphylaxis Action Plan completed by a licensed health care provider
- A parent authorization form for treatment
- Required emergency medication provided by the parent (such as an EpiPen or inhaler)
- For the use of one child only and must be clearly labeled with the child's first and last name.
- Emergency medications must always remain accessible to staff while the child is in care.

Staff will take reasonable precautions to reduce exposure to known allergens. Parents may be asked to assist with classroom safety measures, such as avoiding certain foods or products when necessary. If a child experiences symptoms of a severe allergic reaction, staff will follow the child's **Allergy Action Plan**, administer emergency medication if prescribed, and **contact emergency services (911)** if needed. Parents will be notified immediately.

FOOD ALLERGIES & CLASSROOM FOOD POLICY (HEALTH PLAN)

The Crayon Box works to provide a safe environment for children with food allergies. Parents must notify The Crayon Box of food allergies at enrollment and provide updates if changes occur. Children with severe allergies must have an Allergy Action Plan on file. Parents should check with teachers before bringing outside food for birthdays or celebrations.

HEALTH NOTIFICATIONS TO FAMILIES (HEALTH PLAN)

The Crayon Box monitors illnesses within the program. When a communicable illness is identified, families may be notified so they can monitor their children for symptoms. Notifications may be shared through classroom postings, written notices, or electronic communication. To protect privacy, the identity of the affected child will never be disclosed. Parents are encouraged to notify the Director if their child is diagnosed with a communicable illness.

AU ALERT SYSTEM

During university-related emergencies, AU Alert sends emergency notifications to registered users through text messages, emails, and voice calls. Families and staff are encouraged to register for AU Alert to receive timely emergency notifications. AU Alert messages are used for situations involving immediate danger to health or safety. These alerts may include:

- Severe weather warnings
- Winter weather class cancellations
- Hostile threats or security incidents
- Major fires
- Utility failures
- Major road closures
- Other emergency situations affecting campus safety

To register for AU Alert, **text the keyword "AUAlert" to 78015** and follow the instructions provided.

STAFF

The teachers at The Crayon Box Children's Learning Center are selected for their education, caring character, and genuine interest in the growth and development of young children. Our staff are committed to creating a warm, nurturing, and engaging learning environment where children feel safe, supported, and encouraged to explore. Each classroom serving children under School-age is assigned a qualified Lead Teacher who meets the qualification requirements of the Michigan Child Care Licensing Bureau. Assistant Teachers (both staff and Andrews University students) support classrooms under the supervision of the Lead Teacher.

Staff complete ongoing professional development as required by Michigan child care licensing rules and documented through MiRegistry. Regular program staff complete a minimum of 16 clock hours annually. Substitute teachers working 20 hours or more per week complete at least 10 clock hours annually, while those working less than 20 hours per week complete at least 5 clock hours annually. Many of our Andrews University student employees work limited part-time hours and follow the 5 clock hour annual requirement.

Program staff complete pediatric First Aid and pediatric, infant, child, and adult CPR training within 90 days of hire and before caring for children unsupervised. At least 50% of program staff maintain current certification in pediatric First Aid and CPR as required by Michigan child care licensing rules.

All employees must complete a comprehensive background check through the Michigan Child Care Background Check System and receive eligibility clearance before being present in The Crayon Box.

Staff who exhibit symptoms of a communicable disease that could be spread to children or other staff may be excluded from work until they are no longer considered contagious or cleared to return according to public health guidance.

The Crayon Box Children's Learning Center employs both male and female staff members and is committed to maintaining a caring, qualified team dedicated to the well-being and development of every child.

VISITORS IN THE CLASSROOM / VOLUNTEERS

To maintain a safe and consistent learning environment, parents and family members are generally not permitted to enter classrooms when other children are present. Staff will assist children with arrival, transitions, and gathering belongings as needed.

All individuals who may have contact with children other than their own must complete a Public Sex Offender Registry (PSOR) clearance before entering classrooms. Individuals listed on the PSOR are prohibited from having contact with children in care.

Authorized service providers, such as therapists or specialists working with a child, may enter classrooms as needed to provide services once the PSOR has been completed and with parental permission.

Volunteers at The Crayon Box are limited to Andrews University students completing observation or service hours required for a university course. All volunteers must complete PSOR clearance prior to participating and will always remain under the direct supervision of Crayon Box staff. Volunteers are not counted in staff-to-child ratios and will never be left alone with children. When Andrews University students are observing only, permission slips are not required. If a student will be conducting a screening or one-on-one observation with a child, a parent permission slip will be provided and must be signed before the activity takes place.

All visitors must sign in at the office upon arrival and sign out when leaving The Crayon Box. Classroom visits and volunteer participation must be scheduled and approved by The Crayon Box Director.

FAMILY AND COMMUNITY PARTNERSHIPS

The Crayon Box Children's Learning Center values strong partnerships with families and the community. We provide opportunities for families to learn about child development and support their child's growth through family education, resources, and communication from teachers. Families receive information through handouts, newsletters, meetings, and family resources. Parent resources, including materials in multiple languages, are available outside Room 107. While classroom access is limited to maintain a consistent learning

environment (see Visitors in the Classroom / Volunteers), families are encouraged to participate in their child's education in a variety of ways. Teachers regularly share activities, learning ideas, and updates that families can use at home. Families may also be invited to participate in special events such as Trike-A-Thon, Work Bees, or career-related presentations. The Crayon Box staff can also help connect families with community services and support programs when needed. These may include Early On services, hearing and vision screenings, Michigan Department of Health and Human Services (MDHHS), food pantries, and other local resources.

PARENT/TEACHER COMMUNICATION

Staff communicate regularly with families through both informal and formal communication. Informal communication may include conversations at drop-off or pick-up, phone calls, emails, REMIND messages, and written reports such as incident or accident reports. Families are encouraged to speak with their child's teacher if they have questions or concerns about their child's development, behavior, or classroom experiences.

To maintain appropriate professional boundaries and protect staff privacy, parents should not request or use teachers' personal phone numbers for communication. Communication with teachers should occur through The Crayon Box, classroom communication tools, or other approved school communication methods.

Teachers and staff of The Crayon Box may not provide babysitting or childcare services for families enrolled in The Crayon Box outside of their employment at The Crayon Box.

Parent-teacher conferences are available upon request to allow for more detailed discussion about a child's progress and development.

DEVELOPMENTAL EVALUATIONS

Developmental evaluations are completed twice each year (Fall and Spring) for children who attend The Crayon Box at least 18 hours per week. These evaluations provide families with information about their child's developmental progress. The Fall evaluation will be shared with families and may be discussed at the parent's request. Parent-teacher conferences are available in the Spring to review the Spring evaluation and discuss a child's development and progress. Separate conferences can be arranged for families when parents are separated or divorced.

SCHOOL-AGE CHILDREN

The Crayon Box provides before and after school care on school days for children attending Kindergarten through age 12. Staff supervise children to and from the Berrien Springs Public Schools (BSPS) bus stop for those who arrive and depart on the BSPS bus. Children enrolled in the School-age program may also attend snow day and school vacation care when local schools are not in session. Summer Camp is offered through The Crayon Box (separate enrollment required). Priority enrollment is given to children currently attending The Crayon Box during the school year. The staff-to-child ratio for School-age children is 1 adult to 18 children, in accordance with Michigan child care licensing requirements. Children must be 5 years old by September 1 of the current school year to enroll in the School-age program.

PARENT PROGRAMS

The Crayon Box typically presents one or two special programs each year at the Howard Performing Arts Center on the Andrews University campus. These events give children an opportunity to share songs, performances, and classroom experiences with their families while celebrating learning and community. The entire center participates in these programs. Programs are always held at 6:00 p.m. and conclude by 7:00 p.m.

GROUPING

The maximum group size and staff to child ratio for each age is as follows:

Age	Staff-to-Child Ratio	Maximum Group Size
Birth – 30 months	1:4	12
30 months – 3 years	1:8	24
3 years – 4 years	1:10	30
4 years – School-age	1:12	40
School-age	1:18	54

Because classroom promotions generally occur once per year, children may at times be older or younger than the typical classroom age range. Placement decisions are based on developmental readiness, classroom balance, and Michigan childcare licensing requirements.

The group size (capacity) and staff/student ratio for each Summer Camp location is as follows:

Location	Staff-to-Child Ratio	Max Group Size
The Station (Room 101)	1:18	30
The Hive (Room 107)		34
The Fun Zone		16

The max group size outside is 54 children with 3 staff. The max number of campers enrolled is 80.

PROGRAM GOVERNANCE

The Crayon Box values communication with families and welcomes parent feedback regarding the program. Opportunities for families to share input may include conversations with the Director or teachers, written communication, or occasional parent surveys. Program policies, procedures, and program decisions are established by The Crayon Box administration in accordance with Michigan child care licensing requirements and Andrews University policies.

CURRICULUM

The Crayon Box believes that children learn best through play, exploration, and hands-on learning experiences. Our program provides developmentally appropriate activities that support children's social, emotional, physical, spiritual, and academic growth. Our infant and toddler classrooms (Rooms 110, 112, and 102) use the Little Sprouts curriculum, developed by the North American Division of Seventh-day Adventists. The Little Sprouts curriculum was co-authored by The Crayon Box Director, who is also currently participating in the development of the next edition of the CREATION Kids curriculum for the North American Division. Our preschool classroom (Room 113) uses the CREATION Kids curriculum, also developed by the North American Division of Seventh-day Adventists. Our Pre-K and Young 5s classrooms (Rooms 101 and 107) currently use a Kindergarten Readiness curriculum designed to prepare children for success in school. These classrooms plan to transition to the updated CREATION Kids curriculum once the next edition is released.

ADJUSTMENT PERIOD

Starting at an early childhood center is an exciting milestone, but it can also be challenging for both children and parents during the first few days or weeks. Some children may experience separation anxiety, which is a normal part of adjusting to a new routine. To help children adjust, parents are encouraged to say goodbye briefly and confidently. A consistent routine such as a hug, kiss, and goodbye at the classroom door helps children understand what to expect and supports a smoother transition. The Crayon Box discourages parents from leaving without saying goodbye. Teachers will comfort and support children who are feeling anxious and help them become engaged in classroom activities. Most children settle quickly once they begin participating

in the daily routine. If a child continues to have difficulty adjusting after a reasonable period of time, staff are available to work with families to develop strategies that support a successful transition.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The Crayon Box staff are not trained to make medical or legal determinations regarding intoxication or impairment. However, if a person arrives to pick up a child and appears to staff to be impaired by drugs or alcohol, staff will take reasonable steps to protect the safety of the child. If the individual is a custodial parent, The Crayon Box will attempt to delay departure while contacting the other custodial parent, an authorized emergency contact, and/or local law enforcement. The Crayon Box cannot deny a custodial parent access to their child but may request assistance from law enforcement if staff believe the situation may place the child at risk. If an authorized pick-up person other than a custodial parent appears to staff to be impaired, The Crayon Box will not release the child and will contact the child's parent, authorized emergency contacts, and/or local law enforcement as appropriate. The Crayon Box staff will follow reasonable procedures to support the safety of children; however, The Crayon Box cannot guarantee the ability to identify or assess impairment in every situation.

