



Registration Packet 2026

Summer Camps for children entering Kindergarten *^ – Age 12^

June 1 – August 20, 2026

Forms are due no later than 5 pm on Monday, May 18.

Child's Name _____ Date of Birth _____

Grade Entering in Fall 2026 _____ School _____

Child's T-Shirt Size: *circle one* YM YL S M L XL

- Complete and return registration forms and provide documents.
 - **Child Information Record (required)**
 - **Child Profile (required)**
 - **Child Recommendation Form (required)**
 - **Enrollment Agreement (required)**
 - Fluid Milk Substitute Request (*completed by parent for soy milk*)
 - **Household Income Eligibility Statement (required)**
 - **Illness During Childcare Hours Policy Acknowledgment (required)**
 - **Meal Sign Off Statement (required)**
 - **Parent Agreement Schedule Form (required)**
 - **Participant Enrollment Form (required)**
 - **Pet Presence & Parent Acknowledgment Form (required)**
 - Professional Character Clearance Volunteers/Parents (recommended)
 - **School Activity and Medical Release Form (required)**
 - **School Age Ratio Statement (required)**
 - **School Age Child Good Health Statement (required)**
 - Special Diet Statement (*completed by physician for almond milk or food allergies*)
 - **Topical Non-Prescription Medication Form (required)**
 - **Transportation Authorization (required)**
 - **Written Information Packet Documentation (required)**
- Pay a registration fee of \$75 per child to reserve enrollment (includes a camp swag bag).
- Sign up for the REMIND App

***Children must be at least 5 years old by September 1, 2026, to enroll in Summer Camp.**

^All children must be fully potty trained to be enrolled in the Summer Camp programs.

REMIND APP



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

rmd.at/thecrayon

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing Bureau

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge		
Name of Child (Last, First, Middle Initial)					Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Primary Phone ()	Parent/Legal Guardian's Name (Optional)		Primary Phone ()
Home Address (if not child's address)		2 nd Phone (if applicable) ()	Home Address (if not child's address)		2 nd Phone (if applicable) ()
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address (optional)		
Employer Name		Work Phone ()	Employer Name		Work Phone ()
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and/or Special Instructions? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: (Attach additional sheets, if necessary.)					

CCL-3731 (Rev. 3/17/2022) Previous editions 7-18 & 4-21 may be used

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)					
1.			()	()	
2.			()	()	
3.			()	()	
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)					
1.	()	2.	()		
3.	()	4.	()		

Parent/Legal Guardian Initials:					
____ I give permission to <u>The Crayon Box</u> , licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.					

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.					
Signature of Parent or Guardian			Date Signed		

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	
LARA is an equal opportunity employer/program.							

CCL-3731 (Rev. 3/17/2022) Previous editions 7-18 & 4-21 may be used

Child Profile

Child's Name: _____ Age: _____ Birth Date: _____

You know your child better than anyone else in the world! Please take a moment to complete this profile, as the information will help us know your child better and to meet their individual needs.

1. What would you like most for your child to experience with us? _____

2. What language is spoken in your home? _____

3. What are your child's strengths or interests? _____

4. Does your child have any particular fears? _____

5. Are there any concerns that you may have regarding your child's development? _____

6. Has your child ever been in a group care setting before? If so, please describe the previous experience. _____

7. Describe your child's morning and nighttime routine. _____

8. Please check the appropriate boxes to describe your child's current social and emotional development.

Social and Emotional Development	Not Yet	With Support	Most of the Time	Always
Able to identify emotions in self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to identify emotions in others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates affection and empathy toward others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrains from aggressive behaviors toward others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to self-soothe when upset or overwhelmed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits impulse control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to resolve conflict with other children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows interest in being part of a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to follow simple directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to easily transition from one place to another	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates with peers during play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Child Recommendation Form

(Teacher / Pastor / Youth Leader – Not Related to Camper)

Child's Name _____ Date of Birth _____
Recommender's Name _____ Role _____
Organization / School / Church _____ Email: _____

1. How do you know this child? Please describe how long you have known the child and in what setting (classroom, church, church group, etc.).

2. Social & Emotional Readiness. Based on your experience, how does this child typically interact with peers and adults? Very well Well With some support Needs frequent support

Comments (optional):

3. Group Participation. How does the child usually handle group activities, structure, and adult guidance?

Very well Well With some support Needs frequent support

Comments (optional):

4. Behavior & Self-Regulation. How would you describe the child's ability to follow rules, manage emotions, and respond to correction? Strong Typical for age Needs occasional support Needs significant support.

Comments (optional):

5. Recommendation

Based on your knowledge of this child, would you recommend them for participation in The Crayon Box Summer Camp? Yes, without concern Yes, with some support Yes, with significant support Not at this time

If you selected anything other than "Yes, without concern," please explain briefly:

Signature: _____ Date: _____

Enrollment Agreement

Please read each section listed below, then sign and date the last page.

Name of Child (Last, First): _____ Date of Birth: _____
Parent/Guardian Name: _____

SECTION 1: TUITION AND FEES

BASIC SERVICES: I understand that The Crayon Box provides childcare and early childhood educational services for families with children 2 weeks to 12 years of age. Enrollment ages may vary by availability and location. I understand that the Summer Camp program is for children entering Kindergarten and at least age 5 by September 1, 2026 – children through the age of 12. All children must be fully potty trained to be enrolled in the Summer Camp programs.

REGISTRATION FEE: I understand that the payment of a non-refundable registration fee is due at the time of enrollment each year.

TUITION AND MODIFICATIONS CONDITIONS: \$195 week or \$42/day is the current tuition rate for Summer Camp. I understand that rates are subject to change with 30 days' notice as conditions require. The school follows State of Michigan required time frames on tuition and modifications notices. I understand that I can schedule my child to attend with a flexible schedule. I understand that arrivals must be before 10:00 am except with prior approval. I understand that I can change this schedule each week by 5 p on Wednesday for the next week. I understand I am charged for the number of days I schedule, not the number of hours my child attends.

PAYMENT OF TUITION: I understand that tuition is due and payable on the 14th day of the month. I understand camp tuition must be made via check, cash, or credit card presented in the office or with the payment portal provided by Andrews University.

LATE OR UNPAID TUITION: If payment in full is not received when due, I agree to pay a late payment fee of \$30 per week that tuition is not received which is charged on the 21st of the month. All late fees are subject to change with reasonable notice. I understand that if my account is delinquent for more than one month, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid amounts may be referred to a third-party collection agency.

AGENCY REIMBURSEMENT: In instances of agency reimbursement, the Registration Fee is to be paid according to the applicable contract. I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I also understand that I am solely responsible for payment of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes. If I fail to properly enter or swipe attendance for any day my child is in attendance, I understand that I may be solely responsible for the payment of tuition. Unless my state prohibits disclosure of such information, I am responsible for promptly communicating any changes in status that would affect my agency reimbursement.

