

2020-2021 PARENT HANDBOOK

Office: 269 - 471-3350

Email: crayonbox@andrews.edu

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

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

Infant Room: 471-3419 **Young Toddlers:** 471-3452 **Older Toddler:** 471-3374
Pre-School: 471-3352 **Pre-Kindergarten:** 471-3528 **Young 5s/School Age:** 471-6307

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We welcome you and your child to The Crayon Box Children's Learning Center! We are glad you have decided to join us at an important time in your child's development. The Andrews University Children's Learning Center has a long history of providing a quality child care and preschool experience for young children. Our center began as a child development lab in the mid-1950s.

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

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

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

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

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

Sincerely,

Kristy Conklin, Director
269-471-3350
conklin@andrews.edu

*Revised by Kristine Conklin. July 1, 2020
Effective Date: August 1, 2020*

OUR MISSION

The Crayon Box Children's Learning Center provides a service that supports the overall mission of Andrews University and the community families in Berrien County, Michigan. We are dedicated to:

- Reflecting the love for children, exemplified by Jesus Christ
- Providing consistent, dependable child care for Andrews University employees, Andrews University students, and the community
- Increasing productivity of The Crayon Box parents as they serve our local community, including Andrews University, by providing a safe, nurturing and educational environment for their children

OUR PHILOSOPHY

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

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

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

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

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

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

The Crayon Box Children's Learning Center is a member in good standing with both the Michigan Association for the Education of Young Children (MIAEYC) and The National Association for the Education of Young Children (NAEYC).

STATEMENT OF SPONSORSHIP

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

PURPOSE

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

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

CULTURAL COMPETENCE PLAN

The Crayon Box represents diversity across global, racial, economic, gender, religious and generational lines. Our classrooms are filled with the beautiful diversity of children and staff from many different backgrounds, nations and languages. Successful programs for children respect and incorporate each child's contemporary culture. Children must not be expected to sacrifice their own cultural identity, but rather to take pride in themselves, their families, and their culture. Cultural identity should not restrict individual growth, development, and/or success; the task of an individual is not to have to "fit into" a culture but to use the cultural context as a vehicle to reach full potential. Our classrooms feature books and toys that show people of different ages, abilities, genders, ethnicities and non-traditional roles and families. The Crayon Box serves meals that represent different cultures, including the cultures of children in our center. We celebrate the richness of diversity at The Crayon Box and it is the purpose of the Children's Learning Center to provide a warm and caring environment for the children to grow and feel included and valued regardless of gender, ability, ethnicity, language or background.

PROGRAM GOALS

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

A. We want to provide for your child:

- The opportunities for being with other children in a setting conducive to the development of wholesome social relationships; appropriate play experiences that contribute to the developmental needs of the children.
- The opportunities for meaningful "learning activities" that are based on the child's individual needs, interests, special needs, and abilities, that will build important foundations for the future reading skills and other academic pursuits.
- To help children to maintain a Christian attitude throughout their school experience.
- For all children to feel included and valued regardless of gender, ability, ethnicity, language or background.

B. We want to provide for the parents:

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

C. For the community:

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

GOALS FOR THE CHILDREN

We feel that some of the most important things a child can develop while here at The Crayon Box are:

1. Good Self- Concept:
 - a. Creativity
 - b. Verbal expression
 - c. Confidence in self
 - d. Joy of laughter
2. Good Interaction Skills:
 - a. Communicating
 - b. Sharing
 - c. Trusting
 - d. Realizing that showing your feelings is OK
 - e. Learning good manners
 - f. Caring for others

3. Self- Preservation Skills:
 - a. Dealing with emergencies
 - b. Reacting to strangers
 - c. Learning information about self
4. Self-Help Skills:
 - a. Dressing
 - b. Personal hygiene
 - c. Cleaning up after self
5. Respect for:
 - a. People
 - b. Property
 - c. Environment
6. Spiritual Awareness:
 - a. God's love for individuals
 - b. God as Creator
 - c. Stories from the Bible
7. Scholastic Skills:
 - a. Fine-motor - cutting, drawing, writing
 - b. Math - shapes, counting, numbers, size, order, etc.
 - c. Language and literacy experiences
 - d. Early Science experiences

HOURS

The center hours are:

6:35 am – 6:00 pm Monday – Thursday

6:35 am – 4:30 pm Friday (September – April)

The center offers extended Friday hours until 6:00 pm for the summer months (May – August). Friday hours will not be extended when The State of Michigan is under a state of emergency. During the school year, **office hours** are 8:00 am - 5:00 pm, Monday - Thursday; 8:00 am - noon on Friday. Office hours may be shortened in the summer and will be posted in the center.

HOLIDAYS

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

- **Martin Luther King Jr Day**
- **Presidents' Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Break**
- **Christmas Break which includes New Year's Day**

Depending on the days that these holidays fall, additional hours/days may be added. The Crayon Box will also be closed for one yearly Teacher In-Service and may also be closed during the Andrews University Fall and Spring Break. In order to maintain your child's enrollment and to operate on a functional level, no reduction in tuition will be given for regularly scheduled Center closings or holidays **except for Thanksgiving and Christmas (see Discretionary Days)**.

BUSINESS INTERRUPTION

The center will be closed when Andrews University closes for snow emergencies. The center may also be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc. Parents will need to arrange alternate emergency child care for these situations. In the event the center is closed for more than five consecutive business days, the parent is relieved of any financial obligation to pay for those days in excess of five business days. The parent will return to use the Crayon Box program as soon as it resumes operation or must communicate if the child will be returning at a later date and pay the Plan Change Fee to hold their child's spot. A lack of communication signifies the family no longer needs the services of The Crayon Box and the child will be unenrolled. Nothing in this provision alters the contractual provision relating to the required length of notice for termination of the child care contract.

MAJOR DISASTER

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

SNOW DAY PROCEDURES

The Crayon Box Children's Learning Center will close due to bad weather conditions ONLY if requested by the authorities (Police Department, Safety Department) OR if Andrews University classes are canceled. (We will function independently if AU is closed for vacations)

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

- A message will be left on the main office voice mail, 471-3350, stating that the center will be closed due to bad weather conditions.
- The closing or delay will be put on WNDU and WSBT's school closing sites, The Crayon Box Facebook and the Remind app.

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

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

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

ADMISSION/ENROLLMENT

New children are accepted at any time there is an opening. The Crayon Box accepts children ages 2 weeks through 12 years old. **The registration process is to be completed two weeks prior to the child's first day of attendance.**

- Complete and return registration forms and provide documents.
 - **Child Information Record (required)**
 - Credit Card Agreement (recommended)
 - **Developmental History (required)**
 - Fluid Milk Substitute Request (completed by parent for soy milk)
 - **Health Appraisal Form (required)**
 - **Household Income Eligibility Statement (required)**
 - **Immunization records (required)**
 - Infant Formula/Food Sign Off Statement (required for infants)
 - Medical Statement to Request Special Meals and/or Accommodations (completed by physician for almond milk or special meals)
 - **New Enrollment Form (required)**
 - **Parent Agreement (required)**
 - **Participant Enrollment 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)**
 - **Topical Non-Prescription Medication Form (required)**
 - **Written Information Packet Documentation (required)**
 - **Written Permission to Photograph (required)**
- Pay registration fee of \$50
- Turn in first week schedule to the office by the previous Wednesday
- Pay first two weeks of tuition on or before the first day of care

NONDISCRIMINATION POLICY

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

STUDENT FILES – CONFIDENTIAL INFORMATION

A student file is maintained on each child enrolled. Parents are required to notify The Crayon Box, should any of the information collected at the time of enrollment or any time thereafter change. Each child has the right to confidentiality. All information concerning the child in our program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the Crayon Box Program will not be released to third parties without written permission of the parent(s), unless required by statute, court order or licensing mandate.

REGISTRATION and MATERIALS FEES

A \$50 *Registration Fee* is due at the time of initial enrollment or re-enrollment after withdrawal or termination. Materials Fee \$50 Per Child – Billed yearly on the third Tuesday of February. These fees are non-refundable

RE-ENROLLMENT

Re-enrollment forms are due by August 1 to guarantee your child's continued attendance. There is no yearly re-enrollment fee if forms are submitted by August 1. The yearly re-enrollment fee is \$25 for forms received August 2-31. The yearly re-enrollment fee is \$50 for forms received after August 31.