ARRIVALS AND DEPARTURES

Children must be **escorted to and from their classroom by a parent or authorized adult (at least 18 years old)** during arrival and departure. Children may not be left unattended in hallways, entrances, classrooms, or playground areas at any time. The Crayon Box is required to maintain accurate daily attendance records, including each child's arrival and departure time. The Crayon Box uses a computerized time clock system with scannable cards to record check-in and check-out times. Parents or authorized adults must ensure their child is properly checked in and out using this system and that a staff member is aware of the child's arrival and departure. Children will be released to a parent or an authorized individual listed on the child's records. Unless a court order restricting access is on file at The Crayon Box, either parent may pick up their child. Once a child has been checked out and released to a **parent or authorized adult (at least 18 years old)**, the parent or authorized adult assumes full responsibility for the child. Children may not return to the classroom group once they have been checked out for the day. Parents are responsible for collecting their child's belongings, medications, and personal items at departure. Staff are not able to reopen The Crayon Box after closing hours to retrieve belongings left behind.

CHILDREN'S RELEASE

Children will only be released to a **parent or authorized adult (at least 18 years old)**, listed on the child's records. Parents are expected to pick up their child at the time indicated on their schedule. If a delay occurs due to an emergency, families should contact the office or the child's classroom as soon as possible. Parents are encouraged to provide at least two authorized emergency contacts (18 years or older) who may pick up their child if the parent is unavailable. For a child's protection, staff will not release a child to anyone not listed as an authorized individual on the child's records. If a parent needs to authorize a one-time release to another individual, the parent must provide a signed and dated written authorization to The Crayon Box prior to the child's release. Changes to pick-up authorization will not be accepted verbally or by phone. The Crayon Box reserves the right to request valid photo identification before releasing a child to any individual unfamiliar to staff. In the case of a custody dispute, The Crayon Box will follow the terms of the most recent court order on file. Unless a court order states otherwise, The Crayon Box must allow either parent legal access to their child. Parents are responsible for providing The Crayon Box with any court orders related to custody or release restrictions. Parents are responsible for ensuring that authorized individuals picking up their child are aware of Center policies and confirm that the child has been picked up.

TRANSITIONS

Classroom promotions occur once each year in late August (typically the week before the Andrews University fall semester begins) so children can transition into the classroom they will remain in for the upcoming school year. For the 2026–2027 school year, promotions will take place August 24. Children who will reach the next age level by September 1 will move to their new classroom at that time. In some cases, children may remain in their current classroom or transition at a different time based on classroom capacity, staffing needs, licensing requirements, and developmental readiness. For example, infants who are under one year of age or children age 2½ and older who are not yet potty trained may remain in their current classroom until they meet the promotion requirements. When it is time for a child to move to the next classroom, families will receive advance notice and a transition plan so the child can gradually become familiar with the new classroom and teachers. Whether a child is moving to another classroom within The Crayon Box or transitioning to another educational setting, we work to ensure a smooth and supportive transition for both children and families.

The Crayon Box also collaborates with Ruth Murdoch Elementary School, Berrien Springs Public Schools, and Village Adventist Elementary School to support children transitioning to Kindergarten by providing information about school visits, enrollment timelines, and record requests. Children who are three years old or older at the start of the school year but are not yet potty trained will remain at the 30-month–3-year tuition rate until potty training is achieved. Children who are four years old at the start of the school year and are not yet potty trained may not be promoted to the Pre-K classroom until potty training is established. If a child is unable to transition due to potty training needs, continued placement in the classroom may depend on available space and program needs, and the Director will discuss options with the family.

REST TIME

All classrooms provide a daily rest opportunity for children.

- 2 weeks - 18 months: Rest/sleep on demand according to each child's individual needs and schedule.
- 18 months – 30 months: Up to 2 hours of rest time.
- 30 months – 36 months: Up to 1 ¾ hours of rest time.
- 36 months – 47 months: Up to 1 ½ hours of rest time.
- 48 months – School-age: Up to 1 hour of rest time.
- Young 5s / School-age: Up to 30 minutes of quiet time.

Children who do not sleep during rest time will be offered quiet activities, such as reading books or working on puzzles. Children rest individually on cots or mats, except infants who sleep in cribs. Families may provide a small travel-size pillow with pillowcase, a blanket, and/or a small comfort item (lovey) for their child. Sleeping bags and thick nap mats are not permitted. The Crayon Box provides sheets. Bedding used on cots or mats is assigned for the use of one child only and is laundered at least weekly and immediately if soiled.

Infants sleep in cribs only. Infants do not sleep in bouncers, swings, car seats, or other seating equipment. If an infant falls asleep in an unapproved sleep space, the child will be moved to a crib as soon as possible. Infants are placed on their backs for sleeping. Infants who can independently roll from back to stomach and stomach to back will be placed on their backs initially but may assume their preferred sleep position. Staff monitor sleeping infants frequently for breathing, sleep position, and signs of distress. Sleep sacks without swaddle attachments may be used. Swaddling with a sleep sack swaddle attachment or swaddle wrap is only permitted for infants up to 2 months of age, unless written instructions from a licensed health care provider are on file specifying an alternate safe sleep arrangement. For infants who cannot sleep on their back due to a medical condition or disability, written instructions from the infant's licensed health care provider must be kept on file detailing the alternative sleep position and an end date. Soft items such as pillows, blankets, quilts, bumpers, and stuffed animals are not permitted in infant cribs.

ANIMALS / PETS

Animals are part of the educational environment at The Crayon Box and may be used to support classroom learning and curriculum experiences. Animals currently present at The Crayon Box may include ducks, chickens, fish, guinea pigs, and a rabbit. Ducks and chickens are housed in secure outdoor enclosures in the garden area, while guinea pigs, fish, and the rabbit are housed in secure indoor spaces. Children may observe or interact with animals only during planned activities and under direct staff supervision. Staff teach children safe and gentle interaction with animals, and handwashing is required after contact with animals or animal environments. Occasionally, licensed educational animal programs, such as local zoo outreach programs or animal education groups, may visit The Crayon Box to provide supervised educational presentations for children. Animals are maintained in clean, secure enclosures, and staff monitor animals regularly to maintain a safe and healthy environment for children. Any animal that becomes aggressive, ill, or unsafe will be removed from the program environment. Families are notified that animals are present at The Crayon Box and must sign the Pet Presence and Animal Acknowledgment Form at enrollment. Personal pets should not be brought onto the property unless approved in advance by the Director. Service animals assisting individuals with disabilities are permitted in accordance with ADA guidelines.

FUN ZONE EXPLORATION CENTER

The Fun Zone Exploration Center is a hands-on learning space at The Crayon Box designed for children 30 months and older. Opening in Spring 2026, the Fun Zone provides opportunities for children to explore science, building, nature, and imaginative play through guided discovery activities. The Fun Zone is located in the small building next to The Crayon Box garden on the Andrews University campus. The building has a unique history, originally serving as part of the university's science department animal research facilities in the 1950s and 1960s, and later supporting school-age care during the COVID-19 pandemic in 2020. Today the building has been reimagined as the Fun Zone Exploration Center, where children can develop curiosity and early STEM skills through hands-on exploration.

Children visit the Fun Zone approximately once per week in small groups of no more than 16 children as part of their regular classroom schedule. During these visits, children participate in supervised exploration activities led by Crayon Box staff while classroom teachers have scheduled preparation time. The Fun Zone includes a variety of hands-on learning areas, such as:

- Farm-to-Table Play Market
- Space Command Center
- Light Tables
- Duplo and LEGO building area
- Vet Care Center with plush animal patients
- Engineering and building materials
- Magnification and discovery tools
- Hands-on science activities and books
- Classroom pets

The Fun Zone Garden is also part of the exploration experience. Children may participate in gardening activities and observe ducks and chickens housed in secure enclosures. These experiences help children learn about plants, animals, and where food comes from. All Fun Zone activities are supervised by Crayon Box staff to ensure children's safety. Children are taught to observe animals respectfully, and handwashing is required after contact with animals, plants, soil, or garden materials. Activities are designed to be safe, engaging, and developmentally appropriate for young children. Through exploration, building, observation, and discovery, the Fun Zone helps children develop curiosity, problem-solving skills, and a love of learning about the world around them.

PARENT VISITATION

Parents are welcome to visit The Crayon Box and their child at any time while their child is in care. For the safety of all children, visitors must check in at the office upon arrival and follow Center visitation procedures. To maintain a consistent classroom environment, parents may be asked to limit the length or location of visits, and classroom entry may be guided by The Crayon Box's visitor and volunteer policies. Siblings and other visitors who are not enrolled in the program may not enter classrooms when other children are present unless approved by the Director.

VOLUNTARY WITHDRAWAL

If, for any reason, a child will no longer be attending The Crayon Box, families are required to provide a written Notice of Withdrawal at least two weeks in advance. The completed notice should be submitted to the office. If the required notice is not provided, families will be responsible for tuition equal to two weeks of care. The two-week notice period may not be applied during vacation periods, holidays, or times when the child is absent from the program. Tuition remains due during the notice period, regardless of whether the child continues to attend during those two weeks.

HANDS-OFF POLICY

The Crayon Box Children's Learning Center maintains a strict hands-off policy to ensure the safety and well-being of all children. Children are expected to keep their hands, feet, and bodies to themselves at all times. The following behaviors are not permitted at The Crayon Box: hitting, slapping, pushing, shoving, pinching, kicking, biting, wrestling, touching another child's body inappropriately (including the buttocks or private areas), or any other form of physical aggression. These behaviors are not acceptable whether done in play or in anger. Kissing and other forms of inappropriate physical contact are also not permitted. Staff will provide guidance, redirection, and reminders to help children learn appropriate personal boundaries and respectful interactions with others. If a child repeatedly engages in physical behavior that places other children or staff at risk, The Crayon Box may require a parent conference to develop a plan to address the behavior. Continued unsafe behavior may result in temporary suspension from care. If the behavior continues and The Crayon Box determines that it cannot safely meet the child's needs within the group setting, enrollment may be terminated or the child may be withdrawn from the program. The Crayon Box reserves the right to take immediate action when a child's behavior presents a safety concern for others.