CHARGES AND PROCEDURE FOR LATE PICK-UP: The Crayon Box is open from 7 a.m. to 6 p.m., Monday through Thursday (5 p.m. on Friday), all year, except for holidays. I understand that if I fail to pick up my child by the scheduled closing time, I will be charged a late fee of \$15 per every 15 minutes or portion of 15-minute period, per child, until the child is picked up.

ADDITIONAL FEES: School age camp will be open during the summer months and scheduled school breaks according to the local school calendar. Summer Camp children and children attending during scheduled school breaks may pay a separate Activity Fee for attendance. All other age groups may be subject to Activity Fees as well. In instances of agency reimbursement, Activity Fees may be my responsibility.

RETURNED CHECKS: I understand that a processing fee will be charged to my account for all checking account payments which are returned for any reason, and this fee is in addition to any charges that my bank or financial institution may charge me. I further understand that once a check is processed electronically, the check is no longer negotiable and will not be returned. If more than two checking account payments are returned within a six-month period, I may be required to pay by an alternate method of payment. I am responsible for the principal amount plus all returned check fees.

SECTION 2: DAILY PROCEDURES

DAILY SIGN-IN AND SIGN-OUT: I agree to sign my child in and out every day using the school's attendance procedure. I understand that my child is not permitted to sign him/herself in or out. I understand that I am required to enter the school to drop off and pick up my child and that I must escort my child to and from the designated classroom and staff member each day. I agree to complete the required computer and/or manual sign-in and sign-out procedures. I agree that children must be signed in and signed out by an adult (over 18) who is listed on the Child Information Record. Every person that picks up a child MUST be prepared to show their ID.

ILLNESS: I understand that I will be notified should my child become ill during the day, and that I will pick up my child promptly, or make arrangements for an authorized emergency contact person to pick up upon such notification, within one hour of being notified. If my child is exposed to or contracts a contagious disease, I agree to notify the school and I understand that my child will be excluded based on the State of Michigan exclusion policy for that illness/disease.

MODEL RELEASE: The Crayon Box, Andrews University, its agents, affiliates, and licensees, may may not use photographs, reproductions, or images of my child for advertising, publicity, or any other lawful purpose.

PHOTOGRAPHS, VIDEOS, AND AUDIO TAPES: I understand and agree that, in consideration for being allowed to photograph, videotape, or audio record my child on school property, I shall only use such recording for lawful and private home use, and will not publish, publicly display, or sell such recordings. I also understand that I must have written permission before capturing any image of the other children in the school or staff.

INTERVIEWING CHILDREN AND INSPECTING RECORDS: I understand that the state child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by the school.

WITHDRAWAL FROM PROGRAM: I understand that I must provide a two (2) week notice of withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether or not my child attends. I understand that when my child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to complete a new Enrollment Agreement at the current rate and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (Tuition, Registration, or Activity) are non-refundable.

SECTION 3: HOLIDAYS, ABSENCES, AND CLOSINGS

HOLIDAYS: I understand the school is closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Spring Break, Memorial Day, Juneteenth, Independence Day, Labor Day, Fall Break, Thanksgiving Break, and Christmas Break. In addition, the school will be closed for in-service training days that are predetermined by the school. I agree that I will not receive a refund, credit, or other allowance for a holiday unless I use a discretionary day form. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION: I understand that it is The Crayon Box's intention to be open and provide child care service every weekday of the year, excluding holidays, but that inclement weather, natural/national disaster, or major building issue may disrupt service from time to time. I will contact the school to ensure that it is open during inclement weather or a natural/national disaster. I agree that in the event that the school is closed for an extended period of time, I will continue to be responsible for my tuition payments for up to three (3) business days.

SECTION 4: STATE LICENSING AND OUR POLICIES

ALL POLICIES AND STATE REGULATIONS: I understand that the above policies are not an all-inclusive list of policies, and that my child, my family members, authorized agents, and I are bound by state childcare regulations, the Family Handbook, and all other Crayon Box policies, which may be modified at any time, without notice. I also understand that the childcare regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment constitutes my acknowledgement of, and agreement to abide by, all policies and state regulations.

INDIVIDUALIZED CARE PLANS: I understand that should my child have an IEP or IFSP, it must be shared in writing with a member of management so the school can support my child's needs.

BEHAVIOR MANAGEMENT: I understand that positive redirection and offering choices to children are techniques used to guide children's behavior. I also understand that I may refer to the Family Handbook for additional information on behavior management.

FAMILY HANDBOOK: I have received a copy of the Family Handbook. I have read and understand its contents and policies and agree to be bound by same.

NO MODIFICATIONS: No terms of this Agreement may be altered, revised, modified, or deleted by any person except in cases of policy change or rate change. Any alterations, revisions, modifications, or deletions of any term of this Agreement are null and void.

We do not discriminate based on disability in admission/enrollment or access to our programs or services. Information concerning the provisions of the Americans with Disabilities Act (ADA), including the rights provided thereunder, is available from a member of management.

I have read, understood, and agree to comply with the policies included in the Enrollment Agreement and Family Handbook, and that such policies and this Enrollment Agreement constitute the sole and entire agreement of the parties hereto with respect to the subject matter in this Enrollment Agreement and the Family Handbook, and supersede all prior agreements, representations, and warranties, both written and oral, with respect to such subject matter.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Child and Adult Care Food Program (CACFP) Fluid Milk Substitution Request Form



Participant does not have a disability/medical condition but is requesting a fluid milk substitution that meets USDA nutrient standards for non-dairy beverages.

Non-Creditable Non-Dairy Beverages include: Almond, cashew, coconut, hemp, oat, pea, and rice milks do not contain enough protein to be a creditable non-dairy beverage. Water and juice are also not creditable non-dairy beverages. Non-creditable non-dairy beverages cannot be served as a milk substitution. **These beverages require a completed CACFP Request for Special Meals and/or Accommodations form.**

Enter the name of the requested product and the product's nutritional requirements in the table below. It must be compared to the nutritional standards listed to show the nutritional equivalence is met or exceeded.

Requested Product Name: _____

Required Nutrients	Required Amounts Per Cup	%DV	Per Cup or %DV in Substitute product
Calcium	276 mg	28%	
Protein	8 g	16%	
Vitamin A	500 IU	10%	
Vitamin D	100 IU	25%	
Magnesium	24 mg	6%	
Phosphorus	222 mg	22%	
Potassium	349 mg	10%	
Riboflavin	0.44 mg	26%	
Vitamin B-12	1.1 mcg	18%	

Creditable

Not Creditable

Date verified: _____

- I choose to provide the substitute product to my provider. By providing a creditable milk substitute, I understand that the provider may receive meal reimbursement for the meal/snack served.
- I choose to not provide the substitute requested. I understand the provider is not required, but has the discretion to, purchase and provide fluid milk substitutions as requested.