FINANCIAL CONTRACT

A financial contract is completed for each child according to his/her schedule for care. All plans are billed for actual hours requested. Though preference is given to full-time enrollment (Plans C and D), The Crayon Box does offer a space-sharing program where part-time spaces equal one full-time space, if possible. Part-time includes schedules under 30 hours and full-time is 30+ hours. If classroom space is available, the center may be able to enroll children with a regular schedule under 20 hours/week. This plan is not guaranteed and must be noted when adding the child to the waiting list or enrolling the child.

Schedules MUST be turned in by 5 pm on Wednesday of the prior week. If schedule changes are received after 12 pm on Thursday but before 12 pm on Friday, any hours outside of the previous schedule will be charged at the Plan A rate. There will be no credit given if you are scheduling less hours. Schedules received after 12 pm on Friday of the following week will have hours outside of the previous schedule charged at the Drop-In rate if there is room to accommodate that schedule. There will be no credit given if you are scheduling less hours. Schedule changes are subject to availability if received after 5 pm on Wednesday.

TUITION

Advance Payment Plans: Fees for the contracted plan are **due two weeks in advance.** Billing follows a two-week cycle according to the Billing Calendar. Tuition is due on the scheduled "due date" every other Friday. A "Billing Time Line" is posted on the office bulletin board, a reminder notice will be displayed on the Friday tuition is due, and the dates are clearly marked in each monthly calendar. If payment has not been received by Tuesday morning following the Tuition Due Date, a reminder will be placed on the time clock. A 1% carrying charge will be posted to the account on Wednesday afternoon following the Friday when the payment is due. We will be unable to provide service for your child on the following week if there is an unpaid bill and no payment plan is in place. Failure to make payment or arrangements for payment within 30 days of the due date may result in termination and re-registration fee for re-enrollment. (All scheduled hours are subject to advanced payment.)

DHS Recipients: All recipients are responsible for child care tuition until DHS sends authorizations for child care and for all balances left after their payment. You will be charged two weeks in advance just as the other plans according to the schedule you have turned in. It is also the parent's responsibility to pay all fees not covered by the DHS, such as registration fees, tuition, overtime fees, and late charges. Failure to make payment or arrangements for payment within 30 days of the due date may result in termination and re-registration fee for re-enrollment.

NOTICE OF WITHDRAWAL

If, for any reason, your child will no longer be attending the center, a Notice of Withdrawal should be signed and turned in to the office *two weeks before* your intention to terminate. In the event that a withdrawal notice has not been provided with two weeks' notice, parents are still required to pay the Crayon Box the amount equal to two weeks of child care fees.

CONTRACT PLAN CHANGES

When a child is off schedule for a full week or longer, a \$50 Change of Plan fee will be charged to hold the child's spot. The fee will be refunded for children of Andrews University faculty and staff (upon return). The fee will also be refunded for Andrews University students during university breaks (upon return). This fee will not be refunded if a child does not return.

CHANGE OF SCHEDULE

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

- A "Change of Hours" (purple form) must be filled out and submitted to our office **no later than 5:00 p.m. Wednesday** of the preceding week. Submitting your schedules by this time is imperative because weekly staffing is based on child hours. The change becomes effective the following week starting on Monday. If schedule changes are received after 12 pm on Thursday but before 12 pm on Friday, any hours outside of the previous schedule will be charged at the Plan A rate. There will be no credit given if you are scheduling less hours. Schedules received after 12 pm on Friday of the following week will have hours outside of the previous schedule charged at the Drop-In rate if there is room to accommodate that schedule. There will be no credit given if you are scheduling less hours. Schedule changes are subject to availability if received after 5 pm on Wednesday.
- Schedules can be submitted with the purple form in the office, by phone message, through the Remind App, or email to crayonbox@andrews.edu.
- You will be charged for whatever hours you schedule your child for. Care given outside of the scheduled hours will be at the Non-Scheduled Hours rate. No credit will be given if attendance is less than the scheduled hours. **Hours not used cannot be transferred to another day.**
- Your written schedule request will remain as your set schedule in the computer system until you submit another written request. If you are requesting hours for "one week only", **please make sure that you enter a second form requesting the schedule to go back to the original hours or to "no hours" for the following week.**
- When filling out the "change of hours" form, you must fill out each day with the hours that you will need for child care. Do not indicate just the day or days that you want changed. **For example:** *you normally have your child scheduled to come Monday through Friday 8:00 – Noon, but next week you want to request Wednesday until 4:00 p.m. If you only write on the schedule for Wednesday 8:00 – 4:00 and leave the other days blank, we will assume that you are only coming Wednesday.* Then you risk not having space on the other days.
- We schedule only on the quarter hour. Example: 8:00; 8:15; 8:30; 8:45, etc.
- We are open every morning at 6:35 a.m. and close at 6:00 p.m. Mon - Thurs and 4:30 p.m. on Fri (Sept – Apr). The center typically offers extended Friday hours until 6:00 pm for the summer months (May – Aug).
- If a child attends on a consistent schedule, that schedule will continue to be in effect even during a week with a holiday and the same rate will be charged. Schedule changes may be submitted for credit of the day off for the Thanksgiving and Christmas holidays only. Discretionary days may be used to receive credit for days the child was scheduled but did not attend. Discretionary days per school year: Plan B (5). Plan C (7). Plan D (10).

RETURNED CHECKS

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

AFTER HOURS PICK-UP

A late pick-Up Charge of \$2/minute will be charged per family for any children remaining in the Center after closing time. It is the parent's responsibility to contact the office and/or child's classroom if they will be arriving past closing. Leaving a message on the office voice mail does not mean the center is aware that you will be late. Classroom numbers are found on page 3 of this handbook and are on our website. **If no call is received from the parent,** the Center staff will try to search and call the child's emergency contacts. If no one is found at these numbers, the teachers will wait **30 minutes after closing time** to **call the Berrien Springs Police Department and Child Protective Services to report the fact** and to request assistance in locating you.

CURRENT RATES				
Hours Per Week	Infants (2 weeks – 9 months)	Toddlers (9 months – 3 years)	Preschool and Pre-Kindergarten (3 years & 4 years)	Young Fives School Age (5 years – 12 years)
DROP IN (if space available)	\$8.25 / Hour	\$7.65 / Hour	\$6.75 / Hour	\$4.75 / Hour
PLAN A Under 20 Hours/Week (if space available)	\$7.25/ Hour	\$6.65 / Hour	\$5.75 / Hour	\$3.75 / Hour
PLAN B1 20-25.75 Hours/Week	\$147	\$138	\$106	\$3.75 / Hour
PLAN B2 26-29.75 Hours/Week	\$162	\$154	\$129	\$3.75 / Hour
PLAN C1 30-35.75 Hours/Week	\$182	\$172	\$147	\$3.75 / Hour
PLAN C2 36-39.75 Hours/Week	\$194	\$185	\$162	\$3.75 / Hour
PLAN D1 40-45.75 Hours/Week	\$199	\$197	\$171	\$3.50 / Hour
PLAN D2 46+ Hours/ Week	\$4.35 / Hour	\$4.28 / Hour	\$3.74 / Hour	\$3.50 / Hour
NON-SCHEDULED HOURS	\$10.00 Pro-Rated Hourly	\$10.00 Pro-Rated Hourly	\$10.00 Pro-Rated Hourly	\$10.00 Pro-Rated Hourly
AFTER CLOSING PICK-UP	\$2.00 Per Minute	\$2.00 Per Minute	\$2.00 Per Minute	\$2.00 Per Minute

DISCRETIONARY DAYS

Discretionary days may be used to receive credit for days the child was scheduled but did not attend. Discretionary days per school year: Plan B (5 days). Plan C (7 days). Plan D (10 days).

- Discretionary days must be requested in writing (*pink form*), signed and dated by the parent.
- There will be no accumulation of discretionary days from one year to the next.
- All discretionary days are cleared from the bank when a child is withdrawn or terminated.
- No additional discounts are given beyond the discretionary days.
- Discretionary days are reset each year on August 1.