HARASSMENT, BULLYING AND INAPPROPRIATE BEHAVIOR

The Crayon Box Children's Learning Center is committed to maintaining a safe, respectful, and supportive environment for all children, families, and staff. Harassment, bullying, threats, intimidation, or intentional humiliation are not permitted at The Crayon Box. All children are expected to treat others with respect and keep their hands, feet, and bodies to themselves. Staff at The Crayon Box will guide children in learning appropriate social behavior, personal boundaries, and respectful interactions with others.

Bullying includes repeated behavior intended to intimidate or harm another person. Examples may include hitting, pushing, name-calling, threats, intimidation, intentional exclusion, or damage to another person's belongings. Inappropriate touching or sexualized behavior is not permitted at The Crayon Box. Children must respect personal boundaries. Behaviors that are not allowed include touching another child's private areas or buttocks, grabbing, pinching, slapping, deliberate inappropriate contact with another child's body, or making inappropriate comments about bodies.

Staff at The Crayon Box will address incidents of bullying, harassment, or inappropriate behavior as soon as they are observed or brought to the attention of staff. Parents will be notified when concerns arise.

If behaviors continue or create a safety concern for others, a parent meeting may be required to develop a plan to address the behavior. Continued unsafe behavior may result in suspension or withdrawal from The Crayon Box if it is determined that the program cannot safely meet the needs of the child within the group setting.

PERSONAL BOUNDARIES AND SAFE TOUCH

The Crayon Box Children's Learning Center teaches children to respect personal boundaries and treat others with kindness and respect. Children at The Crayon Box are expected to keep their hands, feet, and bodies to themselves. Safe and appropriate touch may include helping a child who is hurt, assisting with clothing, guiding a child to a safe area, or offering appropriate comfort when a child is upset. Touching another person in a way that hurts them, bothers them, or makes them uncomfortable is not allowed at The Crayon Box. Examples include hitting, pushing, grabbing, pinching, or touching another child's private body areas.'

Staff at The Crayon Box will address unsafe or inappropriate behavior as soon as it is observed or brought to the attention of staff. Staff will guide children in learning appropriate behavior, respecting personal space, and using kind and safe ways to interact with others. Parents will be notified when concerns arise. If unsafe behavior continues or becomes a safety concern for others, a parent meeting may be required to develop a plan to support the child. Continued unsafe behavior may result in suspension or withdrawal from The Crayon Box if it is determined that the program cannot safely meet the needs of the child within the group setting. Parents are encouraged to talk with their children about respecting personal space and treating others with kindness.

DISCIPLINE

The Crayon Box Children's Learning Center uses positive methods of guidance and discipline that encourage self-control, self-direction, self-esteem, and cooperation. Staff help children learn appropriate behavior through modeling, redirection, problem-solving, and encouragement.

The following forms of punishment are prohibited at The Crayon Box:

- Hitting, spanking, shaking, biting, pinching, or any other form of corporal punishment
- Placing any substance in a child's mouth, including but not limited to soap, hot sauce, or vinegar
- Restricting a child's movement by binding or tying
- Inflicting mental or emotional punishment, including humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Excluding a child from outdoor play or other gross motor activities
- Excluding a child from daily learning experiences
- Confining a child in an enclosed area such as a closet, locked room, box, or similar space

Staff at The Crayon Box may briefly hold or guide a child when necessary to prevent the child from injuring themselves or others. This action will only be used to ensure immediate safety and will stop as soon as the risk of injury has passed. Any such action will be brief, appropriate to the child's age and development, and used only to protect the safety of children and staff. The Crayon Box strives to help each child learn appropriate behavior and positive ways to interact with others. Positive reinforcement, such as verbal praise, encouragement, and recognition of good choices, is used frequently. If a child struggles with behavior, staff may use strategies such as redirection, verbal reminders, helping the child calm down, or a brief break from the activity. Time-outs may be used only for children three years of age and older and will not exceed one minute per year of the child's age.

Discipline at The Crayon Box will always be appropriate to the child's age, developmental level, and individual needs. Children will never be allowed or encouraged to discipline other children. Staff will document ongoing behavioral concerns and communicate with parents or guardians when concerns arise. Families are encouraged to work together with staff to support children in learning safe and respectful behavior. If a child's behavior becomes unsafe or repeatedly disrupts the safety of others, a parent meeting may be required to develop a plan to support the child. Continued unsafe behavior may result in suspension or withdrawal from The Crayon Box if it is determined that the program cannot safely meet the needs of the child.

TERMINATION OF ENROLLMENT

Occasionally a child may experience difficulty adjusting to The Crayon Box environment or following The Crayon Box behavior expectations. If concerns arise, a conference will be scheduled with the child's parent or guardian. Staff at The Crayon Box will work closely with families to determine whether concerns can be resolved and to develop strategies that support the child's success. If a child's behavior continues to significantly disrupt the group or interfere with the safety and well-being of others, The Crayon Box may require withdrawal of the child from the program. Staff at The Crayon Box are committed to working with children and families in a positive and supportive manner whenever possible. However, if a child's behavior presents an immediate health or safety risk to the child, other children, families, or staff, The Crayon Box reserves the right to terminate enrollment immediately. At the discretion of The Crayon Box, a child whose enrollment has been terminated may be considered for re-enrollment in the future if parents can demonstrate that appropriate supports, such as professional counseling or behavior support strategies, have been successfully implemented. Refunds, including enrollment fees, will not be issued when enrollment is terminated due to violation of policies or safety concerns.

Enrollment at The Crayon Box may be terminated for reasons including, but not limited to:

- Failure to comply with policies outlined in the Family Handbook
- Failure to comply with enrollment agreements or contracts
- Destructive, aggressive, unsafe, or intentionally harmful behavior
- Repeated violation of The Crayon Box hands-off policy
- Harassment, bullying, or intimidation of others
- Non-payment of tuition or repeated late payment of fees
- Repeated failure to pick up a child before closing time
- When The Crayon Box is unable to meet a child's needs without additional staffing or specialized support
- Disrespectful, threatening, or inappropriate behavior toward staff, children, or families
- Knowingly bringing a child to The Crayon Box who is ill after giving medication to mask symptoms
- Providing false or misleading information to The Crayon Box verbally or in writing
- Failure of a parent or guardian to follow The Crayon Box health, safety, or illness policies
- Failure of a parent or guardian to maintain respectful and cooperative communication with staff or administration
- Parent or guardian behavior that threatens the safety, well-being, or professional working environment of staff, children, or families at The Crayon Box
- Failure to provide required enrollment paperwork, health documentation, or updated records
- Legal custody disputes that interfere with The Crayon Box's ability to safely provide care for the child

The Crayon Box reserves the right to terminate enrollment when it is determined that continued care is not in the best interest of the child, other children, families, or staff.

RIGHT TO REFUSE ADMISSION

The Crayon Box reserves the right to refuse admission to a child when necessary to protect the health and safety of children and staff or to maintain compliance with state child care licensing rules. The Crayon Box

strives to maintain adequate staffing levels, including substitute staff, to cover staff absences. However, there may be times when substitutes are not available, and attendance must be limited or a classroom must temporarily close in order to maintain required staff-to-child ratios. When admission must be limited due to staffing or licensing requirements, attendance may be restricted on a first-come, first-served basis in order to maintain appropriate staff-to-child ratios.

Admission may also be refused for reasons including, but not limited to:

- Insufficient staff available to maintain required staff-to-child ratios
- The need to remain in compliance with state child care licensing rules
- The child appearing ill or not meeting The Crayon Box illness policy for attendance
- Situations that present a safety concern for the child, staff, or other children
- Failure of a parent or guardian to maintain accurate and up-to-date enrollment records
- Failure to provide required documentation or health records
- Failure to pay tuition or fees or follow an approved payment agreement

The Crayon Box will make reasonable efforts to notify families as soon as possible when admission must be limited due to staffing, illness, or licensing requirements.

INAPPROPRIATE PARENT CONDUCT

The Crayon Box Children's Learning Center expects all interactions between parents, families, and staff to remain respectful and professional. The Crayon Box is committed to maintaining a safe and supportive environment for children, families, and staff. Inappropriate or unacceptable behavior by a parent, guardian, or family member may result in termination of the child's enrollment at The Crayon Box.

Examples of unacceptable behavior include, but are not limited to:

- Use of foul or abusive language, especially in the presence of children
- Acts or threats of violence, including assault or aggressive behavior
- Harassment, intimidation, or threats directed toward staff, children, or other families
- Possession of illegal substances on The Crayon Box property
- Possession of firearms or other weapons on The Crayon Box property unless permitted by law
- Verbal or physical abuse of any child
- Indecent exposure or other inappropriate conduct

If a parent or guardian is prohibited from entering The Crayon Box or is banned from the Andrews University campus, The Crayon Box will be unable to continue providing care for the child. Because parents have the right to immediate access to their child while in care, The Crayon Box cannot maintain enrollment when a parent or guardian is prohibited from accessing the program location. In such situations, the child's enrollment at The Crayon Box may be terminated. Parents and visitors are expected to conduct themselves in a respectful and cooperative manner while on The Crayon Box property. Behavior that disrupts the operation of The Crayon Box, interferes with staff responsibilities, or creates an uncomfortable or unsafe environment for children, families, or staff is not permitted. Audio or video recording of staff, children, or conversations at The Crayon Box without the knowledge and permission of The Crayon Box administration is not permitted. This policy protects the privacy of children, families, and staff. If a parent, guardian, or visitor engages in disruptive, threatening, or unsafe behavior, The Crayon Box reserves the right to require the individual to leave the premises and may terminate the child's enrollment if the behavior continues or creates a safety concern.

LANGUAGE AND RESPECTFUL COMMUNICATION

The Crayon Box Children's Learning Center expects all children, parents, staff, and visitors to communicate in a respectful and appropriate manner while at The Crayon Box. Use of profanity, offensive language, or inappropriate comments is not permitted. Such language is considered disruptive and inconsistent with the respectful environment The Crayon Box strives to maintain. If a child becomes frustrated or upset, staff will

help the child learn appropriate ways to express feelings using respectful language. Inappropriate language directed toward staff, children, or families is not acceptable. Repeated incidents of disrespectful or offensive language by a parent, guardian, or visitor may result in the individual being asked to leave the premises and may lead to termination of the child's enrollment at The Crayon Box.

PARENT NOTIFICATION

The Crayon Box Children's Learning Center will notify parents or guardians if a child experiences an accident, injury, illness, or other incident while in care. Notification may be provided by the classroom teacher or The Crayon Box office through the Remind app or by telephone, depending on the nature and urgency of the situation. When necessary, parents may also receive written documentation of the incident. The Crayon Box will make reasonable efforts to contact a parent or guardian using the contact information provided in the child's enrollment records. If a parent or guardian cannot be reached, The Crayon Box will attempt to contact the child's emergency contact person. If an incident occurs that affects multiple children or impacts the operation of The Crayon Box, parents will be notified through one or more of the following methods: Remind message, posted notice in the office, posted notice on classroom doors, written notice placed in family mailboxes. Parents are responsible for ensuring that all contact information remains current and accurate.