Participant Name: _____ Age: _____

Parent/Guardian Signature: _____ Date: _____

Provider's Signature: _____ Date : _____

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider. USDA Civil Rights Complaint Link: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

Return this completed form to: (Insert institution's name, address & telephone number)

Household Income Eligibility Statement – Child Care Institutions

Part 1 – Households Receiving Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR)

If any member of your household receives FAP, FIP, or FDPIR, provide the name and case number for the person who receives the benefits.

Name: _____ Case Number: _____

Part 2 – Household Information

Part 3 – All Households: Signature and Last Four (4) Digits of Adult Social Security Number (Adult household member MUST sign and date)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will receive federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Signature: _____ Print Name: _____ Date: _____

Last four digits of Social Security Number: **XXX-XX-** I do not have a Social Security Number

For Institution Use Only:

For Institution Use Only				<u>APPROVED CATEGORY</u>
Total Household Members:	Total Income: \$	<input type="checkbox"/> Annually	<input type="checkbox"/> Bi-Weekly	Categorical Eligibility (A/Free): Foster FIP FAP FDPIR Other Household Children: A (Free) B (Reduced) C (Paid)
		<input type="checkbox"/> Monthly	<input type="checkbox"/> Weekly	
		<input type="checkbox"/> 2x Month		
Institution Official Signature: _____ Approval Date: _____				

This form is valid for 12 months from the date of institution signature. Approval date and institution signature are required.

Privacy Act Statement

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced-price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other FDPIR identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced-price meals, and for administration and enforcement of the Program.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or 2. **fax:** (833) 256-1665 or (202) 690-7442; or **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

Illness During Childcare Hours Policy Acknowledgment

I understand and agree to the following policy regarding illness at The Crayon Box:

If my child becomes ill while attending The Crayon Box, I acknowledge that I am expected to pick up my child **within one hour of being notified**. I recognize that this timely response is essential for maintaining a healthy environment for all children and staff at the center. I expect other parents to do the same, and I am committed to working together as a team to uphold this standard.

Furthermore, I understand that my child should only return to the center once they are fully healthy and no longer required to be excluded. This may involve keeping my child at home until symptoms have fully resolved, or, if necessary, providing a doctor's note stating when my child can safely return to The Crayon Box.

Common exclusions include:

- 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 will be sent home. The child should have no vomiting episodes for 24 hours prior to returning to school.
- 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.
- Head lice - readmitted after treatment and removal of nits.
- Strep Throat – after 24 hours of treatment.
- Rashes/lesions - Should be checked by a health care provider. Child is to be excluded until the rash/lesions subsides or until a healthcare provider has determined it is not infectious.
- 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.

By adhering to this policy, I contribute to creating a safe, healthy environment for everyone in our community.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Meal Sign Off Statement

Please initial each statement after reading.

- I understand that I am responsible for providing a lunch for my child each day he/she attends The Crayon Box.
- I understand the lunch box must be labeled with my child's first and last name and be clearly visible on the outside of the lunch box.
- I understand The Crayon Box will provide cow's milk for my child to drink with lunch.
- I understand I am to provide a water bottle.
- I understand if my child does not drink cow's milk, I will submit the appropriate forms to request soy milk (form completed by parents) or almond milk (form completed by doctor).
- I understand I cannot send pop or candy in my child's lunch.
- I understand that all items in my child's lunch will be ready to serve and include any utensils needed.
- I understand all items in my child's lunch must be labeled with first name, last name and the date.
- I understand my child will be encouraged to eat lunch and given assistance as needed.
- I understand I must send foods that are nutritious and well balanced.
- I understand that I will be notified if my child is not eating their lunch.
- I understand if my child has forgotten their meal, The Crayon Box staff will provide a meal for \$15.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent Agreement Schedule Form

Child's Name: _____

Child's Date of Birth: _____

List special dietary requests^, food allergies^ and restrictions^ (^Doctor signed form required):

What milk does your child drink? (choose one)

Cow Milk Soy Milk* Almond Milk^

Do you feed your child? (choose all that apply)

Eggs Yes No^ Foods w/ Dairy Yes No^

Please put a check mark for each day you would like your child to attend. Summer Camp hours 8:00 am – 4:30 pm Mon - Fri.

Week 1 Theme: Zoom In: Passport to Awesome.

\$156/week \$42/day

- Monday (June 1)
- Tuesday (June 2)
- Wednesday (June 3)
- Thursday (June 4)

Week 2 Theme: Zoom In: Superheroes of Kindness.

\$195/week \$42/day

- Monday (June 8)
- Tuesday (June 9)
- Wednesday (June 10)
- Thursday (June 11)
- Friday (June 12)

Week 3 Theme: Zoom In: Game Face On.

\$156/week \$42/day

- Monday (June 15)
- Tuesday (June 16)
- Wednesday (June 17)
- Thursday (June 18)

Week 4 Theme: Zoom In: LEGO Legends.

\$195/week \$42/day

- Monday (June 22)
- Tuesday (June 23)
- Wednesday (June 24)
- Thursday (June 25)
- Friday (June 26)

Week 5 Theme: Zoom In: The Week the Crayons Quit.

\$156/week \$42/day

- Monday (June 29)
- Tuesday (June 30)
- Wednesday (July 1)
- Thursday (July 2)

Week 6 Theme: Zoom In: Nature Ninjas.

\$195/week \$42/day

- Monday (July 6)
- Tuesday (July 7)
- Wednesday (July 8)
- Thursday (July 9)
- Friday (July 10)

Week 7 Theme: Zoom In: Art Attack.

\$195/week \$42/day

- Monday (July 13)
- Tuesday (July 14)
- Wednesday (July 15)
- Thursday (July 16)
- Friday (July 17)

Week 8 Theme: Zoom In: Michigan Adventures.

\$195/week \$42/day

- Monday (July 20)
- Tuesday (July 21)
- Wednesday (July 22)
- Thursday (July 23)
- Friday (July 24)

Week 9 Theme: Zoom In: Holly Jolly Summer.

\$195/week \$42/day

- Monday (July 27)
- Tuesday (July 28)
- Wednesday (July 29)
- Thursday (July 30)
- Friday (July 31)

Week 10 Theme: Zoom In: Fuzzy, Feathered & Fierce.

\$195/week \$42/day

- Monday (August 3)
- Tuesday (August 4)
- Wednesday (August 5)
- Thursday (August 6)
- Friday (August 7)

Week 11 Theme: Zoom In: The Great Camp Challenge.

\$195/week \$42/day

- Monday (August 10)
- Tuesday (August 11)
- Wednesday (August 12)
- Thursday (August 13)
- Friday (August 14)

Week 11 Theme: Zoom In: Summer Send-Off.

\$156/week \$42/day

- Monday (August 17)
- Tuesday (August 18)
- Wednesday (August 19)
- Thursday (August 20)

Child's Name: _____

Child's Date of Birth: _____

Enrollment for Before/After Camp Care. Before Care hours 7:00 am – 8:00 am. After Camp Hours: 4:30 pm – 6:00 pm Monday – Thursday and 4:30 pm – 5:00 pm Friday. Before Camp Care includes breakfast at 7:30 am.

