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

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

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

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

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

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

Sincerely,

Kristy Conklin, Director
269-471-3517
conklin@andrews.edu
OUR PHILOSOPHY

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

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

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

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

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

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

STATEMENT OF SPONSORSHIP

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

PURPOSE

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

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

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

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

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

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

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

1. Good Self-Concept:
   a. Creativity
   b. Verbal expression
   c. Confidence in self
   d. Joy of laughter

2. Good Interaction Skills:
   a. Communicating
   b. Sharing
   c. Trusting
   d. Realizing that showing your feelings is OK
   e. Learning good manners
   f. Caring for others

3. Self-Preservation Skills:
   a. Dealing with emergencies
   b. Reacting to strangers
   c. Learning information about self

4. Self-Help Skills:
   a. Dressing
   b. Personal hygiene
   c. Cleaning up after self

5. Respect for:
   a. People
   b. Property
   c. Environment

6. Spiritual Awareness:
   a. God’s love for individuals
   b. God as Creator
   c. Stories from the Bible

7. Scholastic Skills:
   a. Fine-motor - cutting, drawing, writing
   b. Math - shapes, counting, numbers, size, order, etc.
   c. Language and literacy experiences
   d. Early Science experiences.
HOURS

The Children’s Learning Center opens Monday - Friday at 6:45 a.m. The center closes Monday - Thursday at 6:00 p.m. and at 4:30 p.m. on Friday (September – April). The center offers extended Friday hours until 6:00 pm for the summer months (May – August). The office hours are 8:00 am - 5:00 pm, Monday - Thursday; 8:00 am - noon on Friday.

HOLIDAYS

The Children’s Learning Center is closed for the following holidays: Martin Luther King Day, Presidents’ Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Break which includes New Year’s Day. Depending on the days that these holidays fall, additional hours/days may be added. The full fee is due during periods in which one of these holidays falls except for Thanksgiving and Christmas (see Discretionary/Vacation 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 two consecutive business days, the parent is relieved of any financial obligation to pay for those days in excess of two business days. The parent will return to use the Crayon Box program as soon as it resumes operation. Nothing in this provision alters the contractual provision relating to the required length of notice for termination of the child care contract.

MAJOR DISASTER

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

SNOW DAY PROCEDURES

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

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

1. A message will be left on the main office voice mail, 471-3350, stating that the center will be closed due to bad weather conditions.
2. The closing or delay will be put on WNDU and WSBT’s school closing sites, The Crayon Box Facebook and the Remind app
3. When the closing requirement has been lifted, our office phone message will be changed back to the original message.

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

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

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

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

The registration process is to be completed prior to the child’s first day of attendance.

The following forms and procedures are necessary for admission:

- Complete and return registration forms and provide documents.
  - All About Me (required)
  - Child Information Record (required)
  - Credit Card Agreement (recommended)
  - Fluid Milk Substitute Request (completed by parent for soy milk)
  - Health Appraisal Form (required)
  - Household Income Eligibility Statement (required)
  - Immunization records (required)
  - Medical Statement to Request Special Meals and/or Accommodations (completed by physician for almond milk or special meals)
  - Parent Agreement (required)
  - Participant Enrollment Form (required)
  - School Activity and Medical Release Form (required)
  - Topical Non-Prescription Medication Form (required)
  - Written Information Packet Documentation (required)

- Pay registration fee of $50 Date paid _______________

- Turn in first week schedule to the office by the previous Wednesday

- Pay first weeks tuition on or before the first day of care

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.

NONDISCRIMINATION POLICY

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

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

FINANCIAL CONTRACT
A financial contract is completed for each child according to his/her schedule for care. A flat fee is charged for plans B-D that arrange a regular schedule per week. Plan A is for pre-arranged hours under 20 hours per week and the drop in rate is for any hours requested during the current week (if space is available). Both plans are billed for actual hours requested. If classroom space is available, the center will be able to accommodate schedule requests under 20 hours/week. Schedules MUST be turned in by 5 pm on Wednesday of the prior week. If schedule changes are received after Wednesday, 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. Schedule changes are subject to availability.

TUITION
Advance Payment Plans: Fees for the contracted plan are due two weeks in advance. Billing follows a two-week cycle according to the Billing Calendar. 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. 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. DHS will not pay for absences due to “no shows” for vacations of the child, and/or parent. Failure to make payment or arrangements for payment within 30 days of the due date may result in termination and re-registration fee for re-enrollment.