BITING

Biting can occur in early childhood and is often related to a child's limited ability to communicate feelings such as frustration, excitement, or stress. Young children may bite when they are overwhelmed, when a toy is taken away, or when they are still developing language and social skills. Staff at The Crayon Box work to prevent biting by closely supervising children, helping them learn appropriate ways to express their feelings, and creating classroom environments that reduce frustration. If a biting incident occurs, the following procedures will be followed:

Care for the Child Who Was Bitten

- The child will be comforted immediately.
- The bite area will be cleaned to help prevent infection.
- Ice may be applied if appropriate.
- An accident report will be completed to notify the child's parent or guardian.

Response for the Child Who Bit

- The child will be redirected to an appropriate activity.
- Staff will help the child learn more appropriate ways to communicate or respond.
- An incident report will be completed to notify the child's parent or guardian.
- The identity of the other child involved will remain confidential.

Staff at The Crayon Box take biting seriously and work to ensure the safety of all children. When repeated biting occurs, staff will work with parents to develop a plan that may include specific strategies, guidance techniques, and timelines to help the child learn safer ways to interact with others. The Crayon Box will always use positive, developmentally appropriate guidance and will not use any discipline methods that could harm a child or that are known to be ineffective.

PLAN FOR SERVING CHILDREN WITH SPECIAL NEEDS

The Crayon Box Children's Learning Center provides care as a public accommodation and complies with the requirements of the Americans with Disabilities Act (ADA). The Crayon Box is committed to supporting the inclusion of children with disabilities or special health care needs whenever possible while maintaining the health and safety of all children and staff. The Crayon Box recognizes that children may have a variety of needs, including chronic health conditions such as asthma, allergies, or diabetes, as well as developmental, emotional, or behavioral needs. Inclusion of children with special needs can enrich the experience of children, families, and staff at The Crayon Box. The Crayon Box will make reasonable accommodations when possible to

support the participation of children with special needs within the program. Children with special needs will be treated with dignity and respect. The Crayon Box will maintain confidentiality regarding a child's medical, developmental, or behavioral needs. Children with special needs will be given opportunities to participate in the program to the fullest extent possible, while maintaining appropriate supervision and required staff-to-child ratios.

Parents or guardians are responsible for providing an Individual Care Plan if a child has special health care needs, disabilities, or other conditions that require specific care while at The Crayon Box. The plan should be developed by the child's parents and, when appropriate, medical professionals or specialists. Staff at The Crayon Box will review the Individual Care Plan and follow the instructions provided in order to support the child's care and safety while in the program. The plan will be available to appropriate staff and followed during daily care and emergency situations.

The Crayon Box may work with parents, therapists, medical professionals, or other specialists when appropriate to support the child's success in the program. The Crayon Box is committed to working with families to support children's success in the program. Decisions regarding enrollment or continued care will be based on the ability of The Crayon Box to safely meet the needs of the child while maintaining appropriate supervision and staff-to-child ratios. If a child's needs require accommodations that The Crayon Box cannot safely provide, or if a child's behavior presents an ongoing safety concern for the child, other children, families, or staff, The Crayon Box may determine that the program is not the appropriate setting for the child. In such situations, The Crayon Box will work with the family to discuss possible solutions and next steps. Termination of enrollment related to safety or inability to meet a child's needs will follow the procedures outlined in the Termination of Enrollment policy in this handbook.

INDIVIDUAL CARE PLANS

If a child has special health care needs, disabilities, or other conditions that require specific care while attending The Crayon Box, parents or guardians must provide a written Individual Care Plan. The Individual Care Plan should outline the care, accommodations, or support needed for the child while at The Crayon Box. When appropriate, the plan may be developed with the child's medical provider, therapist, or other specialists. Staff at The Crayon Box will review the Individual Care Plan and follow the instructions provided while the child is in care. The plan will be available to appropriate staff and followed during daily care and emergency situations. Parents are responsible for notifying The Crayon Box of any updates or changes to the Individual Care Plan. Specific medical plans, such as Allergy Action Plans or medication instructions, are addressed in their respective sections of this handbook.

CLOTHING/SHOES

Children at The Crayon Box participate in active indoor and outdoor play each day. Please dress your child in comfortable clothing suitable for art, playground, and climbing activities. Outdoor play is a regular part of our program, so children should come prepared for changing weather conditions with appropriate items such as coats, hats, mittens, or boots when needed. All clothing should be labeled with the child's last name to help prevent lost items.

Proper footwear is important for children's safety.

- Shoes should fit properly and allow children to run and play safely.
- Velcro shoes are preferred unless a child can independently tie their shoelaces.
- Flip-flops, loose sandals, open-back shoes, Crocs or similar footwear, and dress shoes are not recommended as they may be unsafe for running, climbing, and playground activities.
- Children should wear sneakers or rubber-soled shoes whenever possible.
- Shoes must be worn at all times except during nap.

During colder weather, children who arrive in snow boots must have a separate pair of indoor shoes to change into while inside. Staff will assist children with changing footwear as needed.

Because children participate in art, sensory play, and outdoor activities, clothing may occasionally become dirty or stained. Please dress children in clothing suitable for active play. The Crayon Box is not responsible for clothing that becomes soiled or damaged during normal activities. Outdoor play is a regular part of the program. School-age children may choose their own clothing and footwear; however, footwear that is unsafe for running, climbing, or playground activities (such as flip-flops or Crocs) may limit a child's participation in certain activities for safety reasons.

EXTRA CLOTHES

Parents should provide **two full sets of extra clothing** (top, bottom, underwear, and socks) to be kept at The Crayon Box, especially for younger children. Extra clothing should be replaced as needed if used. Because children participate in outdoor play, art activities, sensory play, and water activities, clothing may occasionally become wet or dirty. Accidents may also occur, so having extra clothing available helps ensure children remain comfortable throughout the day. If a child does not have extra clothing available and an accident occurs, parents may be contacted to bring replacement clothing. The Crayon Box may provide temporary clothing if available. These items should be washed and returned. Please make sure all clothing is clearly labeled with your child's name.

DIAPERS

Parents of children who wear diapers must supply diapers and wipes for their child. All items must be clearly labeled with the child's name and will be stored in the classroom diapering area for use only by that child. Diapers will be checked regularly throughout the day and at least every two hours, and whenever a child indicates discomfort or shows signs of a wet or soiled diaper. Diapers will always be changed promptly when found to be wet or soiled. Soiled diapers will be disposed of in a covered, hands-free container according to sanitation procedures.

Cloth diapers may be used if the following requirements are met:

- Each cloth diaper must have an outer waterproof covering.
- Diapers, training pants, and coverings must be removed together and not reused until washed.
- The Crayon Box will not rinse or clean cloth diapers.
- Soiled cloth diapers must be placed in a waterproof wet bag or container provided by the parent and used only for that child.
- All soiled diapers and training pants must be taken home daily by the parent.

The Crayon Box supports children as they learn independent toileting skills. Staff will assist children as needed while encouraging independence. Children enrolled in Rooms 113, 101, and 107 must be fully independently toilet trained, as diaper changing facilities are not available in those classrooms. Children who are three years old or older at the start of the school year but are not yet potty trained will remain at the 30-month–3-year tuition rate until potty training is achieved. Children who are four years old at the start of the school year and are not yet potty trained may not be promoted to the Pre-K classroom until potty training is established. If a child is unable to transition due to potty training needs, continued placement in the classroom may depend on available space and program needs, and the Director will discuss options with the family.

POTTY TRAINING

The Crayon Box supports children as they develop independent toileting skills. Families and teachers work together to help children become successful with potty training. Children may begin wearing underwear at

The Crayon Box once they have demonstrated consistent success and have been accident-free (urine and bowel movements) at The Crayon Box for two consecutive weeks. Before this milestone is reached, children may wear underwear with a pull-up that has Velcro sides worn over the underwear. This provides protection for classroom furniture and flooring while children are learning toileting routines. If a child begins having frequent accidents while wearing underwear, staff may require the child to return to diapers or pull-ups until the child is ready to try again.

Children who are ready for toileting independence are generally able to:

- Tell an adult when they need to use the toilet
- Pull clothing up and down independently
- Sit on and get off the toilet independently
- Follow bathroom routines such as handwashing
- Wait briefly if the restroom is occupied

Children must notify a teacher before using the restroom so staff can provide appropriate supervision.

Accidents are a normal part of the learning process. If clothing becomes wet or soiled, staff will assist the child in changing clothes. Soiled clothing will be placed in a sealed bag and sent home for laundering. The Crayon Box does not rinse or wash soiled clothing. During toilet training, children should wear clothing that can be easily pulled up and down independently. Pants with elastic waistbands are recommended. The following items are not appropriate during potty training because they make toileting difficult:

- Overalls
- One-piece outfits or pajamas
- Costumes
- Clothing with snaps at the crotch
- Pants with complicated buttons or fasteners

Many children take longer to remain dry during sleep. Children must wear nap-time diapers or pull-ups until they have remained dry during nap time for one full month. If a child is not able to manage toileting routines independently or has frequent accidents that disrupt the classroom environment, The Crayon Box may require the child to return to diapers or pull-ups until the child demonstrates readiness to try again.

JEWELRY

For safety reasons, children may not wear jewelry while attending The Crayon Box. Jewelry can create safety hazards during active play and may be pulled, broken, or lost. The Crayon Box is not responsible for lost, stolen, or damaged items brought to the program. Parents are responsible for ensuring children do not wear jewelry to The Crayon Box. Medical alert jewelry is permitted when necessary for a child's health and safety.

The following items are not permitted:

- Earrings of any kind
- Necklaces
- Bracelets
- Rings

MEALS AND SNACKS

The Crayon Box follows the nutritional guidelines of the CACFP Food Program. Breakfast, snacks, and milk are provided at no cost to families. The Crayon Box provides meals and snacks throughout the day to support children's health, growth, and learning. All classrooms follow a scheduled meal and snack routine. Meals and

snacks are served at designated times, and children arriving after a meal or snack has been served may not be able to participate in that meal. Families should ensure their child has eaten prior to arrival if they will be arriving after a scheduled meal or snack time. For Summer Camp and School-Age programs, breakfast is served during the scheduled Before Camp Care time and evening snack is served during After Camp Care.

Meals and snacks are served promptly at the times listed below.