NON-SCHEDULED HOURS FEE

Non-scheduled hours are any time before, after, or in addition to the daily schedule requested in the Parent Agreement-Contract or the hours given on the "Change of Hours" form. The 'overtime' rate for non-scheduled hours is \$10/hour or any portion thereof. If your child has to stay at least 30 minutes extra, please call the office to notify that your child will be staying outside of their contracted time and you will be charged the "Drop-In" rate (providing space is available). It is crucial that schedules are followed closely. Whenever a child is brought in before the schedule time and/or picked up after the scheduled time, overtime is charged. Arriving later than scheduled does not entitle a later pick-up. Arriving earlier than scheduled, parents must check with teachers if there is availability and space may not be available until your scheduled time. Classrooms are staffed according to the schedules turned to the office. Teacher-child ratios are followed in order to remain within licensing requirements.

IMMUNIZATION AND PHYSICAL EVALUATIONS (HEALTH PLAN)

It is important for The Crayon Box to have a health plan. Maintaining accurate records is essential to providing quality care and protecting the health and safety of children in child care settings. Children's health records can help child care providers identify preventive health needs such as immunizations or dental care, prepare a special care plan for children with chronic health conditions or special health needs such as asthma, and determine whether to include or exclude children from care because of their illness. Requiring accurate health information encourages families to have a primary health care provider for each child and facilitates communication between parents, health care providers and child care providers. If families do not have a regular health care provider, child care providers can connect them with local resources to help them find one.

For children under school-age, parents must provide The Crayon Box one of the following at the time of enrollment:

- A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).
- A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

When a child under school-age whose immunizations were not up-to-date at the time of enrollment has been in attendance for 4 months, an updated certificate showing completion of all additional immunization requirements as specified by DHHS must be kept on file, unless there is a signed statement by a licensed health care provider stating immunizations are in progress. We report to DHHS immunizations for all children enrolled by October 1 each year. Within 30 days of enrollment, parents must turn in a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted.

The physical evaluation must be performed within 1 of the following time limits:

- For an infant, within the preceding 3 months.
- For toddlers, within the preceding 6 months.
- For preschoolers, within the preceding 12 months.

Physical evaluations/immunization records must be updated yearly for infants and toddlers and every 2 years for preschoolers. Families will receive their reminder to turn in a new physical and immunization record with their child's birthday card.

Regular checkups are an important way to keep track of your child's health and physical, emotional, and social development. These visits are important for ALL children, including children and youth with special health care needs who may also be under the care of specialists. Your conversations can range from sharing your successes and milestones, to overall concerns about child development, to challenges in daily routines. Think of these visits as your chance to learn as much as you can about the best ways to help your child grow. By focusing on your child's growth and learning, both you and your health care professional make sure your child is developing as expected. Your family and health care professional form a partnership based on respect, trust, honest communication, and understanding your family's culture and traditions.

Upon enrollment and annually thereafter, school-age child's parents must turn in a signed statement confirming all of the following:

- The child is in good health with activity restrictions noted.
- The child's immunizations are up-to-date.
- The immunization record or appropriate waiver is on file with the child's school.

If a parent objects to a physical examination or medical treatment on religious grounds, then the parent provides a signed statement annually that the child is in good health and that the parent assumes responsibility for the child's state of health while at the center.

ILLNESS (HEALTH PLAN)

We recognize the difficulty working parents and students have when their child is sick. However, for the benefit of other children, staff, and your child, alternate care must be provided when your child is sick. This will allow the sick child to recuperate better and help keep infections from spreading at school. Arranging such care as soon as your child has symptoms will avoid a last-minute morning rush.

Parents are required to inform the center if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If your child is

ill, we request that you notify the center not only of the absence, but also of the nature of the illness. This enables our center to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a need to know basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Crayon Box will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

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

- Fever: A child has a temperature of 100.4°F taken by mouth or 99.4°F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
- Vomiting: A child that is vomiting. The child should have no vomiting episodes for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
- Diarrhea: A child has two loose or watery stools or one occurrence of uncontrolled diarrhea, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
- Head lice - readmitted after treatment and removal of nits.
- Strep Throat – after 24 hours of treatment.
- Rashes, lesions, eye secretions or redness associated with contagious diseases (i.e. conjunctivitis, impetigo) Parents are advised to contact their physician. Conjunctivitis must be treated for 24 hours before returning.

PLEASE NOTE: a child who is too sick to play outside is too sick to come to school.

If the child has a contagious illness or a cold that has lasted for more than a week s/he will need to bring a doctor's statement indicating that the child is fine to come back to school. (*If your child's physician considers that your child is in condition to return to the center despite the symptoms, you will need to present a doctor's statement.*) In addition to children, staff will also be excluded from the center under certain circumstances, including if they are unable to participate or perform the functions required for their position or if they are suffering from certain infectious diseases. Staff and volunteers will follow the same exclusion policy outlined above.

Tuition credit is not given for absences due to illness. Children that require extended absences due to illness and/or hospitalization will have their accounts assessed by the director.

SURGERY: The Crayon Box will not provide childcare for a child who has had surgery until we receive a doctor's note releasing the child from any restrictions and allowing them to return to child care.

EMERGENCY CARE/INJURIES (HEALTH PLAN)

Parents will be contacted immediately if their child is hurt and requires special medical treatment. If we cannot reach you, we will contact the individual(s) listed on your information card. Appropriate First Aid will be given while we wait for a parent to arrive. If emergency care is required, we will call 911, and a staff member will accompany your child to the nearest appropriate medical facility as indicated on your information card.

We will notify you for injuries that are not of an emergency nature (pinched fingers, bumps on head..) that may require a physician's consultation, but are not serious. We believe that these decisions should be made by each family individually. Minor injuries will be treated with soap, water, a band-aid and a hug. The parent/guardian will be notified upon pick up.

The clean-up of all bodily fluids will be done according to OSHA standards. All Crayon Box staff have received training on these proper procedures.

Each child will be observed for evidence of unusual bruises, lacerations, or burns. If evidence is warranted, daycare staff will file a report with CPS.

ORAL CARE (HEALTH PLAN)

Please bring an age appropriate toothbrush and toothpaste marked with your child's full name. All classrooms have teeth brushing time during the day and infants' gums are wiped daily. Your child's teacher will let you know when your child needs a replacement toothbrush and/or toothpaste.

MEDICATION (HEALTH PLAN)

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

Topical Non-Prescription Medications, such as diaper rash ointment, sunscreen, and insect repellent must be provided by the parents and can be administered with parent's written consent. We will follow directions provided on the manufacturer's label. All containers should be clearly labeled with the child's full name.

AU ALERT SYSTEM

During emergencies, AU Alert will send text messages, emails and voice calls to registered recipients. The system will also post alerts or emergency information to the Andrews University Facebook account and/or the Andrews University Twitter accounts. AU Alert notices are primarily intended for situations involving imminent danger to health or human safety. These may include severe weather alerts, winter weather class cancellations, hostile threats, utility failure, major road closings or fire, among others. **To register you will need to send the keyword "AUAlert" in a text message to 78015**

STAFF

The teachers at The Crayon Box are chosen for their education, loving and warm character, and genuine interest in the training and education of young children. Our Lead Teachers have a minimum of a two-year degree in Early Childhood Education or a related field. The Director and all program staff complete 24 clock hours of professional development annually on topics relevant to job responsibilities. Annual professional development training attended by all staff includes at least 3 hours focused on cultural competence or inclusive practices, related to serving children with special needs or disabilities, as well as teaching diverse children and supporting diverse children and their families. All staff are current with training in CPR and First Aid. Each classroom has a lead teacher and an assistant teacher as needed, as well as caregivers who are current students of Andrews University. All staff are carefully screened and selected for their ability to carry out the instructional role with young children.

We require a comprehensive background check on our employees and unsupervised volunteers before they are present in the center. Evidence that all staff members is free from communicable tuberculosis, verified within 1 year before employment, is also be kept on file at the center. We hire both male and female staff members, however only female staff members are assigned to change diapers. Male staff are hired to assist with children starting in the Older Toddler classroom. Male staff may interact with the Younger Toddler classroom if the classrooms are combined due to lower enrollment.

PARENTS IN THE CLASSROOM / VOLUNTEERS

All volunteers, including parents with access to other children, shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. Parents/family (including minors who are not enrolled in The Crayon Box) who wish to join the classroom for a birthday party must also receive PSOR clearance before they are allowed to enter the classroom and have contact with any child in care. This must be done at least one week before a classroom visit to allow time for the PSOR clearance to be completed. A copy of this clearance must be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

To best follow this rule, The Crayon Box provides the PSOR clearance form for families to complete. While this form is not required, completing the PSOR means parents can interact with children in the classroom once the clearance is successfully completed. Parents and/or all individuals who are on the release of child form who do not have a PSOR clearance on file will not be permitted to enter the classroom when other children are present. The teacher will help the child settle and/or gather their belongings. This includes infants. Mothers who are breastfeeding may enter to feed their child without a PSOR clearance but cannot interact with any other children. All volunteers/parents must sign in at the office before entering a classroom and sign out in the office when leaving the center. This includes breastfeeding mothers.