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, 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 taken out of the 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 not be charged for children already on Plan A and Andrew University faculty, staff and students.
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 Wednesday, any hours outside of the previous schedule will be charged at the Plan A rate if there is classroom space. There will be no credit given if you are scheduling less hours.

- Your written schedule request will remain as your set schedule in the computer system until you submit another written request. If you are requesting hours for “one week only”, please make sure that you enter a second form requesting the schedule to go back to the original hours or to “no hours” for the following week.

- When filling out the “change of hours” form, you must fill out each day with the hours that you will need for child care. Do not indicate just the day or days that you want changed. For example: you normally have your child scheduled to come Monday through Friday 8:00 – Noon, but next week you want to request Wednesday until 4:00 p.m. If you only write on the schedule for Wednesday 8:00 – 4:00 and leave the other days blank, we will assume that you are only coming Wednesday. Then you risk not having space on the other days.

- We schedule only on the quarter hour. Example: 8:00; 8:15; 8:30; 8:45, etc.

- The Crayon Box is open every morning at 6:45 a.m. We close at 6:00 p.m. Monday - Thursday and 4:30 p.m. on Fridays (September – April). The center offers extended Friday hours until 6:00 pm for the summer months (May – August).

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 a 30 minutes extra, please call the office and you will be charged the “Drop-In” rate (providing space is available)

It is crucial that schedules are followed closely. Whenever a child is brought in before the schedule time and/or picked up after the scheduled time, overtime is charged. Arriving later than scheduled does not entitle a later pick-up. Arriving earlier than scheduled, parents must check with teachers if there is availability 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.

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 of 6:00 p.m. Monday-Thursday; 4:30 p.m. Friday (September – April). 6:00 pm Friday (May – August). It is the parent’s responsibility to contact the Center if they are running late.

If no call is received from the parent, the Center staff will try to search and call the names that are written by the parent on the Emergency card. If no one is found at these numbers, the teachers will wait 30 minutes after closing time to call the Berrien Springs Police Department and Child Protective Services to report the fact and to request assistance in locating you.
## CURRENT RATES

<table>
<thead>
<tr>
<th>Hours Per Week</th>
<th>Infants  (2 weeks – 12 months)</th>
<th>Toddlers  (12 months – 3 years)</th>
<th>Preschool and Pre-Kindergarten  (3 years – 5 years)</th>
<th>Young Fives and School Age  (5 years – 12 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP IN</td>
<td>$7.50 / Hourly</td>
<td>$7.35 / Hourly</td>
<td>$6.00 / Hourly</td>
<td>$5.50 / Hourly</td>
</tr>
<tr>
<td>(if space available)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLAN A</td>
<td>$7.00 / Hourly</td>
<td>$6.50 / Hourly</td>
<td>$5.50 / Hourly</td>
<td>$5.00 / Hourly</td>
</tr>
<tr>
<td>Under 20 Hours/Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if space available)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLAN B1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-25.75 Hours/Week</td>
<td>$141</td>
<td>$132</td>
<td>$101</td>
<td>$91</td>
</tr>
<tr>
<td>PLAN B2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26-29.75 Hours/Week</td>
<td>$156</td>
<td>$148</td>
<td>$124</td>
<td>$114</td>
</tr>
<tr>
<td>PLAN C1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-35.75 Hours/Week</td>
<td>$175</td>
<td>$165</td>
<td>$141</td>
<td>$131</td>
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<tr>
<td>PLAN C2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>36-39.75 Hours/Week</td>
<td>$187</td>
<td>$178</td>
<td>$156</td>
<td>$146</td>
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<tr>
<td>PLAN D1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-45.75 Hours/Week</td>
<td>$193</td>
<td>$189</td>
<td>$164</td>
<td>$154</td>
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<tr>
<td>PLAN D2</td>
<td></td>
<td></td>
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<tr>
<td>46+ Hours/ Week</td>
<td>$4.20 / Hourly</td>
<td>$4.15 / Hourly</td>
<td>$3.60 / Hourly</td>
<td>$3.40 / Hourly</td>
</tr>
<tr>
<td>NON-SCHEDULED HOURS</td>
<td>$10.00 Pro-Rated Hourly</td>
<td>$10.00 Pro-Rated Hourly</td>
<td>$10.00 Pro-Rated Hourly</td>
<td>$10.00 Pro-Rated Hourly</td>
</tr>
<tr>
<td>AFTER CLOSING PICK-UP</td>
<td>$2.00 Per Minute</td>
<td>$2.00 Per Minute</td>
<td>$2.00 Per Minute</td>
<td>$2.00 Per Minute</td>
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<tr>
<td>AFTER SCHOOL</td>
<td></td>
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<tr>
<td>(when school is in session)</td>
<td></td>
<td></td>
<td></td>
<td>$3.75 / Hourly</td>
</tr>
<tr>
<td>SCHOOL AGE SNOW DAY</td>
<td></td>
<td></td>
<td></td>
<td>$4.75 / Hourly</td>
</tr>
</tbody>
</table>