- **Breakfast – 7:35 AM**
- **Morning Snack – 9:45 AM**
- **Lunch – 11:45 AM**
- **Afternoon Snack – 3:15 PM**
- **Evening Snack – 5:15 PM**

The monthly menu is available on The Crayon Box website and is also posted in the office. Children under 18 months of age are fed according to their individual feeding schedule. Parents are responsible for providing a lunch and water bottle for their child each day. Lunches must be ready to eat without heating or refrigeration, and all items, including the water bottle, must be labeled with the child's first name, last name, and date. If a child forgets their lunch or does not have a lunch by 11:15 am, The Crayon Box will provide a meal and \$15 will be charged to the family account. Parents must review and sign the annual Meal Sign-Off Statement, which outlines lunch requirements, labeling expectations, acceptable foods, and milk substitution procedures.

Milk or food substitutions cannot be made based on verbal requests. All dietary documentation must be kept on file at The Crayon Box. If a child has allergies or requires a modified diet, The Crayon Box must receive a completed Special Diet Statement signed by the child's physician. The physician must list foods the child cannot eat and any required substitutions. When possible, The Crayon Box will provide an appropriate substitution. If a child has extensive dietary restrictions that cannot be accommodated through the menu, parents may be required to provide meals or snacks for their child.

The Crayon Box provides cow milk at lunch and at snacks when milk is part of the scheduled menu component. Milk substitutions may be provided when necessary for dietary needs or allergies. Requests for milk substitutions must be submitted in writing using the appropriate form. The following substitutions may be provided:

- **Lactose-free milk** – may be provided with a written parent request
- **Soy milk** – may be provided with a **Fluid Milk Substitute Request Form** signed by the parent
- **Almond milk or oat milk** – require a completed **Special Diet Statement** signed by the child's physician

INFANT FORMULA / BREAST MILK / INFANT FOOD

The Crayon Box provides iron-fortified infant formula and age-appropriate infant foods for infants until 12 months old. Parents may choose to decline the formula and infant foods offered by The Crayon Box and instead supply their child's own formula, breast milk, or infant foods. The Infant Formula/Food Sign Off Statement must be completed by the parent or guardian indicating their choice. When an infant reaches 12 months of age, The Crayon Box will begin transitioning the child to cow's milk and age-appropriate foods consistent with the meal pattern requirements for older children. Parents supplying formula, breast milk, or infant food must follow these guidelines:

- All bottles must be prepared at home. The Crayon Box does not prepare or mix bottles.
- Each bottle must be clearly labeled with the child's first and last name and the current date.
- All baby food must be labeled with the child's full name and the current date.
- No open or previously used baby food containers may be brought to The Crayon Box.
- Glass bottles are not permitted for safety reasons.

Each bottle supplied by a parent will be used for a single feeding only. Any formula, milk, or breast milk remaining after a feeding will be discarded and not reused. The contents of a bottle must also be discarded if:

- The contents appear unsanitary.
- The bottle has been used for more than one hour from the start of the feeding.
- The bottle requiring refrigeration has been left unrefrigerated for one hour or more.
- Infant food and bottles are never shared between children.

INFANT FEEDING

Infants enrolled must be able to drink from a bottle or sippy cup while in care so they can be fed when a parent is not present. The Crayon Box supports breastfeeding and will work with families to accommodate breast milk feeding whenever possible. Infants will be fed on demand according to hunger cues, consistent with Michigan licensing and infant development best practices. While staff will consider parent feeding preferences and schedules, no infant who is hungry will be required to wait to eat. Parents must provide enough bottles or breast milk to meet their child's feeding needs during the time the child is in care. Mothers are welcome to breastfeed anywhere they are comfortable.

GRIEVANCE POLICY

If you feel that your child has been treated unfairly or discriminated against in relation to food or meal service at The Crayon Box, please first discuss the concern with your child's teacher. If the issue is not resolved, please contact the Director. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, The Crayon Box does not discriminate on the basis of race, color, national origin, sex, disability, or age. If you wish to file a discrimination complaint with the USDA, you may do so by completing the USDA Program Discrimination Complaint Form, available online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or by writing to U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 You may also file a complaint by Fax: (202) 690-7442 or Email: program.intake@usda.gov USDA is an equal opportunity provider.

OUTSIDE ACTIVITIES

Outdoor play is an important part of the daily program. The outdoor play area is considered an extension of the learning environment and an outdoor classroom. The Crayon Box schedules daily outdoor play, weather permitting, and children are expected to participate as part of the program. Because outdoor time is included in our daily schedule, it is important that every child arrive with appropriate clothing for the weather. During colder weather, children should bring warm coats, hats, mittens or gloves, snow pants, and boots when needed. During warmer weather, shorts, sundresses (with shorts underneath), and sleeveless tops are appropriate for outdoor play. If a child is too ill to participate in outdoor activities, the child should remain at home. For supervision and staffing purposes, classrooms participate in outdoor time together. Children in attendance are expected to join their class during scheduled outdoor play.

PARTIES

The Crayon Box welcomes small celebrations for birthdays or farewell days. Please discuss plans with your child's teacher in advance. To maintain food safety and allergy awareness, only commercially prepared, store-bought items that are unopened, in the original packaging, and include a full ingredient list may be served. Home-baked items are not permitted. Families are encouraged to bring healthy alternatives rather than large cupcakes. For the safety of children with food allergies and choking risks, do not send foods containing peanuts or tree nuts and popcorn. Teachers can help recommend celebration foods that are safe and appropriate for the classroom.

Birthday invitations for parties outside of The Crayon Box are the responsibility of the family. Invitations may be distributed in the classroom only if the entire class is invited. Otherwise, please contact the office and we will help distribute invitations discreetly.

SECURITY CAMERAS

Security cameras are installed in hallways, the office, and outdoor playground areas at The Crayon Box. These cameras monitor public areas and may be viewed by Andrews University Campus Safety, the Director, or other authorized personnel to help maintain a safe and secure environment. To protect the privacy of children and staff, security cameras are not installed inside classrooms, restrooms, or diapering areas. Security camera footage is not available for viewing by parents or the public. Recordings are used only for safety and security purposes and may be reviewed by authorized personnel when necessary.

MEDIA POLICY

Media includes the use of electronic devices with screens, including but not limited to televisions, computers, tablets, multi-touch screens, interactive whiteboards, mobile devices, cameras, movie players, e-book readers, and electronic game consoles. Media use is **not permitted for children under 2 years of age**.

When media is used with children ages 2 and older, the following guidelines apply:

- Media activities must be developmentally appropriate for the age of the children.
- Interactive media may be used to support learning and expand children's access to educational content.
- Media containing violent, adult, or inappropriate content is strictly prohibited while children are in care.
- Use of non-interactive media (such as videos or television) will not exceed 20 minutes per day per classroom. Even if children are dancing, copying motions, or singing along, it is still considered passive screen viewing and counts toward the daily limit.
- When media is used, other learning activities must also be available for children to choose.

The Preschool, Pre-K, and Young 5s classrooms are equipped with televisions that may be used for short, planned educational activities that support classroom learning. The Older Toddler / 2-Year-Old classroom has access to a television that can be wheeled into the classroom for planned educational use. Any media used with this age group must be brief, developmentally appropriate, and directly supervised by teaching staff. Media experiences may include short educational videos, instructional content connected to classroom themes, or age-appropriate music and movement activities that encourage active participation. Television and video media are not used as a primary activity or as a substitute for teacher interaction, supervision, or active play. The majority of each child's day is spent in hands-on learning, outdoor play, creative activities, and teacher-guided experiences. Media use must be limited, intentional, and teacher-directed. Any non-interactive media must follow Michigan licensing time limits and be recorded on the Media Tracking Form submitted weekly to the office and available for parents to review.

The Crayon Box maintains an extensive library of age-appropriate educational media that is carefully selected to support curriculum themes and children's learning. Staff are expected to use only approved materials from the center's collection to ensure that all media shown to children is developmentally appropriate and aligned with the educational philosophy of the program.

The Crayon Box recognizes that technology is a part of children's lives and learning environments. When used appropriately and in limited amounts, digital media can support children's understanding of the world around

them. Media experiences at The Crayon Box are carefully selected and used intentionally by teachers to support curriculum topics, introduce new concepts, encourage movement, music, and participation. Technology is used as a supplement to hands-on learning, not a replacement for active exploration, creative play, and teacher interaction. Exceptions to these limits may be made for:

- School-age children using computers or other electronic devices for academic or educational purposes
- Children using assistive or adaptive technology as part of an individual learning or support plan

TOYS AND BOOKS

Toys and books from home are discouraged because they can easily get mixed in with classroom materials or misplaced. Small toys that may pose a choking hazard are not allowed in the infant or toddler rooms. Children may bring a security or comfort item from home if it is age appropriate and clearly labeled with the child's name. The Crayon Box is not responsible for items that are lost, damaged, or stolen if they are brought from home. Please do not send video game consoles or art supplies with your child. School-age children may bring a cell phone; however, phones must remain put away and not be used during program hours. Phones may only be used with staff permission when necessary to contact a parent or guardian. Phones may not be used to photograph or record other children or staff.

WEAPONS POLICY

Weapons of any kind are strictly prohibited at The Crayon Box. No person may bring weapons onto the premises, including but not limited to firearms, knives, tasers, mace, ammunition, explosive devices, or any object that could be used to cause harm. If a child brings an item that compromises the safety of the child care environment, the item will be immediately removed, and the child's parent or guardian will be notified. Any situation involving a weapon or a threat to the safety of children or staff may result in immediate involvement of Andrews University Campus Safety and/or local law enforcement. Possession of a weapon may also result in disciplinary action, up to and including termination of enrollment.

POLICIES AND PROCEDURES MODIFICATION

The Crayon Box reserves the right to add, change, or remove policies, procedures, and fees as necessary. Families will be provided with at least thirty (30) days written notice of any changes. This notice requirement may not apply in situations involving emergencies, licensing requirements, or regulatory mandates.

PARENT RESOURCES

Information about upcoming events and the current newsletter are posted on the parent bulletin board located in the office. Parent resource materials, available in multiple languages, are located outside Room 107 for families to access. The Crayon Box may also provide information about community resources and family support services, including early childhood programs, developmental services, parenting resources, and other family support organizations when available. Families who need assistance locating community resources are welcome to contact the office for additional information.

FAMILY HANDBOOK

The Family Handbook is designed to help families become familiar with the program, policies, and procedures of The Crayon Box. Updates, revisions, or additional information may be distributed annually or throughout the year as needed. Families are responsible for reviewing the handbook and staying informed of current policies and procedures. The most current version of the handbook and policies will always apply, and families will be notified of significant changes as outlined in the policy modification section. Updates or revisions to the Family Handbook may be posted on The Crayon Box website and families will be notified when changes occur. A current copy of the handbook is also available in the office upon request.

NEWSLETTER

Newsletters are distributed at least quarterly and include information about upcoming events, curriculum activities, program updates, and policy changes. Newsletters are shared with families through the Remind app, and printed copies are available in the office.