Tuition: \$7.50 for before camp care (7:00 am – 8:00 am daily). \$7.50 for after camp care (4:30 pm – 6:00 pm Monday – Thursday except *Friday when after camp care hours are 4:30 pm – 5:00 pm).

Week 1.

Before Camp Care

- Monday (6/1)
- Tuesday (6/2)
- Wednesday (6/ 3)
- Thursday (6/4)

After Camp Care

- Monday (6/1)
- Tuesday (6/2)
- Wednesday (6/ 3)
- Thursday (6/4)

Week 2.

Before Camp Care

- Monday (6/8)
- Tuesday (6/9)
- Wednesday (6/10)
- Thursday (6/11)
- Friday (6/12)

After Camp Care

- Monday (6/8)
- Tuesday (6/9)
- Wednesday (6/10)
- Thursday (6/11)
- Friday* (6/12)

Week 3.

Before Camp Care

- Monday (6/15)
- Tuesday (6/16)
- Wednesday (6/17)
- Thursday (6/18)

After Camp Care

- Monday (6/15)
- Tuesday (6/16)
- Wednesday (6/17)
- Thursday (6/18)

Week 4.

Before Camp Care

- Monday (6/22)
- Tuesday (6/23)
- Wednesday (6/24)
- Thursday 6/25)
- Friday (6/26)

After Camp Care

- Monday (6/22)
- Tuesday (6/23)
- Wednesday (6/24)
- Thursday 6/25)
- Friday* (6/26)

Week 5.

Before Camp Care

- Monday (6/29)
- Tuesday (6/30)
- Wednesday (7/1)
- Thursday (7/2)

After Camp Care

- Monday (6/29)
- Tuesday (6/30)
- Wednesday (7/1)
- Thursday (7/2)

Week 6.

Before Camp Care

- Monday (7/6)
- Tuesday (7/7)
- Wednesday (7/8)
- Thursday (7/9)
- Friday (7/10)

After Camp Care

- Monday (7/6)
- Tuesday (7/7)
- Wednesday (7/8)
- Thursday (7/9)
- Friday* (7/10)

Week 7.

Before Camp Care

- Monday (7/13)
- Tuesday (7/14)
- Wednesday (7/15)
- Thursday (7/16)
- Friday (7/17)

After Camp Care

- Monday (7/13)
- Tuesday (7/14)
- Wednesday (7/15)
- Thursday (7/16)
- Friday* (7/17)

Week 8.

Before Camp Care

- Monday (7/20)
- Tuesday (7/21)
- Wednesday (7/22)
- Thursday (7/23)
- Friday (7/24)

After Camp Care

- Monday (7/20)
- Tuesday (7/21)
- Wednesday (7/22)
- Thursday (7/23)
- Friday* (7/24)

Week 9.

Before Camp Care

- Monday (7/27)
- Tuesday (7/28)
- Wednesday (7/29)
- Thursday (7/30)
- Friday (7/31)

After Camp Care

- Monday (7/27)
- Tuesday (7/28)
- Wednesday (7/29)
- Thursday (7/30)
- Friday* (7/31)

Week 10.

Before Camp Care

- Monday (8/3)
- Tuesday (8/4)
- Wednesday (8/5)
- Thursday (8/6)
- Friday (8/7)

After Camp Care

- Monday (8/3)
- Tuesday (8/4)
- Wednesday (8/5)
- Thursday (8/6)
- Friday* (8/7)

Week 11.

Before Camp Care

- Monday (8/10)
- Tuesday (8/11)
- Wednesday (8/12)
- Thursday (8/13)
- Friday (8/14)

After Camp Care

- Monday (8/10)
- Tuesday (8/11)
- Wednesday (8/12)
- Thursday (8/13)
- Friday* (8/14)

Week 12.

Before Camp Care

- Monday (8/17)
- Tuesday (8/18)
- Wednesday (8/19)
- Thursday (8/120)

After Camp Care

- Monday (8/17)
- Tuesday (8/18)
- Wednesday (8/19)
- Thursday (8/20)

Return this completed form to: (insert institution's name, address & telephone number)

Participant Enrollment Form

Instructions:

1. List full name of participant enrolled in care
2. Circle the typical days each participant is in care
3. List times each participant is in care
4. Circle the meals and snacks each participant typically receives while in care
5. Select the ethnicity of each participant using the following codes: H = Hispanic or Latino, N = Not Hispanic or Latino*
6. Select one or more racial designations of each participant using the following codes: A/I = American Indian or Alaskan Native, A = Asian, B = Black or African American, H/PI = Native Hawaiian or Pacific Islander, W = White*
7. Sign and date the form and return to your care center

Participant's First and Last Name	Typical Days in Care (circle all that apply)	List Times in Care	Meals/Snacks Received (circle all that apply)	Ethnicity	Race
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		

* This information is voluntary. This will assist us in assuring the Child and Adult Care Food Program is administered in a nondiscriminatory manner.

Adult/Parent/Guardian's Address

Adult/Parent/Guardian's Phone Number

Signature of Adult/Parent/Guardian

Date Signed

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or **fax:** (833) 256-1665 or (202) 690-7442; or **email:** program.intake@usda.gov

This institution is an equal opportunity provider.
USDA Civil Rights Complaint Link: www.foia.hhs.gov/civilrights/complaintlink.htm

USDA CIVIL RIGHTS Compliant Link:
<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

Pet Presence & Parent Acknowledgment Form

Child's Name: _____

Child's Date of Birth: _____

The Crayon Box Children's Learning Center provides developmentally appropriate learning experiences that may include supervised exposure to live animals. This form serves as written notice and parent acknowledgment of the animals present on campus.

Animals Present on Site

The following animals are part of the center's educational environment:

Ducks

Ducks are housed in the outdoor garden area. During times when children are participating in gardening or outdoor classroom activities, ducks will be secured and locked in their enclosure to prevent contact.

Guinea Pigs

Guinea pigs are housed in secured cages in the following areas: The Station (Room 101), The Hive (Room 107) and The Fun Zone. Children may observe or interact with the guinea pigs only under direct staff supervision. Guinea pigs are small animals that may bite if a child places fingers inside or through the cage bars.

Health & Safety Practices

The center maintains the following procedures: Animals are housed in clean, secure enclosures. Children are taught proper and gentle animal interaction. Staff supervise all animal contact. Handwashing is required after animal exposure. Ducks are not accessible to children during gardening activities.

Parent Acknowledgment and Consent

I acknowledge that animals are present in my child's learning environment at The Crayon Box Children's Learning Center, including ducks and guinea pigs. I understand that reasonable precautions are taken to ensure safety; however, interaction with animals carries some risk, including the possibility of minor injury such as bites or scratches if safety rules are not followed by my child.