**Effective July 9, 2018**

- All meals are included at no additional cost.
- There is no credit given for holidays (except Thanksgiving and Christmas), child illness, or for closings due to emergency situations, inclement weather or acts of God.
- After School tuition rates apply to children attending school full time (starting in Kindergarten through the age of 12) when school is in session. Young Fives and School Age weekly tuition rates apply to School Age children during all school vacations.
- Discretionary days per fiscal year: Plan B (7 days). Plan C (10 days). Plan D (15 days).
- Materials Fee $50 Per Child – Billed yearly on the third Tuesday of February
- Unpaid balances will be assessed a 1% carrying charge the Wednesday after tuition was due.
- Our financial motto continues to be: **Payment Before Service**
**RETURNED CHECKS**

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

**DISCRETIONARY DAYS**

Prorated discretionary days will be given per fiscal year to children in Plan B, Plan C or Plan D. (Plan B - 7 days, Plan C – 10 days Plan D - 15 days). Discretionary days can be used for vacations, holidays or sick days.

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

**DISCIPLINE**

We believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use positive guidance and redirection as much as possible. In Pre-K, hitting, biting, or pushing (physical contact with intention to hurt) is not acceptable and after one warning, a time out is implemented.

Setting consistent, clear, understandable limits fosters the child’s ability to become self-disciplined, which is our ultimate goal. We encourage staff to try to ignore negative behavior as much as possible (since much of it is an effort for attention) and reinforce appropriate behavior. Hopefully this will draw the child into the group and thus avoid the need for frequent discipline. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they make has a direct consequence, they will begin to learn to be responsible for their own actions. A negative choice will result in a negative consequence. We prohibit corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation. However, dismissal of a child for behavior problems will be at the sole discretion of the director.

Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior we feel should be reinforced at home.

**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 child **biting** 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.**
MEDICAL ASSESSMENT AND IMMUNIZATIONS

At the time of the child’s initial attendance a certificate of immunization showing completion of all immunization requirements as specified by the MI Department of Community Health shall be presented or a signed waiver from the Health Department. Within 30 days of initial attendance, a physical evaluation performed within the preceding 3 months must be presented. Physical evaluations shall be updated yearly for infants and toddlers and every two years for Pre-School and Pre-K age.

IMMUNIZATION REQUIREMENTS

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

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

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

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

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

ILLNESS

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

Parents are required to inform the center by 9:00am 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 director 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 Center 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, commonly referred to as pink eye; impetigo, an infectious skin disease which shows up as small pimples that turn into red blisters; parents are advised to contact their physician.).** Conjunctivitis must be treated for 24 hours before returning.

**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**

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 daycare staff will receive 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.
MEDICATION

There are occasions when a child needs medication. Upon written notification by the child’s physician, we will administer such medication. Absolutely NO oral medication, including over-the-counter drugs, will be given without a doctor’s written permission to The Crayon Box. We believe that over-the-counter 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. Early A.M. and later P.M. medications must be given at home.

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

STAFF

The teachers at The Crayon Box are chosen for their education, loving and warm character, and genuine interest in the training and education of young children. Our Head Teachers have a minimum of a two-year degree in Early Childhood Education or a related field. All caregivers complete 16 clock hours of professional development annually on topics relevant to job responsibilities. All lead teachers 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.

A staff member shall not be present in the center if he or she has been convicted of any of the following:
- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
- Child abuse or child neglect.
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

A staff member shall not be present in the center until there is documentation from the department of human services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.

Evidence that all staff members is free from communicable tuberculosis, verified within 1 year before employment, shall 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.

VOLUNTEERS

Volunteers (including family members who want to volunteer/spend extended time in the classroom) may at times be present in the classroom. They 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. Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. Volunteers will sign statements verifying they have no history of child abuse/neglect or history of any felony criminal convictions.