Supervised volunteers (including family members who want to volunteer/spend extended time in the classroom) may at times be present in the classroom once they have successfully completed the PSOR clearance. Volunteers will never be left unattended with the children. The Crayon Box Children's Learning Center's staff will maintain all direct care, supervision, and guidance of children in the center. Volunteers are asked to schedule their visits with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director.

Only volunteers with PSOR clearance may assist in the center and will be supervised at all time (teachers will have eyes and ears on the volunteer at all times). Volunteers do not change diapers. Evidence that each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before volunteering, shall be kept on file at the center. If the Director and/or staff see that the volunteer's performance does not meet the center's expectations, the director will ask the volunteer to discontinue her/his volunteering services. The Director reserves the right to make volunteer assignments and does not guarantee the volunteering parents will be assigned where their child(ren) is present. Volunteers are never assigned to assist in the infant classroom.

FAMILY AND COMMUNITY PARTNERSHIPS

The Crayon Box offers parents with opportunities to engage in family education, enrichment, family support, child development, and other programs or groups. The opportunities are designed to help families and support children's learning, growth, and development. This may include, but is not limited to: handouts, classes, training, workshops and meetings for families. Parent resources, including handouts in various languages, can be found outside of the Young 5s/School Age classroom (Room 107). Parents are provided various opportunities both inside the classroom (see Parents in the Classroom for guidelines) and at home to participate in their child's education as they prefer and/or are able to do so. Parent volunteers are requested at various times of the year, including Trike-A-Thon, Change Day and career days. The Crayon Box teachers also send home monthly activities and activities are included in the monthly newsletter for parents to do with their children. The Crayon Box staff can connect families to public and/or private community services/resources and educational programs to meet the needs of children and families. These services may include, but are not limited to: on-site hearing and vision screenings, Early On, Michigan Department of Health and Human Services (MDHHS), and food pantries.

PARENT/TEACHER COMMUNICATION

The teachers communicate informally with all parents on a daily or weekly basis. Informal communication may include, but is not limited to: phone calls, texting, emails, daily sheets, incident/accident reports. If you have any questions concerning your child's development or behavior, and it's not covered on the form, please address your child's teacher immediately. Parent/Teacher Conferences will be scheduled at the parents' request.

PARENT PROGRAMS

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

PROGRAM GOVERNANCE

Parents can take part in the decision-making process of The Crayon Box to plan, develop, implement, and evaluate how the program functions through parent surveys that are sent quarterly.

DEVELOPMENTAL EVALUATIONS

A developmental evaluation report for each child who attends The Crayon Box is done at the end of the Fall and Spring Semesters and will be provided to parents as a formal communication of their child's developmental progress. The Fall evaluation will be discussed at the parents' request. Parent Teacher conferences are held in April for all children to discuss the Spring evaluation. Separate conferences can be arranged for parents unable to meet at the same time or families with parents who are separated or divorced.

CURRICULUM

We believe that children learn best through play and exploration. Our Preschool and Pre-Kindergarten rooms use CREATION Kids, a comprehensive curriculum that promotes the development of the whole child---head, hand and heart---and meets the diverse needs of three and four-year-old children. For our Young 5s classroom, we created a Bible-based Kindergarten readiness curriculum that includes a focus on STEAM (Science, Technology, Engineering, Art and Math).

SCREENINGS AND ASSESSMENTS

Crayon Box staff discusses anecdotal notes/observations as a basis for working/teaching with each child. Anecdotal notes (a brief record of an event in a child's day) or observations may include, but are not limited to:

- What a child says (i.e., a direct quote)
- How a child is actively engaged in an experience with the classroom/environment
- A developmental milestone a child has reached
- Progress a child has made in a developmental area

The Crayon Box uses Ages & Stages Questionnaires®, Third Edition (ASQ®-3) which is a developmental screening tool designed for use by early educators. It relies on parents as experts, is easy-to-use, family-friendly and creates the snapshot needed to catch delays *and* celebrate milestones. The screenings are completed at least once a year on all children and classroom teachers will set up times to review the screening with parents.

GROUPING

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

Classroom	Teacher	Children	Max Group Size	# of Staff Required for Max Group Size
Infant 2 weeks – 9 months	1	3	9	3
Young Toddler 9 months – 18 months	1	3	12	4
Older Toddler Room 1 18 months – 30 months	1	4	12	3
Older Toddler Room 2 30 months – 3 years	1	8	10	2
Pre-School 3 years	1	10	30	3
Pre-Kindergarten 4 years	1	12	30	3
Young 5's / School Age (5 years – 12 years)	1	18	50	3
Virtual Learning (5 years – 12 years)	1	16	16	1

Total combined children in attendance in Infants and Young Toddler cannot exceed 20 children.

Total combined children in attendance in Older Toddlers rooms cannot exceed 20 children.

ADJUSTMENT PERIOD

Starting to attend child care is an exciting experience for a young child, but it can initially be a difficult one. Whatever the personality of the child, however eager s/he may seem to be for the new experience, there will be a moment when s/he suddenly realizes that his parent is not going to be there with her/him. Parents also feel anxious about the separation as

well. These feelings are normal. If the child is having difficulty, please say good-bye quickly and unhesitatingly, and leave without looking back. Children seldom continue to cry after the parent is out of sight. After a short period of time, the daily routine should bring about full adjustment. The Crayon Box discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. The Crayon Box believes it is best for parents to tell the anxious child upon arrival that once they arrive at the classroom door, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of The Crayon Box are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

ARRIVAL/DEPARTURE

State Law requires that children be escorted by their parent or the adult (at least 18 years of age) dropping them off, to their designated classroom. **NO child is ever to be left at the door, gate, classroom, or play area without the usual check-in.** Be sure that a teacher notices the arrival of your child. Children are required by law to be supervised at all times while in the child care facility.

Your child must be checked in and out at the time clock in the office each time he/she arrives and departs the center (unless you are directed to follow alternate arrival and departure guidelines which will be posted on the center door). ID cards are kept by the time clock in the office. When arriving, check your child in on the time clock computer by scanning the barcode on the back of the card. There are multiple prompts on the computer to clock in/out which include pressing OK and DONE on the screen. These steps are important to guarantee we have an accurate record of attendance hours.

Please remember to check your child out and leave the card in its proper slot when leaving the center at the end of your child's day with us. Cards that are taken by the parent instead of placed in the office have 23 hours to be returned before a \$25 fee is charged and a new card is made.

The parents, or authorized persons, resume all responsibility for the child while they have the ID card in their possession. For this reason, children are not to be taken to the classroom until the ID card is clocked in at the office. Children will also be given to the parent/authorized person at the same time as the ID card and will not be allowed to stay with their class while the parent clocks the child out or be allowed to return to the classroom once clocked out. The card must always be with the child. When the parent receives the card, they must also receive the child.

It is the parent's responsibility to make sure that the child's belongings (personal items, medications, etc.) are picked up at the time of checking out. The Crayon Box staff will not be able to return to the center after closing hours for those parents wanting to recover their child's belongings.

REST TIME

All of our classrooms provide rest opportunity except for the Young 5s classroom. Children under 18 months of age sleep on demand. Older Toddlers are provided a two hours rest time, Preschool is provided a 90-minute rest time and Pre-K is provided a 60-minute rest time. For children who do not sleep at rest time, quiet activities are provided such as reading books or putting puzzles together.

All infants (under the age of 12 months) are placed on their backs in a crib for resting and sleeping. Infants unable to roll from their stomachs to their backs and from their backs to their stomachs are placed on their backs when found face down. When infants can easily turn over from their stomachs to their backs and from their backs to their stomachs, they will be initially placed on their backs, but will be allowed to adopt whatever position they prefer for sleep. A sleeping infant's breathing, sleep position, and bedding are monitored frequently for possible signs of distress. For an infant who cannot rest or sleep on her or his back due to disability or illness, written instructions, signed by the infant's licensed health care provider, detailing an alternative safe sleep position or other special sleeping arrangements for the infant must be followed and kept on file at the center. The instructions must include an end date. Following the recommendation of the American Academy of Pediatrics, soft items such as bumpers, stuffed animals (including pacifiers with a stuffed animal attached), blankets and quilts are not allowed in cribs.