By signing below, I give permission for my child to participate in supervised activities in areas where these animals are present.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Professional Character Clearance for Classroom Observers/Visitors,
Volunteers and/or Parents

Please print neatly and complete in blue or black ink

Please initial before each statement.

I have never been convicted of a crime other than a minor traffic violation.

If you have, please explain: _____

I have not had a substantiated abuse or neglect of children and adults.

If you have, please explain: _____

I swear that I will never abuse, neglect, or molest any child or minor under my care.

I understand and agree that if I suspect of any child abuse and/or neglect, I will immediately report this to the child care authorities.

I am aware that abuse and neglect of children is against the law.

I have been informed of the center's policies on child abuse and neglect (see reverse).

I know that caregivers are mandated by law to report abuse and neglect.

I, _____, hereby give permission to The Crayon Box to verify information given to the center on application to observe/volunteer/have contact with children other than your own and to hereby release The Crayon Box, Michigan State Police and their assigns or successors from all liability or claims and authorize the Michigan State Police to release to The Crayon Box my conviction criminal history information.

My home address is _____

My school address is (if different) _____

My Driver's License # is _____ State of _____

My date of birth is _____ Sex _____ Race _____

My AU ID # is _____

The Crayon Box agrees to use the information from the Michigan State Police to verify information on my observation/volunteer application, statements I have made in regard to my ability to observe/ volunteer, and for any determination into my good moral character. The Crayon Box further agrees that this information will not be released without my written permission unless The Crayon Box is required or is authorized by federal or state statute or administrative rule to disclose this information.

Date signed ____/____/20____, in Berrien Springs, Michigan by _____
Classroom Observers/Visitors, Volunteers and/or Parents Signature

The Crayon Box Policy on Abuse and Neglect.

All employees and volunteers (including minors) of a child care centers are mandated reporters. Under the Child Protection Law, center employees and volunteers must contact Children's Protective Services

(CPS) **immediately** when they suspect child abuse and/or neglect. The immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report.

The written report must be submitted within 72 hours. DHHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to (616) 977-1154 or (616) 977-1158 or emailed to DHS-CPS-CIGroup@michigan.gov. Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS.

When child abuse and/or neglect is suspected, the center employee or volunteer needs to **only** obtain enough information to make a report. If a child starts disclosing information regarding abuse and/or neglect, the center employee/volunteer must ask **only** open-ended questions, if necessary, to determine whether a report needs to be made to CPS.

The child must not be led during the conversation. The center employee/volunteer must not attempt to conduct their own investigation either before reporting it to CPS or during the CPS investigation.

All staff and volunteers shall provide appropriate care and supervision of children at all times. All staff and volunteers shall act in a manner that is conducive to the welfare of children. All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care, including volunteers who are parents of a child in care. 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,

It is the policy of the Crayon Box Andrews University Children's Learning Center to receive a public sex offender registry (PSOR) clearance for all classroom observes/visitors and volunteers, including parents with access to other children, before having any contact with a child in care.

The Crayon Box requires a comprehensive background check on its employees and unsupervised volunteers. For an individual who is determined ineligible by the department, The Crayon Box shall immediately do all of the following: (a) Prohibit the individual from being on the premises of the child care center. (b) Prohibit the individual from having any contact with children in care.

School Activity and Medical Release Form

1. I hereby grant permission for my child, _____ to:
child's full name
 - Use all the play equipment and participate in all camp activities.
 - Leave Marsh Hall and surrounding yard under the supervision of the program director or a counselor for campus walks and activities on the Campus of Andrews University.
2. I give permission to the Crayon Box Children's Learning Center, licensed by the State of Michigan, to secure emergency medical and/or emergency surgical treatment for my child while in care.
3. I understand that The Crayon Box Children's Learning Center cannot:
 - Be responsible for anything that may happen as a result of false information at the time of enrollment.
 - Assume responsibility for a child who has not been checked in and delivered to his/her classroom/group and left with the counselor.
 - Release a child to anyone who appears to be under the influence of alcohol or narcotics, or to anyone who is not listed on the child's Emergency Card.
4. I understand that The Crayon Box Children's Learning Center staff are under legal and professional obligation to report any cases of suspected abuse, neglect, or incest.

Parent or Guardian's signature

DATE

School Age Ratio Statement

I am agreeing to have my child enrolled in the School Age Summer Camp program at The Crayon Box. I understand that to meet the requirements of the State of Michigan for School Age programs, my child must be at least 5 years old by September 1, 2026. I am aware that the ratio of caregivers to children is 1:18 and that all children must be fully potty trained to be enrolled in the Summer Camp programs.

Child's name: _____

Date of Birth: _____

Parent's Signature: _____

Date: _____

School Age Child Good Health Statement

I hereby certify that my child _____, d.o.b. _____, is in good health.

My child has the following health or physical restrictions: _____

_____.

My child's physical and immunizations (or waiver) are up to date and on file at (child's school) _____
_____ in (city, state) _____

where my child is enrolled full time in grade _____.

If my child does not have their physical and immunizations (or waiver) at a K-12 school, I will provide a copy of both to be in their file at The Crayon Box.

Parent Signature

Date

Special Diet Statement

Why am I being asked to fill out this form?

Institutions or organizations who sponsor and operate a federally funded Child Nutrition Program must make reasonable substitutions to meals and/or snacks on a case-by-case basis for participants who are considered to have a disability that restricts their diet.* According to the ADA Amendments Act, most physical and mental impairments that substantially limit or affect one or more major life activities or bodily functions will constitute a disability.

Sponsors are not required to accommodate special dietary requests that are not a disability. This includes requests related to religious or moral convictions or personal preference. **If these requests are accommodated, sponsors must ensure that all USDA meal pattern and nutrient requirements are met.**

This form must be completed by a licensed physician, physician assistant, or an advanced practice registered nurse, such as a certified nurse practitioner. **Updates to this form are required only when a participant's needs change.**

Note to Districts/Schools: Parents/Guardians may provide a written request for lactose-free milk without a physician's signature. Lactose-free milk served must meet meal pattern requirements for the program.

Submit this completed special diet statement to: _____

Participant Information:

Participant's Full Name: _____ Today's Date: _____

Date of Birth: _____

Name of School/Center/Site Attended: _____

Parent/Guardian Name: _____

Home Phone Number: _____ Work Phone Number: _____

Required Information: Dietary Accommodation

1. List the food to be avoided:

2. Briefly explain how exposure to this food affects the participant:

3. List foods to be omitted and substituted. Attach a sheet with additional instructions as needed.

Foods to be Omitted	Foods to be Substituted

Additional Information

Texture Modification: Pureed Ground Bite-Sized Pieces Other: _____

Tube Feeding Formula Name: _____

Administering Instructions: _____

Oral Feeding: No Yes If yes, specify foods: _____

Other Dietary Modification or Additional Instructions (Describe): _____

Required Signature

This form must be signed by a licensed physician, physician assistant, or advanced practice registered nurse such as a certified nurse practitioner. The medical person signing it should keep a copy of this document in his/her records.