Any volunteer will obtain a Department of Human Services Central Registry Clearance that verifies that they have no history of child abuse/neglect. The Crayon Box Children’s Learning Center will obtain an I-Chat and statements from the volunteer verifying that they have no history of felony criminal convictions regarding harm or threatening harm to an individual within the past ten years.

Documentation shall be on file at the center that a volunteer has not been convicted of any of the following before having unsupervised contact with children:
• A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
• Child abuse or child neglect.
• A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the center

Only volunteers with these background checks may assist in the center. 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 Center Director and/or staff see that the volunteer’s performance does not meet the center’s expectations, the center’s director will ask the volunteer to discontinue her/his volunteering services at the center.

The center Director reserves the right to make volunteer assignments and does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present. Volunteers are not assigned to assist in the infant classroom.

**GROUPING**

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

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Teacher</th>
<th>Children</th>
<th>Max Group Size</th>
<th>Total Number of Staff Required for the Max Group Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant (2 weeks – 12 months)</td>
<td>1</td>
<td>3</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Young Toddler (12 months – 24 months)</td>
<td>1</td>
<td>4</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Older Toddler Room 1 (24 months – 3 years)</td>
<td>1</td>
<td>4</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Older Toddler Room 2 (24 months – 3 years)</td>
<td>1</td>
<td>4</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Pre-School (3 year olds)</td>
<td>1</td>
<td>10</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Kindergarten (4 years)</td>
<td>1</td>
<td>12</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Young 5’s / School Age (5 years – 12 years)</td>
<td>1</td>
<td>18</td>
<td>34</td>
<td>2</td>
</tr>
</tbody>
</table>

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 too often feel anxious about the separation. These feelings are normal. If the child is having difficulty, please say good-bye quickly and unhesitatingly, and leave without looking back. Children seldom continue to cry after the parent is out of sight. After a short period of time, the daily routine should bring about full adjustment.

ARRIVAL/DEPARTURE

State Law requires that 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. Parents, or authorized persons, are required to help children sign in at the office, put away their outerwear and get settled for the day.

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 after all of the child’s things are put away, 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.

NO ONE WILL BE PERMITTED TO TAKE A CHILD OFF THE PREMISES WITHOUT WRITTEN CONSENT OF THE PARENT. (parent’s authorizations over the phone will not be accepted). There may be times when you or your designee is required to present valid picture identification.

CHILDREN’S RELEASE

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

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

- In case of a CUSTODY DISPUTE, the school will abide by the rulings of the court, or will proceed on the advice of a lawyer if the court has not yet ruled. Until custody has been established by a court order, neither parent may limit the other parent from picking up the child. A copy of the court order will be requested to put in the child’s file.

- The provider assumes no responsibility for any injury or harm to the child who has been released to a person on the child release card or identified in the written exception request process.

- The provider and staff are not properly trained to make assessments relating to intoxication or impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.

- If on a certain day you assign one of your escorts to pick up your child, please make sure to call your child’s classroom to confirm that your child has been picked up.
CHECK-IN/OUT

Your child should be checked in and out each time she/he arrives and leaves. ID cards are kept by the time clock in the office. When arriving, check your child in on the time clock computer. These cards help us to keep an accurate record of attendance hours. In case of fire or emergency, this would be our only record of attendance. Please remember to check your child out and leave the time card in its proper slot when leaving the Center at the end of your child’s day with us.

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. Children will also be given to the parent at the same time the parent receives the ID card and will not be allowed to stay and play in the classroom or playground while the parent clocks the child out.

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.

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 being an activity participate 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.

PARENT VISITATION

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

TERMINATION POLICY

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

VOLUNTARY WITHDRAWAL

If, for any reason, your child will no longer be attending the center, a 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, parents are still required to pay the Crayon Box the amount equal to two weeks of child care fees.
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:
1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child is too ill to attend.
4. Domestics Situations that present a safety risk to the child, staff or other children enrolled at The Crayon Box if the child were to be present at the center.
5. Parents’ failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.

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

Shoes need to be appropriate for indoor/outdoor play. Hot, wet snow boots, for health reasons, need to be replaced with indoor shoes. Sneakers or rubber-soled shoes are required for safe play; an extra pair may be left in the child’s cubby 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 and backless shoes are not allowed.

EXTRA CLOTHES
Two full sets of extra clothes should be kept at the center, even for the oldest children. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them. We have a limited supply of spare clothing in each classroom. 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 large bag of diapers and a container of wipes for each child in IN, YT and OT should be kept at the Center, with the child’s name written on each article. Your child’s diapers and wipes will be stored in the cupboards above the changing area.