PERMISSION TO PHOTOGRAPH

Photo permission is included as part of the enrollment paperwork completed by families. The Crayon Box may occasionally photograph children participating in classroom activities, projects, programs, or special events. Photographs may be used for the following purposes with written parental permission:

- The Crayon Box website
- Newsletters and program communications
- Promotional materials such as brochures, flyers, or posters
- Articles or photographs in local newspapers or magazines
- Displays within The Crayon Box facility

Photographs may also be used inside the center for classroom displays, projects, and documentation of children's activities. To protect the privacy of children and families:

- Written parental consent is required before a child's photo is used for promotional or public purposes.
- Children's full names will not be used with photographs.
- Photographs of children's faces will not be shared on social media.
- Artwork or classroom displays may include the child's first name only.

The Crayon Box may also schedule school or classroom picture days with a professional photographer. Children may be photographed for class composites or school records. Families are not required to purchase photographs.

PEST MANAGEMENT

The Crayon Box follows an Integrated Pest Management (IPM) approach to control pests and maintain a safe environment for children and staff. An annual pesticide notification will be provided to families in the September newsletter. Pest control services are provided by Arrow Pest Control. Typical treatments may include bait or gel pesticide formulations. In some situations, it may be necessary to use other pesticide applications to address specific pest issues. When a pesticide application other than bait or gel is planned, advance notice will be provided to parents or guardians. Notices will be posted on the entry doors and near the time clock, and a written notice will be placed in each family's mailbox. The advance notice will include:

- Information about the pesticide being applied
- The target pest or purpose of the application
- The location and date of the application
- A toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture and Rural Development

Liquid spray or aerosol pesticide applications inside The Crayon Box will only be applied in the evening or on days when children are not present.

LICENSING NOTEBOOK

The Crayon Box does not maintain a physical licensing notebook on-site. The Crayon Box does not maintain a physical licensing notebook on-site. Licensing inspection reports and special investigation reports are available online through the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), Child Care Licensing Bureau. Families may view licensing reports from the past three years at: michigan.gov/michildcare. Internet access is available on-site for families who wish to review these reports.

INFORMATION PROVIDED TO PARENTS

This Family Handbook serves as the written information packet provided to parents enrolling a child at The Crayon Box and includes the information required by Michigan child care licensing rules.

The handbook includes, at minimum, the following information:

- Criteria for admission and withdrawal
- Hours and days of operation, including holidays when The Crayon Box is closed
- Fee policy
- Discipline policy
- Food service policy
- Program philosophy
- Typical daily routine
- The plan for notifying parents of accidents, injuries, incidents, and illnesses
- Medication administration policy
- Child illness exclusion policy

Parents may access the Michigan Child Care Licensing Rules online at: www.michigan.gov/michildcare

Written documentation that the parent received the information packet and handbook is maintained on file at The Crayon Box.

INFANTS (ROOM 110) 2026-2027 DAILY SCHEDULE

Must be at least 2 weeks old to be enrolled in this classroom.

7:00 – 8:00	Morning Combined Program (Room 112)
8:00 – 9:00	Welcome / Greet children / Diaper Check
9:00 – 10:00	Outdoor Time (walks in strollers and blanket time)
10:00 – 10:30	Worship
10:30 – 11:00	Communication, Language and Literacy
11:00 – 12:00	Diaper Change/ Rest
12:00 – 2:00	Free time
1:00 – 2:30	Diaper Change / Rest
2:30 – 3:30	Outside Time (walks in strollers and blanket time)
3:30 – 4:00	Diaper change / Gross Motor Activities
4:00 – 4:30	Sensory Games and Activities / Fine Motor Activities
4:30 – 5:00	Afternoon Combined Program (Room 112)

Infant Program Notes

- Feeding schedules follow each infant's individual needs. Bottles, formula, and food provided by parents are served according to the child's schedule.
- Diapers are checked frequently and changed immediately when wet or soiled, following health and sanitation procedures.
- Infants are fed, diapered, and allowed to sleep according to their individual schedules and developmental needs.
- Developmentally appropriate materials and activities are available throughout the day, with nurturing care and individualized attention.
- Children are provided daily outdoor play opportunities, weather permitting.
- Handwashing occurs upon arrival, before/after meals/snacks, after outdoor play, and after restroom use

YOUNG TODDLERS (ROOM I12) 2026-2027 DAILY SCHEDULE

Must be at least 12 months old by September 1, 2026, to be enrolled in this classroom.

7:00 - 7:30	Arrival / Greeting / Story Time / Quiet Play / Toileting / Handwashing
7:35	Breakfast / Handwashing
8:00 – 9:45	Learning Centers / Worship / Music & Movement / Art / Language Activities / Diaper Checks / Handwashing
9:45	AM Snack / Handwashing
10:00 – 10:45	Learning Centers / Free Choice Activities
10:45 – 11:45	Outdoor Play / Gross Motor Activities / Handwashing
11:45	Lunch / Diaper Check / Handwashing
12:15 – 2:15	Rest / Quiet Learning Activities/ Diaper Checks / Handwashing
2:15 – 3:15	Outdoor Play / Gross Motor Activities / Handwashing
3:15	PM Snack / Handwashing
3:30 – 5:15	Free Choice / Story Time / Learning Centers / Diaper Checks / Handwashing
5:15	Evening Snack / Handwashing
5:30 – 6:00	Free Play / Departure

Young Toddler Program Notes

- Drinking water is available throughout the day. Snacks and meals are served at scheduled times according to the classroom routine. Children under 18 months follow individualized schedules for feeding, naps, and diapering based on developmental needs.
- Diapers are checked frequently and changed immediately when wet or soiled, following required health and sanitation procedures.
- Young toddlers may have supervised interaction with infants and older toddlers when developmentally appropriate. Age-appropriate materials and activities are available throughout the day, along with nurturing care and individualized attention.
- Children should arrive in comfortable clothing and age-appropriate shoes suitable for active play both indoors and outdoors. Weather-appropriate outerwear is required for outdoor play.
- Outdoor play is an important part of our program. Children are provided daily opportunities for fresh air and gross motor activity, weather permitting. This classroom participates in approximately two hours of outdoor play each day.
- Handwashing occurs upon arrival, before/after meals/snacks, after outdoor play, and after restroom use

OLDER TODDLERS (ROOM 102) 2026-2027 DAILY SCHEDULE

Must be at least 18 months old by September 1, 2026, to be enrolled in this classroom.

7:00 – 8:00	Morning Combined Program (Room 112)
8:00 – 8:45	Books / Toileting / Handwashing / Learning Centers
8:45 – 9:45	Outdoor Play / Gross Motor Activities / Handwashing
9:45	AM Snack / Handwashing
10:00 – 11:00	Worship / Learning Centers / Music & Movement / Art / Language Activities
11:00 – 11:45	Free Choice Activities / Books / Songs / Puzzles / Table Activities / Handwashing
11:45	Lunch / Toileting / Handwashing
12:15 – 2:15	Rest / Quiet Learning Activities
2:15 – 3:00	Toileting / Fine Motor / Learning Centers / Table Activities / Handwashing
3:15	PM Snack / Handwashing
3:30 – 4:30	Outdoor Play / Gross Motor Activities / Handwashing
4:30 – 6:00	Afternoon Combined Program (Room 112)

Older Toddler Program Notes

- Drinking water is available throughout the day. Snacks and meals are served at scheduled times according to the classroom routine.
- Diapers are checked frequently and changed immediately when wet or soiled. Toileting and handwashing procedures follow required health and sanitation practices.
- Children in the Older Toddler classroom are given regular opportunities to sit on the toilet as part of the toilet learning process. Teachers work with families to support each child's progress and provide positive encouragement as children develop independence. Please send clothing that is easy for your child to manage independently and include extra clothing in case of toileting accidents.
- Children should arrive in comfortable clothing and age-appropriate shoes suitable for active play both indoors and outdoors. Weather-appropriate outerwear is required for outdoor play.
- Outdoor play is an important part of our program. Children are provided daily opportunities for fresh air and gross motor activity, weather permitting. This classroom participates in approximately two hours of outdoor play each day.
- Handwashing occurs upon arrival, before/after meals/snacks, after outdoor play, and after restroom use

OLDER TODDLERS² (ROOM 102) 2026-2027 DAILY SCHEDULE

Must be at least 30 months old to be enrolled in this classroom.

7:00 – 8:00	Morning Combined Program (Room 112)
8:00 – 8:30	Outdoor Play / Gross Motor Activities / Handwashing
8:30 – 9:45	Toileting / Handwashing / Worship / Learning Centers / Music & Movement Art / Learning Centers
9:45	AM Snack / Handwashing
10:00 – 10:45	Outdoor Play / Gross Motor Activities / Handwashing
10:45 – 11:45	Free Choice Activities / Books / Songs / Puzzles / Table Activities / Handwashing
11:45	Lunch / Toileting / Handwashing
12:15 – 2:00	Rest / Quiet Learning Activities
2:00 – 3:15	Toileting / Fine Motor / Learning Centers / Table Activities / Handwashing
3:15	PM Snack / Handwashing
3:30 – 4:30	Outdoor Play / Gross Motor Activities / Handwashing
4:30 – 6:00	Afternoon Combined Program (Room 112)

Older Toddler Program Notes

- Drinking water is available throughout the day. Snacks and meals are served at scheduled times according to the classroom routine.
- Diapers are checked frequently and changed immediately when wet or soiled. Toileting and handwashing procedures follow required health and sanitation practices.
- Children in the Older Toddler classroom are given regular opportunities to sit on the toilet as part of the toilet learning process. Teachers work with families to support each child's progress and provide positive encouragement as children develop independence. Please send clothing that is easy for your child to manage independently and include extra clothing in case of toileting accidents.
- Children should arrive in comfortable clothing and age-appropriate shoes suitable for active play both indoors and outdoors. Weather-appropriate outerwear is required for outdoor play.
- Outdoor play is an important part of our program. Children are provided daily opportunities for fresh air and gross motor activity, weather permitting. This classroom participates in approximately two hours of outdoor play each day.
- Handwashing occurs upon arrival, before/after meals/snacks, after outdoor play, and after restroom use

PRESCHOOL (ROOM 113) 2026-2027 DAILY SCHEDULE

*Must be at least 33 months old by September 1, 2026
(3 years old by December 1, 2026) to be enrolled in this classroom.*