All other classrooms rest or sleep alone on mats or cots. Parents may provide pillows, a blanket and/or a lovey or stuffed animal for their child to sleep with. Sheets are provided by The Crayon Box and all items on the cots are washed weekly

CHILDREN'S RELEASE

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

The parent/guardian must provide the center a list of at least two adults (over the age of 18) with whom the child may be released to in the event of an emergency. For your child's protection, neither the Director nor the center's staff will release the child to a person who is not listed on the child's card. Should the parent wish to have a one-time special exception, the policy requires that the parent must leave a signed, dated, written note with the child's teacher the morning of the release. (*This authorization must be witnessed by a staff member*). **Parents will NOT be allowed to change instructions orally, (personally or by phone).** The Crayon Box reserves the right to request a valid picture identification at the time of your child's release.

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

No one will be permitted to take a child off the premises without the WRITTEN consent of the parent (parent's authorizations over the phone will not be accepted). There may be times when you or your designee is required to present valid picture identification.

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

Our staff will contact local police and/or the other custodial parent should a parent appear to the staff of The Crayon Box to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, our staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of The Crayon Box to be under the influence of drugs and/or alcohol will be denied access to the child. We will contact the child's parents, local police and Child Protective Services to notify them of the situation.

CLASSROOM PROMOTIONS

Children are assigned to classrooms typically by age. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage parents to be an active participant in the child's decision to move into a new classroom. Your teacher will discuss the decision to move your child's classroom prior to any transition. Whether a child transfers to another classroom or another educational setting we will work to ensure a smooth transition. Children will typically be promoted to the next classroom starting the Monday following their birthday or age milestone (9 months, 18 months etc).

The Crayon Box works with Ruth Murdoch Elementary Schools, Berrien Springs Public Schools and Village Adventist Elementary School to provide Kindergarten information for families including visitation information and record requests.

PARENT VISITATION

Parents are welcome to visit the Center at any time and are welcome to join their child in the classroom once the PSOR clearance has been obtained. We ask that you come in as quietly as possible and join your child so as not to disrupt the program or other children. We would request that you plan your visit to not include meal or nap / nap transition time or be longer than an hour. Also, no pictures are to be taken of children other than your own child. If you are visiting your baby in the infant room, we ask that you do not touch babies other than your own.

ANIMALS / PETS

The Crayon Box is committed to providing a healthy and safe environment for all children and staff. It is the policy of The Crayon Box to only allow animals inside the buildings and on the playgrounds/garden as defined below. Animals which will be allowed in and on school property are: animals serving as a certified service or guide dog under ADA guidelines; animals assisting an officer engaged in law enforcement duties; animals that support a program or curriculum; and turtles (greater than four inches), fish and frogs kept in clean and maintained aquariums. The Director shall establish procedures to ensure health and safety for staff and students when animals are brought onto school property. Any animal may be restricted from school property should the animal become aggressive or a nuisance, including service dogs. No other animals are to access The Crayon Box school buildings and playgrounds/garden with students, parents or staff. These include dogs, cats, chickens, ducks, reptiles and snakes, tarantulas, ferrets, rabbits, gerbils, hamsters, guinea pigs, mice, rats, birds, horses and ponies, dead animals, animal parts, and ant farms.

VOLUNTARY WITHDRAWAL

If, for any reason, your child will no longer be attending the center, a Notice of Withdrawal should be signed and turned in to the office *two weeks before* your intention to withdraw. In the event that a withdrawal notice has not been provided, parents are still required to pay the Crayon Box the amount equal to two weeks of child care fees.

TERMINATION POLICY

Occasionally, a child will experience some difficulty in adapting to The Crayon Box environment or abiding by The Crayon Box's rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from The Crayon Box. Our staff is committed to working with all children and their parents to improve any behavioral difficulties we may encounter in a positive, nurturing manner. However, if the behavior exhibited poses a health or safety risk for the child, other children, parents or staff, The Crayon Box reserves the right to expel any child from programming immediately without following the disciplinary actions listed in the handbook. At our discretion, we may consider a child for reapplication into The Crayon Box on a probationary basis providing that the parent/guardian can show professional counseling or behavior modification techniques have been successfully implemented. There will be no refunds issued (including registration fees) when a child is suspended or expelled from a child care.

The child care arrangements may be terminated for any of the following reasons (but not limited to):

- Failure to comply with the policies set forth in the parent handbook.
- Failure to comply with the contract.
- Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- Non-payment of childcare or late fees and/or recurring late payment of fees.
- Repeated failure to pick up the child before closing.
- Inability to meet the child's needs without additional staff.
- Blatant disrespect towards The Crayon Box staff.
- If a parent knowingly brings their child ill.
- False information given by a parent either verbally or in writing.

DISCIPLINE

Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation are used at The Crayon Box. All of the following means of punishment are prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as 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 enclosure.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited above.

The Center strives to help each child learn and use appropriate behavior. If we see that a child is dangerous to the other children's environment, we reserve the right to require the removal of that child. Positive reinforcement, such as stickers and verbal praise is used often. Other methods such as verbal intervention and/or time-out are used to help children understand that certain behavior is not acceptable. Hitting, biting, or pushing (physical contact with intention to hurt) is never acceptable. Time-outs will be only used for children 3 years or older and one minute per age of child. The staff will document consistent behavioral problems, as well as any conversations with parents or guardians. We appreciate your help and ideas in dealing with your child.

PLAN FOR SERVING CHILDREN WITH SPECIAL NEEDS

Childcare programs provide public accommodation and therefore must comply with the Americans with Disabilities Act. Childcare programs should be committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the number of children with chronic health conditions such as asthma, allergies, and diabetes increase, as well as the number of children with emotional or behavioral issues, the ability of programs to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the child care experience for all staff, and children and families of enrolled children. For children with special needs, care must be provided according to the child's needs as identified by parents, medical personnel, or other relevant professionals.

- Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and with respect for their individual needs and/or differences.
- The Crayon Box will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
- Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. Inclusion of program staff in parent/teacher conferences is desired to ensure The Crayon Box provides the most supportive environment possible.
- All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom may need.
- The individual written plan of care for children with special care needs will be followed in all emergency situations.

Our staff is committed to working with all children and their parents to improve any behavioral difficulties we may encounter in a positive, nurturing manner. However, if the behavior exhibited poses a health or safety risk for the child, other children, parents or staff, The Crayon Box reserves the right to expel any child from programming immediately without following the disciplinary actions listed in the handbook. At our discretion, we may consider a child for reapplication into The Crayon Box on a probationary basis providing that the parent/guardian can show professional counseling or behavior modification techniques have been successfully implemented. There will be no refunds issued (including registration fees) when a child is suspended or expelled from a child care.

BITING

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

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

- The child **receiving** the bite will be comforted and the bite area cleaned to prevent infection. Ice will be used as needed. An "Ouch" report will be filled out to notify the child's parent.
- The **biting** child will be redirected to appropriate activities. His or her parent will be notified. The teacher will carefully assess the classroom environment to minimize frustration for the child. The teacher will discuss the incident with the child's parents to determine ways to redirect the behavior. The child will be closely supervised. The identity of the child will be kept confidential.
- Most children stop biting soon after these actions have been taken.

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

RIGHT TO REFUSE ADMISSION

The Crayon Box reserves the right to refuse admission to any child at any time with or without cause. The Crayon Box strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child is too ill to attend.
- Domestic situations that present a risk to the child, staff or other children if the child were at the center.
- Parents' failure to maintain accurate, up to date records.
- Parents' failure to complete and return required documentation in a timely fashion.
- Parents' failure to pay or provide and/or follow a payment plan.