CUBBIES
Each child will be assigned his/her own cubby for storing his/her work and other items. Please help your child remember to clear out his/her cubby each day. Older Toddlers store their art work the art file box and should be checked weekly.
GUM AND MONEY

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

TOYS

Toys from home are discouraged. Small toys that are possible choking hazards are never to be bought 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 toys 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 to be responsible for lost or stolen valuables. It is the parents’ responsibility to enforce this policy with their children.

TOOTHPRESSES AND BEDDING

If your child (YT-PK) will attend school between 12:00 and 3:00 p.m. please bring a toothbrush (electric preferred), toothpaste, a blanket for nap/rest time, and pillow (optional). All items should be marked with your child’s name in permanent marker. All classrooms have teeth brushing time following lunch. Your child’s teacher will let you know when your child needs a replacement toothbrush or toothpaste.

Infant toothbrushes are also requested for all babies in care. Infants’ gums will be cleaned following each meal/bottle.

All sheets are provided by the Center and are laundered once a week. Each child is assigned a cot.

MEALS

We participate in the CACFP Food Program and all meals will be 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 12:30 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. 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. Copies of the menu are provided to parents at the beginning of each month.

Children are not to 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. 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.

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!
INFANT FORMULA / BREAST MILK / FOOD

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

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, the current date and if the contents are formula or breastmilk.
- All other types of baby food must also be labeled with the child’s name 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. Often times the mother will try and schedule her feeding with the child. However in past experiences, the infant gets too distraught that their needs aren’t being met while the mother is trying to return to the daycare for the feeding, and it has an extreme effect on other infants and staff in the daycare.

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.

PARENTS’ HANDBOOK

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

NEWSLETTER

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

SCHOOL PICTURES

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

INFORMATION BOARD

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

PARENT/TEACHER COMMUNICATION

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

We welcome mini-celebrations for children’s birthdays or farewell days. Please discuss your plans with your child’s teacher. We ask that you keep the sugar intake to a minimum. To respect the privacy of the other families, please do not take pictures of any children other than your own.

PARENT PROGRAMS

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

DEVELOPMENTAL EVALUATIONS

A developmental evaluation report for each child who attends The Crayon Box on a regular basis is done at the end of the Fall and Spring Semesters. The final evaluation will be discussed at the parents’ request. Parent Teacher conferences are held in April for children transition to Kindergarten in the fall.

SWEARING/CURSING

No parent or adult is permitted to curse or use other inappropriate language on agency 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 parent or adult 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.

POLICIES AND PROCEDURES MODIFICATION RIGHTS

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

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

The advance notice will include:

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

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

LICENSING NOTEBOOK

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

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

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

6:45 – 8:00  Story time/Alternating Daily Activities Setup
8:00 – 9:00  Welcome / Greet children
9:00 – 9:15  Diaper Check/Change
10:00 – 10:30 Worship
10:30 – 11:00 Communication, Language and Literacy
11:00 – 12:00 Diaper Change/Nap
12:00 – 2:00  Free time
1:00 – 2:00  Diaper Change
2:00 – 3:00  Nap
3:00 – 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.
- 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.
## YOUNG TODDLERS DAILY SCHEDULE

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

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45 – 8:00</td>
<td>Good Morning / Quiet Work Areas / Snack</td>
</tr>
<tr>
<td>8:00 – 8:30</td>
<td>Potty Time / Indoor Activity Time</td>
</tr>
<tr>
<td>8:30 – 8:45</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:45 – 9:10</td>
<td>Clean-up / Books</td>
</tr>
<tr>
<td>9:10 – 9:55</td>
<td>Outdoor Play</td>
</tr>
<tr>
<td>9:55 – 10:10</td>
<td>Worship / Music-Instruments</td>
</tr>
<tr>
<td>10:00 – 10:30</td>
<td>Potty Time</td>
</tr>
<tr>
<td>10:10 – 11:00</td>
<td>Activity Time (Art, Dramatic Play, Etc)</td>
</tr>
<tr>
<td>11:20 – 12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:00 – 12:15</td>
<td>Clean-up / Books</td>
</tr>
<tr>
<td>12:10 – 2:30</td>
<td>Potty Time / Brush Teeth / Nap Time</td>
</tr>
<tr>
<td>2:30 – 2:45</td>
<td>Potty Time / Fine Motor Activities</td>
</tr>
<tr>
<td>2:45 – 3:15</td>
<td>Snack Time / Clean-up</td>
</tr>
<tr>
<td>3:15 – 5:00</td>
<td>Stories / Free Play / Outside Play</td>
</tr>
<tr>
<td>3:30 – 4:30</td>
<td>Potty Time</td>
</tr>
<tr>
<td>5:00 – 6:00</td>
<td>Combine with YT – IN / Snack</td>
</tr>
</tbody>
</table>