7:00 – 7:35	Arrival / Greeting / Free Choice Play / Toileting as Needed / Handwashing
7:35	Breakfast / Handwashing
8:00 - 9:45	Learning Centers / Small Group Activities / Circle Time / Worship / Music & Movement / Language and Art Activities / Toileting as Needed / Handwashing
9:45	AM Snack / Handwashing
10:00 – 11:00	Outdoor Play / Gross Motor Activities / Handwashing
11:00 – 11:45	Circle Time / Story Time / Songs / Early Learning Concepts / Table Activities / Clean-Up / Toileting / Handwashing
11:45	Lunch / Handwashing
12:15 – 1:45	Rest / Quiet Learning Activities
1:45 – 2:00	Soft Wake-Up / Learning Centers
2:00– 2:15	Toileting / Interactive Read-Aloud / Language Development / Table Activities
2:15 – 3:15	Outdoor Play on Playground / Gross Motor Activities / Handwashing
3:15	Snack / Handwashing
3:30 – 5:15	Free Choice Activities / Story Time / Learning Centers / Handwashing
5:15	Evening Snack / Handwashing
5:30 – 6:00	Free Play / Departure

Preschool Program Notes

- Drinking water is available throughout the day. Snacks and meals are served at scheduled times according to the classroom routine.
- Children should arrive in comfortable clothing and age-appropriate shoes suitable for active play both indoors and outdoors. Weather-appropriate outerwear is required for outdoor play.
- Outdoor play is an important part of our program. Children are provided daily opportunities for fresh air and gross motor activity, weather permitting. This classroom participates in approximately two hours of outdoor play each day.
- Children must be fully and independently toilet trained. Children should be able to use the restroom, manage clothing and wipe independently. Teachers will provide reminders and supervision throughout the day.
- Show and Tell is held on Wednesdays.
- Handwashing occurs upon arrival, before/after meals/snacks, after outdoor play, and after restroom use

PRE-KINDERGARTEN (ROOM 101) 2026-2027 DAILY SCHEDULE

*Must be at least 45 months old by September 1, 2026
(4 years old by December 1, 2026) to be enrolled in this classroom.*

7:00 – 8:00	Morning Combined Program (Room 113)
8:00 – 8:30	Outdoor Play / Gross Motor Activities / Handwashing
8:30 – 9:00	Arrival in Room 101. Handwashing / Morning Exploration Centers, Literacy Foundations (Letter of the Week), Fine Motor, Music
9:00 – 9:25	Morning Meeting. Worship, Bible Lesson, Community Building, Show & Tell (W)
9:25 – 9:45	Interactive Read-Aloud / Language Development / Handwashing
9:45	Snack / Handwashing
10:00 – 11:00	Morning Academic Foundations
11:00 – 11:45	Outdoor Play / Gross Motor Activities / Handwashing
11:45	Lunch / Handwashing
12:15 – 1:15	Rest / Quiet Learning Activities
1:15 – 1:30	Soft Wake-Up / Learning Centers
1:30 – 2:15	Creative Expression / Art / Dramatic Play / Music & Movement
2:15 – 3:15	Afternoon Academic Foundations &/ Enrichment / Handwashing
3:15	Snack / Handwashing
3:30 – 4:30	Outdoor Play / Gross Motor Activities / Handwashing
4:30 – 6:00	Afternoon Combined Program (Room 113)

Pre-Kindergarten Program Notes

- Drinking water is available throughout the day. Snacks and meals are served at scheduled times according to the classroom routine.
- Children should arrive in comfortable clothing and age-appropriate shoes suitable for active play both indoors and outdoors. Weather-appropriate outerwear is required for outdoor play.
- Outdoor play is an important part of our program. Children are provided daily opportunities for fresh air and gross motor activity, weather permitting. This classroom participates in approximately two hours of outdoor play each day.
- Children must be fully and independently toilet trained. Children should be able to use the restroom, manage clothing and wipe independently. Teachers will provide reminders and supervision throughout the day.
- Show and Tell is held on Wednesdays.
- Handwashing occurs upon arrival, before/after meals/snacks, after outdoor play, and after restroom use

YOUNG 5S (ROOM 107) 2026-2027 DAILY SCHEDULE

Must be at least 57 months old by September 1, 2026 to be enrolled in this classroom.

Y5 may combine with the PK as needed due to staffing or enrollment numbers and all day Friday.

7:00 – 8:00	Morning Combined Program (Room 113)
8:00 – 8:30	Outdoor Play with Room 101 / Gross Motor Activities / Handwashing /
8:30 – 9:00	Arrival in Room 107. Handwashing / Morning Exploration Centers, Literacy Foundations (Letter of the Week), Fine Motor, Music
9:00 – 9:25	Morning Meeting. Worship, Bible Lesson, Community Building, Show & Tell (W)
9:25 – 9:45	Interactive Read-Aloud / Language Development / Handwashing
9:45	Snack / Handwashing
10:00 – 11:00	Morning Academic Foundations
11:00 – 11:45	Outdoor Play with Room 101 / Gross Motor Activities / Handwashing
11:45	Lunch / Handwashing
12:15 – 12:45	Rest / Quiet Reading / Quiet Choice Activities
12:45 – 1:15	Soft Wake-Up / Library
1:15 – 2:00	Creative Expression / Art / Dramatic Play / Music & Movement / Handwashing
2:00 – 3:00	Afternoon Academic Foundations & Enrichment / Clean Up
3:00 – 6:00	Afternoon Combined Program (Room 101)

Young 5s Program Notes

- Drinking water is available throughout the day. Snacks and meals are served at scheduled times according to the classroom routine.
- Children should arrive in comfortable clothing and age-appropriate shoes suitable for active play both indoors and outdoors. Weather-appropriate outerwear is required for outdoor play.
- Outdoor play is an important part of our program. Children are provided daily opportunities for fresh air and gross motor activity, weather permitting. This classroom participates in approximately two hours of outdoor play each day.
- Children must be fully and independently toilet trained. Children should be able to use the restroom, manage clothing and wipe independently. Teachers will provide reminders and supervision throughout the day.
- Show and Tell is held on Wednesdays (during morning meeting).
- Handwashing occurs upon arrival, before/after meals/snacks, after outdoor play, and after restroom use

BEFORE SCHOOL (ROOM 113) 2026-2027 DAILY SCHEDULE

Must be at least attending Kindergarten to be enrolled in this classroom.

7:00 – 8:00 Morning Combined Program (Room 113) / Bus

AFTER SCHOOL (ROOM 107) 2026-2027 DAILY SCHEDULE

Must be at least attending Kindergarten to be enrolled in this classroom.

4:00 – 4:15 Arrival / Handwashing
4:15 Snack / Handwashing
4:30 – 5:30 Homework / Social Play / Library / Outdoor Play / Table Activities / Handwashing
5:30 – 6:00 Afternoon Combined Program (Room 113)

TEAM FRIDAY (ROOM 107) 2026-2027 DAILY SCHEDULE

Must be at least attending Kindergarten to be enrolled in this classroom.

12:30 – 1:00 Arrival / Handwashing / Lunch (if needed / provided by parent) / Handwashing / Free Art
1:00 – 1:30 Quiet Choice Activities / Library / Reading / Homework
1:30 – 2:30 Outdoor Play / Gross Motor Activities / Handwashing
2:30 – 3:15 Creative Expression / Art / Dramatic Play / Music & Movement / Handwashing
3:15 Snack / Handwashing
3:30 – 4:30 Creative Activities / STEM Building / Art / Tabletop Games & Activities
4:30 – 5:00 Outdoor Play / Gross Motor Activities / Social Play

School-age Program Notes

- Drinking water is available throughout the day. Snacks and meals are served at scheduled times according to the classroom routine.
- Children should arrive in comfortable clothing and age-appropriate shoes suitable for active play both indoors and outdoors. Weather-appropriate outerwear is required for outdoor play.
- Outdoor play is an important part of our program. Children are provided daily opportunities for fresh air and gross motor activity, weather permitting. This classroom participates in approximately two hours of outdoor play each day.
- Children must be fully and independently toilet trained. Children should be able to use the restroom, manage clothing and wipe independently. Teachers will provide reminders and supervision throughout the day.
- Handwashing occurs upon arrival, before/after meals/snacks, after outdoor play, and after restroom use

SUMMER CAMP 2026 DAILY SCHEDULE

8:00 - 8:30	Arrival / Check In / Handwashing / Morning Activity / Team Building Time
8:30 – 9:00	Worship / Camp Council
9:00 – 9:45	Mini-Missions / Bathroom / Handwashing
9:45 – 10:00	AM Snack* / Water Break / Handwashing
10:00 – 10:45	Activity Rotation A
10:45 - 11:30	Activity Rotation B
11:30 – 11:45	Bathroom / Handwashing
11:45 – 12:15	Lunch [^] (provided by parent) / Water Break / Handwashing
12:15 – 12:45	Vitamin D Book Break
12:45 – 1:30	Activity Rotation C
1:30 – 2:15	Activity Rotation D
2:15 – 3:00	Activity Rotation E
3:00 – 3:15	Bathroom / Handwashing
3:15 – 3:30	PM Snack* / Water Break / Handwashing
3:30 – 4:30	Themed Outdoor Activities / Dismissal

- Most activities will be outside while we enjoy our beautiful campus.

SUMMER CAMP BEFORE CARE 2026 DAILY SCHEDULE

7:00 – 7:30	Arrive / Handwashing / Art / Table Games
7:30	Handwashing
7:35 – 8:00	Breakfast* / Handwashing / Morning Maze/Doodle

SUMMER CAMP AFTER CARE 2026 DAILY SCHEDULE

4:30 – 6:00 (M-TH)	Playground	4:30 – 5:00 (F)	Playground
5:15 (M-TH)	Evening Snack* / Handwashing		

* Before Care Breakfast, AM Snack, PM Snack and Evening Snack provided by The Crayon Box

[^] Lunch (ready to eat and all items labeled with first name, last name and date) provided by Parents. Milk (Cow) for lunch will be provided by The Crayon Box unless the proper forms submitted to request Soy or Almond milk.

2026 - 2027 WEEKLY RATES

2026-2027 Rates are effective August 31, 2026.

	2 weeks - 11 months	12 months - 29 months	30 months - 35 months	3 years - 47 months*	4 years until School Age*	Young 5s*#	School Age*^
DISCOVER PLAN 18-23.50 HOURS	\$185	\$175	\$165	\$129	\$119	\$109	n/a
EXPLORE PLAN 24-29.50 HOURS	\$199	\$189	\$179	\$143	\$133	\$123	n/a
ADVENTURE PLAN 30-35.5 HOURS	\$213	\$203	\$193	\$157	\$147	\$137	n/a
JOURNEY PLAN 36-41.5 HOURS	\$227	\$217	\$207	\$171	\$161	\$151	n/a
EXPEDITION PLAN 42-47.5 HOURS	\$241	\$231	\$221	\$199	\$189	\$179	n/a
QUEST PLAN 48+ HOURS/ WEEK	\$255	\$245	\$235	\$213	\$203	\$193	n/a
ADD ON HOURS (IF SPACE AVAILABLE)	\$12.00 / Hr	\$11.00 / Hr	\$10.00 / Hr	\$9.00 / Hr	\$8.00 / Hr	\$7.00 / Hr	\$6.00 / Hr
NON-SCHEDULED HOURS	\$14.00 Pro-Rated Hourly						
AFTER CLOSING PICK-UP	\$15 per 15 minutes (or portion thereof), per child						
SCHOOL AGE ^ BEFORE/AFTER SCHOOL	n/a						\$4.75 / Hour
SCHOOL AGE ^ FULL DAY	n/a						\$42 / Day \$195 / Week
SCHOOL AGE ^ BEFORE CAMP CARE	n/a						\$7.50 / Day
SCHOOL AGE ^ AFTER CAMP CARE	n/a						\$7.50 / Day

IMPORTANT CRAYON BOX SCHEDULING AND PAYMENT PROCEDURES

Please review the following policies to ensure smooth scheduling and billing.