Prescribing Authority Credentials (print): _____ Date: _____

Signature: _____ Clinic/Hospital: _____

Phone Number: _____ Fax Number: _____

Voluntary Authorization

Note to Parent(s)/Guardian(s)/Participant: You may allow the director of the school/center/site to talk with the medical person about this Special Diet Statement by signing the Voluntary Authorization section:

In accordance with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act I hereby authorize _____ (physician/medical authority name) to release such protected health information as is necessary for the specific purpose of Special Diet information to _____ (program name) and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning me, with the program as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for me. I understand that permission to release this information may be rescinded at any time except when the information has already been released. **Optional:** My permission to release this information will expire on _____ (date). This information is to be released for the specific purpose of Special Diet information. The undersigned certifies that he/she is the parent, guardian, or authorized representative of the participant listed on this document and has the legal authority to sign on behalf of that participant.

Parent/Guardian: _____ Date: _____

OR Participant's Signature (Adult Day Care ONLY): _____

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf) (https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) (<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Topical Non-Prescription Medication Annual Parent Authorization

Please initial each statement after reading.

_____ I give permission for staff of The Crayon Box to apply the following topical, non-prescription medications marked "YES" to my child as needed.

_____ I understand The Crayon Box will not provide any of the items on the list and it is my responsibility to provide these items to The Crayon Box in the original packaging and labeled with my child's name (first & last).

_____ I understand that I must provide one item per child if I have multiple children. Children may not share Topical Non-Prescription Medication.

_____ I understand The Crayon Box will administer sunscreen and insect repellent in the afternoons only and I will apply to my child before arriving in the morning.

Child's Name: _____ D.O.B. _____

Insect Repellent* Yes No

Sunscreen* Yes No

Triple Antibiotic Ointment* Yes No

Signature of Parent _____

Date _____



** Not provided by The Crayon Box*

This form must be renewed annually.

Transportation Authorization

Authorization for Transportation and Field Trips

The school may plan carefully arranged, supervised special trips for the children away from the school that do not require bus transportation. You will be notified in advance of all trips. These include children taking walks and riding in strollers, wagons, etc. I give the school permission to take my child on these field trips. I (we) also authorize the school to evacuate in case of emergency. I understand that the evacuation site will be posted in the school and provided to parents.

Parent/Guardian Signature: _____ Date: _____

Parents/Guardians of Children Ages 4 Years Old and Older Only

I give the school the permission to transport my child for the purposes of field trips that require bus transportation and/or transportation to or from his or her local school. By signing below, I affirm that my child is at least 4 years old and 40 pounds or more.

Parent/Guardian Signature: _____ Date: _____

WRITTEN INFORMATION PACKET DOCUMENTATION
Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

Child(ren)'s Name(s) (Last, First)	Facility's Name and License Number
	The Crayon Box - DC110016352

A written information packet has been provided at the time of enrollment. The packet included all the following information (R 400.8146 (1-2)):

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- Fee policy.
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Transportation policy, if applicable.
- Medication policy.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook. **(CENTER MUST CHECK ONE)**

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigation reports, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

- Other _____

I certify that I received all of the above items.

Parent/Guardian Signature

Date

Note: A single CCL-4340 form may be used for all children in the same family.

LARA is an equal opportunity employer/program.

School Age Summer Camp Theme Calendar & Supply List 2026

Week 1: June 1-4	Week 2: June 8-12	Week 3: June 15-18	Week 4: June 22-26
Zoom In: Passport to Awesome Our kickoff week where campers get to know each other. We will explore the Andrews University campus and other cultures. <i>6/2: All About Me</i> <i>6/4: Bubble Trouble*</i>	Zoom In: Superheroes of Kindness We will create superhero identities while learning teamwork, empathy, and how their daily choices and actions matter. <i>6/9: Cardboard Chaos</i> <i>6/11: Detectives of Kindness</i>	Zoom In: Game Face On All kinds of games keep kids active and thinking all week long, while building cooperation, problem-solving, and laughter along the way. <i>6/16: Everything Green</i> <i>6/18: Fire Safety Day*</i>	Zoom In: LEGO Legends Engineering, building challenges and creative construction will encourage teamwork, problem-solving, and imagination. <i>6/23: Glitter Day</i> <i>6/25: Hot Lava Day</i>
Week 5: June 29-July 2	Week 6: July 6-10	Week 7: July 13-17	Week 8: July 20-24
Zoom In: The Week the Crayons Quit Campers will explore feelings, color, and self-expression through gentle, low-energy activities that still feel special and fun. Slow, relaxing week! <i>6/30: Inside Reading Lounge</i>	Zoom In: Nature Ninjas Explore the outdoors with games, scavenger hunts and adventure challenges that build curiosity, teamwork, and a love for nature. <i>7/7: Jungle Day</i> <i>7/9: Knowledge Day</i>	Zoom In: Art Attack Painting, sculpture, tie-dye, and mixed-media projects let campers express themselves creatively while exploring their imagination. <i>7/14: Lunch on the Lawn</i> <i>7/14: Multi-Color Day</i>	Zoom In: Michigan Adventures Explore Michigan through games, scavenger hunts, and hands-on discovery. Michigan History Day Celebration is July 22. <i>7/21: Nickname Day</i> <i>7/23: Outside Day</i>
Week 9: July 27-31	Week 10: August 3-7	Week 11: August 10-14	Week 12: August 17-20
Zoom In: Holly Jolly Summer A playful Christmas-in-July week with holiday crafts, cookie decorating, gift making, pj wearing, music, and silly summer versions of favorite traditions. <i>7/28: Pajama Day</i> <i>7/30: Quest Day</i>	Zoom In: Fuzzy, Feathered & Fierce A fun, hands-on animal adventure where campers explore mammals, birds, and reptiles through games, experiments, and up-close wildlife discovery. <i>8/4: Reptile Day</i> <i>8/6: Stuffed Animal Day</i>	Zoom In: The Great Camp Challenge Teams take on Survivor-style challenges, obstacle courses, puzzles, and strategy games to test teamwork and problem-solving, all while building perseverance and team spirit. <i>8/11: Tribe Trials</i> <i>8/12: Use What You've Got</i> <i>8/13: Vote Off Day</i>	Zoom In: Summer Send-Off Our end-of-summer celebration with games and camp-wide fun including epic noodle games to send summer out with a smash! <i>8/17: Wish You Could Stay</i> <i>8/18: X Marks the Spot</i> <i>8/19: Year End Duck Hunt</i> <i>8/20: Zoom In Celebration</i>

Supply List

All must be labeled with their full name and turned in to the counselor on the child's first day of camp. Items will be returned on last day or as needed and should be restocked as needed. Please do not send a backpack with your child.