SWEARING/CURSING

No child or adult is permitted to curse or use other inappropriate language on The Crayon Box property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. If a person feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

INAPPROPRIATE PARENT CONDUCT

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

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

The Crayon Box will dismiss any child whose parent is prohibited from entering the center or is banned from the University campus. Due to the parents' right to immediate access policy, as well as state and federal regulations, The Crayon Box cannot have a child at the center when the child's parent is prohibited access. The Crayon Box will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

PARENT NOTIFICATION

In case your child has an accident, injury, illness or other incident either the classroom teacher or the office will notify the parent either through the Remind app or on the phone. All contact numbers for both parents will be tried until a parent is reached. In the event that we cannot reach a parent, the emergency contact person will be notified. If an incident occurs that affects all of the children at our center, we will send out a Remind message, post a notice in the office, on classroom doors and a written notice will be in your mailbox.

CLOTHING

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day's weather changes. All clothing should be labeled with the family's name, to facilitate dressing and reduce loss.

All children must have age appropriate indoor/outdoor shoes. Hot, wet snow boots, for health reasons, need to be replaced with indoor shoes when the children are inside. Age appropriate sneakers or rubber-soled shoes are

recommended for safe play and children should have shoes on at all times except for nap. If your child comes in boots, make sure to send an extra pair of shoes and teachers will gladly help with the changes.

Shorts, sun-dresses (with shorts underneath), and sleeveless tops are appropriate summer wear. Sandals must have a heel strap and good support. Due to safety concerns, flip flops/backless shoes are not allowed other than for water play.

EXTRA CLOTHES

Two full sets of extra clothes (top, bottom, underwear, socks) should be kept at the center, even for the oldest children. Extra sets will need to be regularly replaced as soon as possible if your child uses them. If your child is sent home in clothing belonging to the center, please launder and return it to the classroom as soon as possible.

DIAPERS

A supply of diapers and a container of wipes for each child in IN, YT and OT should be kept at the Center, with the child's name written on each article. Children in Preschool, Pre-K and Young 5s are required to be potty trained before attending and there are no diaper changing facilities in those classrooms. Your child's diapers and wipes will be stored in the cupboards above the changing area and only used for your child. You may use cloth diapers. Each cloth diaper must be covered with an outer waterproof covering. Outer coverings must be removed as a singular unit with wet or soiled diapers and with wet or soiled training pants, if used. Diapers, training pants, and outer coverings must not be reused until washed and sanitized. The Crayon Box will not rinse the contents. Soiled diapers must be placed in a plastic-lined, covered container, wet bag, or other waterproof container, and used only for that child's soiled diapers. Soiled diapers or training pants must be removed from the center every day by the child's parent.

POTTY TRAINING

A potty-trained child is a child who can do the following:

- Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves (teacher will follow up wipe with bowel movements).
- Be able to get off the potty by themselves.
- Be able to go directly back to the room without directions.
- Be able to postpone going if they must wait their turn.

Children who are ready to train have the ability to perceive events that are going to happen before they happen. Because we cannot allow children to just go in and out of the room to freely use the potty, they must learn they have to tell us so that we can accompany them into the bathroom and supervise them. At home you can allow them free access to the bathroom if you choose but we are prohibited by our regulations to allow them to go unaccompanied. Because of this they need to learn that they must tell the adult they have to go BEFORE they have to go. We do not accept signs that the child has to go or nonverbal behavior. It must be the words "I have to go potty".

Some things we do to get kids ready to train:

- We start reading potty books and talking about going potty in the big girl or big boy potty during changing.
- We have them sit on the potty during natural transition times (before and after meals, before and after naps, and diaper changes)
- We practice with them getting their pants up and down on their own and hand washing.
- We will supervise them and watch for signs that they have to go or are going and get them off to the potty.
- We keep close communication with the parents about any indicators suggesting the child is ready.

Some things we don't do:

- We do not put kids on a potty schedule where they go every half hour or hour. It's very time consuming with little to no benefit.
- We don't limit food or drinks to only be given at certain times. We maintain the same food and snack schedule during training.
- We don't clean out poopy underwear. We don't do laundry of any soaked or soiled clothes. They are bagged and returned to the parents at the end of the day.

Some helpful hints to help you at home:

- Be cheery about the potty. A happy experience each time they are on the potty will translate into quick training at home.
- Praise the child on success for every step of the process but do not overdo it.
- Bribery can be a good thing. Use stickers or small treats (like M&Ms) ONLY after potty success.
- No punishment or consternation for accidents. Just talk to them about them needing to ask to go to the potty next time. We say “next time you will go potty like the BIG boys do... okay?!!”
- If you see them mid-way trying to poop or pee, run them off to the potty to finish up.
- Give your child three or four minutes to get the job done. It shouldn't take more than a few minutes. If they don't go in a reasonable time tell them it's time to get off and we will try again another time.
- We don't encourage any toys or books during the training time.
- Keep attention and interaction during potty time to a bare minimum. Keep the atmosphere calm and focused.
- Have fun. Stay cool. It will all work out.

We don't put children into underwear until they have been COMPLETELY accident free at The Crayon Box for two full weeks. This is an absolute non-negotiable policy. We have to set up policies that maintain infection control standards for the child care center and protect the carpet, furniture, and inventory of the center. We have to have higher standards than a parent has at home to avoid having to do frequent carpet and furniture cleaning and replacements. Children can come in underwear with pull-ups on top of the underwear once they have had consistent success at home. That way they will have a protective layer over the underwear to protect the carpet should they revert back to accidents. If the child has regular accidents in the underwear, we will switch them back to regular diapers and try again at another time.

Naptime training:

Sometimes kids nap train right away when they are awake time trained. Most children are not able to do this and it is many months and sometimes years before they are nap trained. We require nap diapers until the child has slept through nap for one full month without a pee accident.

What to wear during training:

Children should wear easy on and off pants during training. We prefer sweat pant like bottoms until they are physically capable of doing snaps and buttons. Please don't send them in anything that requires us to remove the top to get to the bottom. During potty training, we don't allow overalls, kid costumes, one-piece jammies, or shirts with snaps at the crotch. Diapers and pull-ups with Velcro sides are okay for training. We recommend regular diapers at nap time.

GUM, MONEY AND CELL PHONES

Gum, money and cell phones generally cause problems when brought to school. These items are all banned from being brought into The Crayon Box. It is the parents' responsibility to enforce this policy with their children. We cannot assume any responsibility for loss, theft, or damage of any items brought into the center.

TOYS AND BOOKS

Toys and books from home are discouraged. Small toys that are possible choking hazards are never to be brought to the toddler or infant rooms. A security toy is acceptable; however please make sure it is age appropriate and clearly labeled. We cannot assume any responsibility for loss, theft, or damage of any items brought into the center.

JEWELRY

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, The Crayon Box will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

MEALS

We participate in the CACFP Food Program and all meals are provided at no cost to parents. All parents will be required to fill out the Participant Enrollment Form. Meals will consist of breakfast, lunch and three daily snacks. The Center serves breakfast between 8:30 and 8:45 a.m. We also provide vegetarian hot lunches, served between 11:30 a.m. and 12:15 p.m. (depending on the classroom). Snacks are provided daily for the children at 7:00 am, after nap, and 5:20 pm. The snacks are nutritious and light as we do not want to spoil your child's appetite for the larger meals. Children who arrive after a meal has been served should be fed before they arrive.

Meals are served in a family-style setting that encourages warmth and conversation while developing the child's

independence. We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! A staff member is seated at each table whenever possible to assist the children and encourage their language skills. Breakfast and all snacks are prepared on site by our staff. Lunch meals are prepared by the University Dining Services and are transported to the Center in thermal containers. Menus will be posted in each classroom, in the office and on our website. All children are served milk at breakfast and lunch. **Children cannot bring any outside food or drinks into the classroom.** Children entering the center with food will be asked to finish their meal before entering the classroom. Any food brought in to the classroom will be sent home with the parents, or authorized person, or disposed of.

If your child has allergies, and requires a modified diet, we must be notified of this in writing with the “Medical Statement to Request Special Meals and/or Accommodations” form completed by the child’s physician. We will need to have a physician’s written instructions describing any foods the child is not permitted to eat. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks. We provide soy milk for all children with a “Fluid Milk Substitute Request” form completed by the parents. If you would like your child to drink almond milk, we can provide that with a “Medical Statement to Request Special Meals and/or Accommodations” form completed by the child’s physician. We are not able to accommodate verbal requests for milk or food substitutions.