Enrollment Fees

- \$75 Enrollment Fee per child
- \$50 Annual Re-Enrollment Fee per child
- \$75 Summer Camp Enrollment Fee (School-Age)

Program Requirements

- Children age 3+ who are not potty trained remain at the 30-month tuition rate
- Potty training is required for Pre-K, Young 5s, and Summer Camp
- Young 5s: Must be 57 months old by September 1, 2026
- School Age: Kindergarten through age 12

Annual Classroom Move-Up Day

- Children move to their new classroom **August 24**
- Promotions occur once each year to align with the start of the new school year and classroom groupings.

Schedule Submission

- Weekly schedules must be submitted in writing using the Purple Form, Remind App, or cbschedules@andrews.edu
- Schedules are due Wednesday by 5:00 PM for the following week
- Your schedule remains in effect until a new schedule is submitted
- Schedule changes are subject to space and staffing availability

Tuition & Billing

- Families are billed for scheduled hours
- Hours cannot be transferred to another day
- Care outside scheduled hours is billed at the Non-Scheduled Hourly Rate
- Tuition is billed monthly and due by the 14th
- A \$30 late fee per week begins on the 21st

Add-On Hours

- Additional hours may be requested for children already scheduled that week
- Available only if space and staffing ratios allow
- Billed separately from weekly tuition

Discretionary Days

- Discover Plan – 5 days
- Explore Plan – 7 days
- Adventure Plan – 9 days
- Journey Plan – 11 days
- Expedition Plan – 13 days
- Quest Plan – 15 days

Discretionary days:

- Require written notice
- Apply only to scheduled days missed
- Reset August 31 each year

Enrollment Retainers (Holding Your Child's Spot)

If your child will be off schedule for one week or longer but plans to return, a retainer may be used to hold their placement.

Retainers hold your child's spot but are non-refundable if the child does not return.

- \$60/week – Ages 2 weeks–29 months
- \$40/week – Ages 30 months+

Summer Retainer

- May be used up to 12 weeks
- 50% credited toward fall tuition when the child returns

School-Year Retainer

- Holds the child's placement during extended absences
- No tuition credit is issued

THE CRAYON BOX CLASSROOM SUPPLY LIST

SCHOOL YEAR 2026-2027

INFANTS

PLEASE LABEL WITH YOUR CHILD'S NAME:

- Bottles (filled and labeled)
- Supply of preferred diapers
- Supply of preferred wipes
- Topical Non-Prescription Medications
- Pacifier (if used)
- Two sets of clothing (to keep at the center)
- Age-appropriate shoes for outside

PLEASE GIVE TO TEACHER BY FIRST DAY OF SCHOOL:

To help keep classrooms clean and stocked throughout the year, families are asked to donate:

- Box of facial tissues
- Disinfecting wipes
- Container of Baby Wipes
- Gallon-size Ziploc bags
- Quart-size Ziploc bags
- Napkins
- Swiffer WetJet pads or refill solution

Supply collection bins will be in the center in August for easy drop-off.

YOUNG TODDLERS OLDER TODDLERS

PLEASE LABEL WITH YOUR CHILD'S NAME:

- Lunch (ready to eat and labeled)
- Reusable water bottle (labeled)
- Supply of preferred diapers
- Supply of preferred wipes
- Topical Non-Prescription Medications
- Pacifier (if used)
- Two sets of clothing (to keep at the center)
- Thin blanket and/or lovey
- Age-appropriate shoes for outside

PLEASE GIVE TO TEACHER BY FIRST DAY OF SCHOOL:

To help keep classrooms clean and stocked throughout the year, families are asked to donate:

- Box of facial tissues
- Disinfecting wipes
- Container of Baby Wipes
- Gallon-size Ziploc bags
- Quart-size Ziploc bags
- Napkins
- Swiffer WetJet pads or refill solution

Supply collection bins will be in the center in August for easy drop-off.

PRE-SCHOOL, PRE-KINDERGARTEN YOUNG 5s

PLEASE LABEL WITH YOUR CHILD'S NAME:

- Lunch (ready to eat and labeled)
- Reusable water bottle (labeled)
- Topical Non-Prescription Medications
- Crayola 24 pack of crayons
- Thin blanket and/or lovey
- Age-appropriate shoes for outside
- Backpack
- Two sets of clothing (in backpack)
- Letter size folder with pockets

PLEASE GIVE TO TEACHER BY FIRST DAY OF SCHOOL:

To help keep classrooms clean and stocked throughout the year, families are asked to donate:

- Box of facial tissues
- Disinfecting wipes
- Container of Baby Wipes
- Gallon-size Ziploc bags
- Quart-size Ziploc bags
- Napkins
- Swiffer WetJet pads or refill solution

Supply collection bins will be in the center in August for easy drop-off.

THE CRAYON BOX THEMES CALENDAR

SCHOOL YEAR 2026-2027

September	October	November	December	January	February
<p><u>Themes of the Month</u> Back to School, Five Senses, Pets</p> <p><u>Color of the Month</u> Red</p> <p><u>Special Activity</u> Welcome Back Picnic</p>	<p><u>Themes of the Month</u> Community Helpers, Apples, Pumpkins</p> <p><u>Color of the Month</u> Green</p> <p><u>Special Activity</u> Fire Truck</p>	<p><u>Themes of the Month</u> Nocturnal Animals, Fall, Thanks</p> <p><u>Color of the Month</u> Orange</p> <p><u>Special Activity</u> Book Fair</p>	<p><u>Themes of the Month</u> Hibernation, Snow, Christmas</p> <p><u>Color of the Month</u> Blue</p> <p><u>Special Activity</u> Holiday Concert</p>	<p><u>Themes of the Month</u> Winter, Penguins Polar Animals</p> <p><u>Color of the Month</u> Yellow</p> <p><u>Special Activity</u> Snow Play</p>	<p><u>Themes of the Month</u> Shadows, Valentines, Weather</p> <p><u>Color of the Month</u> Pink</p> <p><u>Special Activity</u> Classroom Parties</p>
March	April	May	June	July	August
<p><u>Themes of the Month</u> Garden, Farm, Transportation</p> <p><u>Color of the Month</u> Purple</p> <p><u>Special Activity</u> Read Across the Crayon Box</p>	<p><u>Themes of the Month</u> Space, Chickens, Pond</p> <p><u>Color of the Month</u> Brown</p> <p><u>Special Activity</u> Earth Day</p>	<p><u>Themes of the Month</u> Insects, Ocean</p> <p><u>Color of the Month</u> Black</p> <p><u>Special Activity</u> Spring Concert</p>	<p><u>Themes of the Month</u> All About Me, Woodland Animals</p> <p><u>Color of the Month</u> White</p> <p><u>Special Activity</u> Outdoor Activities</p>	<p><u>Themes of the Month</u> Favorite Animals, Michigan History</p> <p><u>Color of the Month</u> Gray</p> <p><u>Special Activity</u> Water Play / Bubbles</p>	<p><u>Themes of the Month</u> Rainforest, Swamps</p> <p><u>Color of the Month</u> Colors in my World</p> <p><u>Special Activity</u> First Days of School</p>

REMIND APP



Please download the remind app, to receive important messages from the office, by typing the following line in your phone internet app.

rmd.at/thecrayon

2025 - 2026 School Year Calendar - The Crayon Box Children's Learning Center

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

September	
1	Closed. Labor Day
2	First Day of School

October	
13	Closed. Fall Break
14	St Jude Trike-A-Thon
29-30	Picture Day

November	
24-25	Book Fair
26	Open 7 am - 12:30 pm
26-28	Closed. Thanksgiving Break

December	
1-5.	Book Fair
22-23	Open 7 am - 4:00 pm
24-26	Closed. Christmas Break
29-30	Open 7 am - 4:00 pm
31	Closed. New Years Eve

January	
1	Closed. New Years Day
2	Closed: PD Day
8	Summer Camp Enrollment Opens
19	Closed. Martin Luther King Jr.

February	
12	Valentine Parties
16	Closed. President's Day
24	Re-Enrollment Opens



March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March	
16-19	Open 7 am - 4:00 pm
20	Closed. Spring Break

April	
1	2026-2027 Open Enrollment
13	Closed. Required Staff Event

May	
1	Closed. PD Day. All staff report
4	Center Promotion
25	Closed. Memorial Day

June	
1	First Day of Camp
5	Closed. PD Day.
19	Closed. Juneteenth

July	
3	Closed. Independence Day

August	
20	Last Day of Camp
21	Closed. PD Day. All staff report
31	First Day of School

- Closed
- Abbreviated Hours
- Special Date
- Tuition Due: 14th (or next open day)

2026 - 2027 School Year Calendar - The Crayon Box Children's Learning Center

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

September	
7	Closed. Labor Day

October	
12	Closed. Fall Break

November	
26	Open 7 am - 12:00 pm
27-28	Closed. Thanksgiving Break

December	
21-23	Open 7 am - 4:30 pm
24-25	Closed. Christmas Break
28-30	Open 7 am - 4:30 pm
31	Closed. Christmas Break

January	
1	Closed. New Years Day
18	Closed. Martin Luther King Jr.
8	Re-Enrollment Opens
8	Summer Camp Enrollment Opens

February	
11	Valentine Parties
12	Closed: PD Day
15	Closed. President's Day

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
1	2027-2028 Open Enrollment
15-17	Open 7 am - 4:30 pm
18-19	Closed. Spring Break

April	
30	Closed: PD Day

May	
3	Center Promotions
31	Closed. Memorial Day

June	
4	Closed: PD Day
7	First Day of Camp
18	Closed. Juneteenth

July	
2	Closed. Independence Day
5	Closed. Independence Day

August	
18	Last Day of Camp
19-20	Closed: PD Day
30	First Day of School

- Closed
- Abbreviated Hours
- Special Date
- Tuition Due: 14th (or next open day)