Insect Repellant Sunscreen Water Bottle Shirt Shorts Underwear Towel



ABC COUNTDOWN

- A- 6/2- All About Me Day**
- B- 6/4- Bubbles Trouble** *(Will need spare clothes/towel!)*
- C- 6/9- Cardboard Chaos**
- D- 6/11 Detectives of Kindness**
- E- 6/16- Everything Green** *(Wear all green!)*
- F- 6/17- Fire Safety Day** *(Will need spare clothes/towel!)*
- G- 6/23- Glitter Day**
- H- 6/25- Hot Lava Day**
- I- 6/30 Inside Reading Lounge**
- J- 7/7- Jungle Day**
- K- 7/9- Knowledge Day**
- L- 7/14- Lunch on the Lawn Day**
- M- 7/16- Multi-Color Day**
- N- 7/121- Nickname Day**
- O- 7/23- Outside Day**
- P- 7/28- Pajama Day** *(Wear pajamas!)*
- Q- 7/30- Quest Day**
- R- 8/4- Reptile Day**
- S- 8/6- Stuffed Animal Day** *(Bring your favorite stuffed animal!)*
- T- 8/11- Tribe Trials**
- U- 8/12- Use What You've Got**
- V- 8/13- Vote Off Day**
- W- 8/17- Wish You Could Stay**
- X- 8/18- X Marks the Spot**
- Y- 8/19- Year End Duck Hunt**
- Z- 8/20 Zoom In Celebration**



2026 Rates

REGISTRATION FEE (Due at time of enrollment)	\$75
SUMMER CAMP TUITION	\$195 / Week \$42 / Day
BEFORE CAMP CARE – pre-arranged (7:00 am – 8:00 am)	\$7.50 / Day
AFTER CAMP CARE – pre-arranged (4:30 pm – 6:00 pm M-Th) (4:30 pm – 5:00 pm F)	\$7.50 / Day
AFTER CLOSING PICK-UP	\$15 per every 15 minutes or portion of 15-minute period, per child, until the child is picked up.

2026 Rates are effective June 1, 2026 – August 13, 2026

- Two snacks and milk are included during the normal camp day. Breakfast is served during Before Camp Care. Parents are to
- \$75 per Child School Age Summer Camp Registration Fee – due at the time of enrollment.
- Tuition is due on the 14th of each month.
- Late payment fee of \$30 per week that tuition is not received is charged on the 21st of the month.
- The Crayon Box summer camp program is for children entering Kindergarten – Age 12. Children must be at least 5 years old by September 1, 2026. All children must be fully potty trained to be enrolled in the Summer Camp programs.



SCAN NOW !
to access the payment portal



These are the available payment options for Tuition and Fees:

- Cash (name/amount on envelope in safe)
- Check (payable to Andrews University in safe)
- Credit Card (via the online payment portal)



Crayon Box Children's Learning Center Summer Camp Frequently Asked Questions

- **Registration Process.**

The registration process is to be completed no later than 5 pm on Monday, May 18. With our summer camp being licensed, we require a registration packet to be processed and on file before we care for your child(ren).

- **Camp Ages and Location.**

The Crayon Box summer camp program is for children entering Kindergarten – Age 12. Children must be at least 5 years old by September 1, 2026. All children must be fully potty trained to be enrolled in the Summer Camp programs. We will have multiple locations in our center that we will use for summer camp: The Station (Room 101), The Hive (Room 107), The Field, The Playground, The Garden and The Fun Zone. All programs will be held at The Crayon Box in Marsh Hall or the fields/gardens outside of Marsh Hall.

- **What time can I drop-off/pick-up my child from camp?**

Camp starts at 8 AM and ends at 4:30 PM. We will have the check-in area ready by 7:55 AM. We do not accept children past 10 am without prior approval. Children must be signed in and signed out by an adult (over 18) who is listed on the Child Information Record. Every person that picks up a child **MUST** be prepared to show their ID. We require the person picking up the child to present their ID and be listed as an approved release of child on the camper's Child Information Record. If a guardian does not have their ID and has been asked to show the ID, they will be asked to retrieve the ID before the camper is released into their care. Your child's safety is our top priority during camp. If for any reason your child needs to be picked-up early from camp or dropped-off past the 10 am cut off, please let us know. You should use the REMIND app if it is an emergency or last-minute change. If you know in advance that your child will be missing part of camp, please provide that information in writing to sumercamp@andrews.edu. After Camp Care pick up will be at The Crayon Box playground unless we have inclement weather. After Camp Care must be prearranged to make sure we have the correct staffing. If you have not prearranged After Camp Care, your child must be picked up by 4:30 pm. Children not picked up by 4:30 pm will not be taken to the aftercare program if not prearranged but will wait in the office for their parents to pick them up. (see AFTER HOURS PICK-UP policy).

- **What should my child wear to Camp?**

It is important that you send your child in comfortable, weather appropriate clothing that is suitable for active play. Please be aware that your child may participate in games and/or crafts throughout the day that may dirty their clothing. Outdoor Play is a major part of our program, and all children are required to participate. Please make sure shoes are practical and will enable your child to be active.

- **What should my child bring to Camp?**

We ask that campers bring with them a water bottle and any weather-appropriate (rain coat, sweater, boots, etc.) clothing they may need for the day plus their lunch. On the first day of camp, please provide the following supplies which will be kept by the camp and sent home on the last day or as needed. Insect Repellant Sunscreen, Shirt Shorts Underwear Towel. We will administer sunscreen and insect repellent, as needed, in the afternoons only and parents must apply it in the morning. If you send your child to camp with stuffed animals, toys, and other items of monetary or sentimental value, understand that The Crayon Box is not responsible if these items become lost, stolen, or broken. Your child may bring a cell phone but its use should be limited and can only be used by your child. Please do not send video games consoles and art supplies with your child. Please do not send a backpack with your child.

- **Are meals provided at camp?**

Yes and no! Milk for lunch and two snacks are provided for all campers. AM Snack is at 9:30 AM and PM Snack is at 4:00 PM. Example of snacks include items such as bread, fruit, milk, waffles, crackers, pretzels, and/or popcorn. Each snack will contain two or three components: grain, fruit/vegetable, milk. Lunch for all rooms is at 12:00. Parents are to pack their child a lunch that is ready to eat without heating or refrigeration and all parts of the lunch are labeled with the child's first name, last name and date. If your child has forgotten their meal, The Crayon Box staff will provide a meal for \$15. All staff and campers will be required to wash/sanitize their hands before each mealtime. Breakfast will be served during Before Camp Care (pre-arranged). If your child does not attend Before Camp Care, please provide breakfast for your camper before arriving at camp as our AM Snack is just a snack – not a full breakfast; hungry tummies can be very distracting!

- **What will my child be doing in Camp?**

Camp activities include Bible adventures, on campus field trips, educational activities, books/reading, games, crafts, science experiments, and other activities. We may show appropriate movies/shows. There is time for free choice activities including lots of outdoor play on our field and plenty of art supplies, toys, sports equipment and games. We do not have swimming but there will be activities that involve water where children may get wet. Children with spare clothes will change at the end of the event.

- **What is Spotlight Hour?**

Spotlight Hour is our big event of the week. Each week has a big event plus ABC Countdown events.

