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 (see other side for Remind instructions)
3. When the closing requirement has been lifted, our office phone message will be changed back to the original message.

DELAYED OPENING

We may have some days with a 2 hour delayed opening. In certain weather situations, the University may remain open, but the conditions require the Berrien Springs School System to close.

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

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