INFANT FORMULA / BREAST MILK / FOOD

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

All parents will follow the following guidelines:

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

INFANT FEEDING

Infants **MUST** be able to take a bottle or sippy when attending. As we encourage breast feeding, we also must have a way to feed the infant when the mother is not present. We will attempt to respect and follow newborn infant feeding schedules requested by the parents if at all possible. Infants in care must have enough bottles to cover all feedings while the child is in care and the child will be fed when hungry, according to State Licensing. This is critically important to their brain development. **No infant who is hungry will ever be forced to wait to eat because of a requested feeding schedule.**

PARENT HANDBOOK

The Parent Handbook is designed to help you become better acquainted with the program and policies of The Crayon Box. Revisions and additional information are distributed each year and/or may be distributed during the year.

NEWSLETTER

Each month, newsletters are distributed which include upcoming events, curriculum activities, policy changes, etc.

PARENT RESOURCES

Information concerning upcoming events, as well as a copy of the current newsletter, is posted on the parents’ bulletin board in the office and in each classroom. Parent resources, including handouts in various languages, can be found outside of the Young 5s/School Age classroom (Room 107).

SECURITY CAMERAS

Security cameras are in the hallways and playgrounds (office is scheduled for Fall 2020) which allows Campus Safety to monitor these public spaces. To provide privacy for the children, there are no cameras in the classrooms.

OUTSIDE ACTIVITIES

The outdoor play area is considered an outdoor classroom and an extension of the learning environment. The Crayon Box provides two hours of outside play each day, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled. Because of the inclusion of outdoor time in our daily schedules, it is important for every child to have proper clothing for the outdoor time each day. Proper clothing for winter includes warm coats, hats and mittens or gloves plus snow pants and boots during snowy times. Shorts, sun-dresses (with shorts underneath), and sleeveless tops are appropriate summer wear. Sandals must have a heel strap and good support. Due to safety concerns, flip flops/backless shoes are not allowed other than for water play.

If your child is too sick to go outside, then your child is too sick to be in attendance. No children in attendance will be left inside during our schedule outdoor time.

PARTIES

We welcome mini-celebrations for children's birthdays or farewell days. Please discuss your plans with your child's teacher. Only commercially-produced, store-bought items that are transported in their original containers, unopened and listing all ingredients are allowed. Home baked items cannot be served to the children. In accordance with our food policy we encourage all families to pick healthy alternatives to traditional large cupcakes. To create a safe environment for children with food allergies, we ask that you NOT send birthday snacks containing either peanut butter or nuts. Also, please do not send popcorn, which is considered a choking hazard in groups of children. Teachers are valuable resources in recommending appropriate foods. To respect the privacy of the other families, please do not take pictures of any children other than your own. Birthday invitations for parties outside of the school are solely the responsibility of the family. Invitations may be distributed in the classroom only if you are inviting the entire class, otherwise please contact the office and we can help you discretely distribute the invites.

MEDIA POLICY

Media means use of electronic devices with a screen, including but not limited to: televisions, computers, tablets, multi-touch screens, interactive white boards, mobile devices, cameras, movie players, e-book readers, and electronic game consoles. Use of media is prohibited for children under 2 years of age. Please do not send your child with a cell phone. Any cell phones that are sent with children will be held in the office and returned to parents at the end of the day. Cell phones will be used by Crayon Box staff in emergency or safety situations.

When media are used with children 2 years of age and older, all of the following apply:

- Activities must be developmentally appropriate.
- Interactive media must be used to support learning and to expand children's access to content, and be suitable to the age of the child in terms of content and length of use per session.
- Media with violent or adult content are prohibited while children are in care.
- Use of non-interactive media must not exceed 2 hours per week per child.
- When media are available for children's use, other activities must also be available to children.

An exception may be made under the following conditions:

- School-age children using computers and any other electronic devices for academic and educational purposes.
- Children using assistive and adaptive technology.

PERMISSION TO PHOTOGRAPH

The Crayon Box occasionally uses photographs of our children for these specific uses with written parental consent.

- Our website: (<http://www.andrews.edu/childrenslearning>)
- Promotional posters (ex. Apple Valley, Harding's and the Berrien Springs Public Library)
- Flyers (ex. for the Berrien County Youth Fair)
- Ads in local newspapers
- Registration materials
- Student composite pictures/classroom pictures of fun activities, projects, programs, and other events may be posted on our walls, newsletters, etc.

Note: No photographs will be shared on social media. Student work will include first names only and will never include a photograph.

PEST MANAGEMENT

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

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

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

INFORMATION PROVIDED TO PARENTS

This Parent Handbooks meets the requirements that The Crayon Box provides a written information packet to each parent enrolling a child that includes at least all of the following:

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, & holidays during which the center is open & services are provided.
- Fee policy.
- Discipline policy.
- Food service policy.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Medication policy
- Exclusion policy for child illnesses.

POLICIES AND PROCEDURES MODIFICATION RIGHTS

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

LICENSING NOTEBOOK

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

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
- The licensing notebook is available to parents during regular business hours.
- Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

GRIEVANCE POLICY

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

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

INFANTS DAILY SCHEDULE

6:35 – 8:00	Story time/Alternating Daily Activities Setup
8:00 – 9:00	Welcome / Greet children / Diaper Check/Change
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 – 5:00	Sensory Games and Activities / Fine Motor Activities
5:00 – 5:45	Diaper Change / Reading Books
5:45 – 6:00	Prepare for departure

*change diapers

*prepare all bottles & bags

Goodbye, have a good evening and see you tomorrow!

NOTES:

- Bottles and snacks from home are given as needed
- Extra Diaper changes are done as needed throughout the day.
- Infant feedings, naps and diaper changes are on demand.
- Infants enjoy being with the toddlers at various times throughout the day. Age appropriate activities are always available and enjoyed. Along with lots of nurturing and one on one time for each child.
- All classrooms spend 2 hours of outside play a day.

YOUNG TODDLERS DAILY SCHEDULE

6: 35 - 8:30	Story time / Alternating Daily Activities / Snack / Setup
8:30 – 8:45	Breakfast
8:45 – 9:00	Clean-up / Books / Brush Teeth
9:00 – 10:00	Outdoor Play on Playground/ Gross Motor
10:00 – 10:15	Diaper Check / Change / Clean Up / Water Break
10:15 – 11:00	Worship / Water Break / Story Time / Alternating Gross Motor Activities/ Fine Motor Activities / Art & Language Activities
11:10 – 12:00	Lunch / Diaper Check
12:00 – 2:00	Rest / Quiet Activities (after waking) / Soft Quiet Toys
2:00 – 2:30	Diaper Check / Water Break / Snack Time / Clean-Up
2:30 – 3:30	Outdoor Play on Playground/ Gross Motor
3:30 – 6:00	Story Time / Free Choice Activities such as: balls, trucks, cars, dolls, dress-up, fine motor activities, kitchen, and play house.
4:00	Diaper Check / Water Break
5:30	Combine with Infant Room; Free Play

NOTES:

- Drinks and extra snacks are given as needed.
- Young Toddler feedings, naps and diaper changes are on demand.
- Extra Diaper changes are done as needed throughout the day.
- Young Toddlers enjoy being with the Infants and Older Toddlers at various times throughout the day. Age appropriate activities are always available and enjoyed. Along with lots of nurturing and one on one time for each child.
- Lesson Plans are posted each month in the room. Our #1 priority is appropriate interaction with our friends.
- Make sure your child has age appropriate shoes for playground time!
- All classrooms spend 2 hours of outside play a day.

OLDER TODDLERS DAILY SCHEDULE

6: 35 – 8:00	Good Morning / Quiet Work Areas / Snack
7:30 – 8:30	Potty Time / Indoor Activity Time
8:30 – 8:45	Breakfast
8:45 – 9:15	Clean-up / Books / Brush Teeth
9:15 – 9:55	Worship / Music-Instruments / Activity Time (Art, Dramatic Play, Etc)
9:30 – 10:00	Potty Time
10:00 – 11:00	Outside Playtime on Playground
11:20 – 12:00	Lunch
12:00 – 12:15	Clean-up / Books / Potty Time
12:15 – 2:15	Rest Time
2:15 – 3:00	Potty Time / Snack Time / Clean-up
3:00 – 3:30	Fine Motor Activities
3:30 – 4:30	Outside Playtime on Playground
4:30 – 5:00	Potty Time / Stories / Free Play
5:00 – 6:00	Combine with YT – IN / Snack

Potty Training

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

- Make sure your child has age appropriate shoes for playground time!
- All classrooms spend 2 hours of outside play a day.