**Potty Training**

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

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

- Children entering Pre-School must be potty trained. Reminders to use the restroom will be given throughout the day.
- Show and Tell on Wednesdays
# PRE-KINDERGARTEN DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45 – 7:30</td>
<td>Open / Greet Children / Snack / Free Play (Pre-School Room)</td>
</tr>
<tr>
<td>7:30 – 8:00</td>
<td>Learning Activities – free choice</td>
</tr>
<tr>
<td>8:00 – 8:30</td>
<td>Pre-k Room / Free Play</td>
</tr>
<tr>
<td>8:30 – 8:45</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:45 – 9:30</td>
<td>Clean-up / Bathroom / Reading</td>
</tr>
<tr>
<td>9:30 – 10:00</td>
<td>Language Arts</td>
</tr>
<tr>
<td>10:00 – 10:30</td>
<td>Worship / Music / Movement</td>
</tr>
<tr>
<td>10:30 – 11:20</td>
<td>Center Play / Small Group Activity / Curriculum / Art</td>
</tr>
<tr>
<td>11:20 – 11:30</td>
<td>Bathroom</td>
</tr>
<tr>
<td>11:30 – 12:00</td>
<td>Outdoor Time / Gross Motor</td>
</tr>
<tr>
<td>12:00 – 1:20</td>
<td>Lunch / Clean-up / Brush Teeth / Bathroom / Video</td>
</tr>
<tr>
<td>1:20 – 2:30</td>
<td>Nap Time / Quiet –time reading activities for non-sleepers</td>
</tr>
<tr>
<td>2:30 – 3:00</td>
<td>Wake-up Time / Bathroom</td>
</tr>
<tr>
<td>3:00 – 3:30</td>
<td>Puzzles / Art</td>
</tr>
<tr>
<td>3:30 – 4:30</td>
<td>Snack / Clean Up / Reading / Music</td>
</tr>
<tr>
<td>4:00 – 5:00</td>
<td>Outdoor Activities / Center Play</td>
</tr>
<tr>
<td>5:00 – 5:30</td>
<td>Snack / Table Activities / Bin toys</td>
</tr>
<tr>
<td>5:30 – 5:45</td>
<td>Art</td>
</tr>
<tr>
<td>5:45 – 6:00</td>
<td>Combine with Pre-School</td>
</tr>
</tbody>
</table>

- Fridays - If count is low, Pre-School and Pre-K combine
- Thursday – Show and Tell
YOUNG 5’S DAILY SCHEDULE

6:45 – 7:30  Open / Greet Children / Snack/ Free Play (Pre-School Room)

7:30 – 8:00  Learning Activities – free choice

8:00 – 8:30  Y5 Room / Bin Toy Free Play

8:30 – 8:45  Breakfast

8:45 - 9:00  Clean-up / Bathroom

9:00 – 9:15  Reading

9:15 – 9:30  Worship

9:30 – 9:45  Music / Movement

9:45 – 10:10  STEAM / Nature Walk

10:10 – 10:35  Language Arts

10:35 – 11:00  Small Group Table Activities

11:00 – 11:15  Bathroom

11:15 – 12:00  Lunch / Clean-up

12:00 – 12:30  Outdoor Time / Gross Motor

12:30 - 12:45  Brush Teeth

12:45 – 2:15  Quiet Time: Video / Rest Time / Reading / Bathroom / Puzzles

2:15 – 2:30  Garden / STEAM

2:30 – 2:45  Assigned Center Play

2:45 – 3:00  Small Group Table Activities

3:00 – 3:15  Clean Up / Combine with Pre-K

•  Show and Tell on Wednesdays
**SCHOOL AGE’S DAILY SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:45 – 4:15</td>
<td>Bus / Snack</td>
</tr>
<tr>
<td>4:15 – 5:00</td>
<td>Homework / Table Activities</td>
</tr>
<tr>
<td>5:00 – 5:45</td>
<td>Outdoor Activities / Center Play</td>
</tr>
<tr>
<td>5:45 – 6:00</td>
<td>Combine with Pre-K</td>
</tr>
</tbody>
</table>