PRE-SCHOOL DAILY SCHEDULE

6: 35 – 7:45	Open / Greet Children / Snack/ Free Play
7:45 – 8:15	Outside Playtime on Playground
8:15 – 8:30	Bathroom / Breakfast Preparation
8:30 – 8:45	Breakfast
8:45 - 9:15	Clean-up / Bathroom / Reading / Brush Teeth
9:15 – 9:30	Reading Circle
9:30 – 10:00	Worship / Music / Movement
10:00 – 10:30	Center Play / Small Group Activity / Curriculum / Art
10:30 – 11:00	Outdoor Play on Playground/ Gross Motor
11:00 – 11:15	Bathroom
11:15 – 11:30	Circle Time / Story / Songs / Finger Plays Basic concepts (colors, shapes, numbers, alphabet) Wash for lunch
11:30 – 12:15	Lunch / Clean-up / Bathroom / Video
12:15 – 1:45	Rest Time
1:45 – 2:15	Wake-up Time / Bathroom
2:15 – 2:45	Snack Time / Puzzles / Games / Stories
2:45 – 3:45	Outdoor Play on Playground/ Gross Motor
3:45 – 5:00	Bathroom / Bin Toys / Clean-up Room
5:00 – 6:00	Snack / Combine with Pre-K

- Children entering Pre-School must be potty trained. Reminders to use the restroom will be given throughout the day.
- Show and Tell on Wednesdays
- Make sure your child has age appropriate shoes for playground time!
- All classrooms spend 2 hours of outside play a day.

PRE-KINDERGARTEN DAILY SCHEDULE

6: 35 – 7:45	Open / Greet Children / Snack/ Free Play (Pre-School or Pre-K Room)
7:45 – 8:15	Outside Playtime on Playground
8:15 – 8:30	Pre-K Room / Free Play
8:30 – 8:45	Breakfast
8:45 – 9:15	Clean-up / Bathroom / Brush Teeth / Reading
9:15 – 9:45	Language Arts
9:45 – 10:15	Worship / Music / Movement
10:15 – 11:15	Center Play / Small Group Activity / Curriculum / Art
11:15 – 11:30	Bathroom
11:30 – 12:00	Outdoor Play on Playground/ Gross Motor
12:00 – 1:15	Lunch / Clean-up / Bathroom / Video
1:15 – 2:30	Rest Time / Quiet –time reading activities for non-sleepers
2:30 – 2:45	Wake-up Time / Bathroom
2:45 – 3:15	Puzzles / Art
3:15 – 3:45	Snack / Clean Up / Reading / Music / Combine with Y5
3:45 – 4:45	Outdoor Play on Playground/ Gross Motor
4:45 – 5:30	Table Activities / Bin toys / Snack
5:30 – 6:00	Combine with School Age

- Fridays - If count is low, Pre-K may combine with Young 5s and/or Preschool
- Thursday – Show and Tell
- Make sure your child has age appropriate shoes for playground time!
- All classrooms spend 2 hours of outside play a day.

YOUNG 5'S DAILY SCHEDULE

6: 35 – 7:45	Open / Greet Children / Snack/ Free Play (Pre-School or Pre-K Room)
7:45 – 8:15	Outside Playtime on Playground
8:15 – 8:30	Pre-K or Room 107/ Free Play
8:30 – 8:45	Room 107/ Breakfast
8:45 - 9:15	Clean-up / Bathroom / Brush Teeth / Reading
9:15 – 9:45	Morning Circle / Worship / Music / Movement
9:45 – 11:00	Centers (10-15 Min Center Rotation)
11:00 – 11:30	Garden / Outside STEAM / Outdoor Play on Playground
11:30 – 12:15	Lunch / Clean-up / Video
12:15 – 12:30	Classroom Chores
12:30 – 1:45	Assigned Center Play / Small Group Table Activities
1:45 – 2:45	Outdoor Play on Playground/ Gross Motor
2:45 – 3:15	Snack / Clean up / Reading / Music
3:15 – 3:45	Puzzles / Art / Clean Up / Combine with Pre-K
3:45 – 4:45	Outdoor Play on Playground/ Gross Motor
4:45 – 5:30	Table Activities / Bin toys / Snack
5:30 – 6:00	Combine with School Age

- Show and Tell on Wednesdays
- Make sure your child has age appropriate shoes for playground time!
- All classrooms spend 2 hours of outside play a day.

SCHOOL AGE'S DAILY SCHEDULE (VIRTUAL LEARNING)

LIMITED TO 16 CHILDREN ENROLLED IN VIRTUAL LEARNING/HOMESCHOOL

6:35 – 7:00	Open / Greet Children / Snack/ Free Play (Pre-School or Pre-K Room)
7:00 – 8:00	Study Block #1 (Room 107)
8:00 – 8:30	Worship / VBS Music / Puzzles (Room 107)
8:30 – 8:45	Breakfast / VBS Music (Room 107)
8:45 - 9:00	Clean-up / Bathroom
9:00 – 10:30	Study Block #2 (Room 107)
10:30 – 11:00	Physical Education (Campus Walk)
11:00 - 11:30	Study Block #3 (Room 107)
11:30 – 12:00	Lunch / Clean-up (Room 107)
12:00 – 1:30	Study Block #4 (Room 107)
1:30 – 2:00	Physical Education (Playground)
2:00 – 3:00	Study Block #5 / Art (Room 107)
3:00 – 3:30	Snack (Room 107)
3:30 – 4:30	My Place with Jesus / Classroom Chores / Outdoor Activities
4:30 – 6:00	Free Play (if weather) / Combine with Pre-K

SCHOOL AGE'S AFTER SCHOOL DAILY SCHEDULE (BSPS)

MONDAY - THURSDAY

(WHEN LOCAL SCHOOLS ARE MEETING FACE TO FACE)

4:15 – 4:45	Bus / Snack / Homework (Fun Zone)
4:45 – 6:00	Outdoor Activities / Inside Free Play (if weather)

VL and BSPS may combine for activities each afternoon with masks and social distancing when playing outside.

SUMMER CAMP DAILY SCHEDULE GROUP A

6: 35 – 8:30	Open / Greet Children / Snack/ Free Play (Room 107)
8:30 – 8:45	Breakfast (107)
8:45 - 9:30	Clean-up / Bathroom / Brush Teeth / Reading / Journals
9:30 – 10:00	Song Time (107)
10:00 – 10:30	Morning Worship (107)
10:30 – 11:15	Outside Activity (Field)
11:15 – 12:00	Bathroom / Lunch
12:00 – 12:15	Classroom Chores
12:15 – 1:00	Outside Free play (Playground)
1:00 – 2:30	Free Play / Team ABC (107)
2:30 – 3:00	Snack / Bathroom
3:00 – 3:30	Fun Zone
3:30 – 4:00	Arts & Crafts (107)
4:00 – 4:30	D.E.A.R. / Free Art / Journals (107)
4:30 – 5:00	Free play (Fun Zone)
5:00 – 5:30	Free Play (Playground)
5:30 – 6:00	Snack / Free play (107)

- Water Day on Tuesday. In case of cancelation due to rain, an age-appropriate movie will be shown.
- Make sure your child has age appropriate shoes for playground time!

SUMMER CAMP DAILY SCHEDULE GROUP B

6: 35 – 8:30	Open / Greet Children / Snack/ Free Play (Room 107)
8:30 – 8:45	Breakfast (107)
8:45 - 9:30	Clean-up / Bathroom / Brush Teeth / Reading / Journals
9:30 – 10:00	Song Time (107)
10:00 – 10:30	Morning Worship (107)
10:30 – 11:15	Arts & Crafts (107)
11:15 – 12:00	Outside Activity (Field)
12:00 – 12:15	Bathroom Break
12:15 – 1:00	Lunch / Chores
1:00 – 2:00	Free play (Playground)
2:00 – 3:00	Free Play / Team ABC (Fun Zone)
3:00 – 3:30	Snack / Bathroom
3:30 – 4:00	Garden
4:00 – 4:30	D.E.A.R. / Free Art / Journals (107)
4:30 – 5:00	Free play (Fun Zone)
5:00 – 5:30	Free play (Playground)
5:30 – 6:00	Snack / Free play (107)

- Water Day on Tuesday. In case of cancelation due to rain, an age-appropriate movie will be shown.
- Make sure your child has age appropriate shoes for playground time!