- **Who is caring for my child during Camp?**

Camp staff is comprised of 1 Camp Counselors for each 18 children. All camp staff are under the State of Michigan Dept. of Licensing and Regulatory Affairs (LARA), Child Care Licensing Bureau (CCLB). Each counselor has been trained to deliver the camp's educational and Biblical objectives while caring for the campers. Every camp staff member also has a background check and fingerprints on file with the State of Michigan and prior experience in childcare/education. Camp staff ages 16-17 will be supervised by staff over the age of 18 while supervising children.

- **What will my child be doing during before or after care?**

Before camp care and after camp care is a free-play time supervised by camp staff. Campers may choose between games, toys, books, and art during Before camp care. After camp care will be held on our playground.

- **If my child has special needs, limitations, medications, and/or dietary restrictions, how can I ensure the camp staff is aware?**

The Crayon Box is inclusive and provides extra support to individual campers when needed. If your child has any special need or limitation, please list it on the child's registration forms. You may also confirm the information with camp instructors upon check-in for the first day of camp. If your child needs to take medications during the camp day, or is bringing EpiPens or inhalers to camp, the parent/guardian must fill out a Medication Permission and Instructions, located at: https://www.michigan.gov/documents/lara/BCAL-1243_8_15_fillable_2_498629_7.pdf and following the instructions in our Family Handbook regarding the need for doctor's notes and prescriptions.

- **Didn't find the answer to your question?**

Contact The Crayon Box at 269-471-3350 or sumercamp@andrews.edu



2026 Summer Camp Family Handbook

Office: 269 - 471- 3350

Fax: 269 – 471 - 6577

Email: crayonbox@andrews.edu

Web: <https://www.andrews.edu/services/crayonbox/summercamp/>

Facebook: <https://www.facebook.com/andrewsuniversitysummercamp/>

Instagram: instagram.com/ausummercamp/

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 early childhood education for young children. Our center began as a child development lab in the mid-1950s and we've run our educational summer camp since 2018. We provide a day camp experience for children entering Kindergarten through the age of 12. Children must be at least 5 years old by September 1, 2026. All children must be fully potty trained to be enrolled in the Summer Camp programs.

Our camp has a focus to be a Bible based adventure that bridges the educational experiences between grades. 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 counselors 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 emotions, 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 crayonbox@andrews.edu
Revised by Kristine Conklin. Effective Date: January 8, 2026

OUR MISSION

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

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 educational summer programming for the children of 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. We are under the jurisdiction of the General Conference of Seventh-day Adventists. It is not the goal of the camp 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 staff, 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 Crayon Box Children's Learning Center is a non-profit, non-discriminatory institution founded, sponsored, owned, and operated specifically by Andrews University and is licensed by The Dept. of Licensing and Regulatory Affairs (LARA), Child Care Licensing Bureau (CCLB). 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 Crayon Box Children's Learning Center is to provide a warm and caring environment for 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 nurturing of your child is a privilege we take seriously.

CULTURAL COMPETENCE PLAN

The Crayon Box Children's Learning Center 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 Children's Learning Center serves snacks and breakfasts that represent different cultures, including the cultures of children in our camp. We celebrate the richness of diversity at The Crayon Box Children's Learning Center and it is the purpose of 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. 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 educational 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 staff 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 a summer programming 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 Children's Learning Center are:

<p>1. <u>Good Self- Concept:</u></p> <ul style="list-style-type: none"> a. Creativity b. Verbal expression c. Confidence in self d. Joy of laughter 	<p>4. <u>Self-Help Skills:</u></p> <ul style="list-style-type: none"> a. Personal hygiene b. Cleaning up after self
<p>2. <u>Good Interaction Skills:</u></p> <ul style="list-style-type: none"> a. Communicating b. Sharing c. Trusting d. Realizing your feelings are OK e. Learning good manners f. Caring for others 	<p>5. <u>Respect for:</u></p> <ul style="list-style-type: none"> a. People b. Property c. Environment
<p>3. <u>Self- Preservation Skills:</u></p> <ul style="list-style-type: none"> a. Dealing with emergencies b. Reacting to strangers c. Learning information about self 	<p>6. <u>Spiritual Awareness:</u></p> <ul style="list-style-type: none"> a. God's love for individuals b. God as Creator c. Stories from the Bible
	<p>7. <u>Scholastic Skills:</u></p> <ul style="list-style-type: none"> a. Fine-motor b. Math - shapes, counting, numbers, size, order, etc. c. Language and literacy experiences d. Science experiences

HOURS

Summer Camp hours are 8:00 AM-4:30 PM Monday – Friday from June 1 – August 20. Before Camp Care and After Camp Care is provided with prior arrangements from 7:00 AM – 8:00 AM & 4:30 PM – 6:00 PM M – TH (5:00 PM F).

SUMMER CLOSURE

Camp is closed for the following summer days: June 5, June 19 and July 3.

CAMP LOCATION

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

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/State ID* and must sign the emergency forms of the children being taken. More information is found in the Emergency Procedures posted in the center.

PARENT REUNIFICATION

In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe. Parents/guardians will be notified once the immediate threat has passed. If children are being relocated, parents must be notified. Methods for contacting parents include but are not limited to: a mass email or text message, phone calls from

caregivers, notifying the local police department so they can let parents know where their children have been taken if a parent calls them and/or posting the relocation site address in a conspicuous location at the center that can be seen from outside.

BUSINESS INTERRUPTION

The Crayon Box Children's Learning Center may be closed due to loss of water, loss of electricity, fire damage, communicable disease outbreaks, etc. Parents will need to arrange alternate emergency childcare for these situations. In the event the camp is closed for more than three consecutive business days, the parent is relieved of any financial obligation to pay for those days in excess of three 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. 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 contract with The Crayon Box.

ADMISSION/ENROLLMENT

The registration process is to be completed no later than 5 pm on Monday two weeks before the start date. With all of our summer camps being licensed, we require a registration packet to be processed and on file before we care for your child(ren).

Complete and return registration forms:

- **Child Information Record (required)**
- **Child Profile (required)**
- **Child Recommendation (required)**
- **Enrollment Agreement (required)**
- Fluid Milk Substitute Request (completed by parent for soy milk)
- **Household Income Eligibility Statement (required)**
- **Illness During Childcare Hours Policy Acknowledgment (required)**
- **Meal Sign Off Statement (required)**
- **Parent Agreement Schedule Form (required)**
- **Participant Enrollment Form (required)**
- **Pet Presence & Parent Acknowledgment Form (required)**
- **Professional Character Clearance Volunteers/Parents (recommended)**
- **School Activity and Medical Release Form (required)**
- **School Age Ratio Statement (required)**
- **School Age Child Good Health Statement (required)**
- Special Diet Statement (completed by physician for almond milk or food allergies)
- **Topical Non-Prescription Medication Form (required)**
- **Transportation Authorization (required)**
- **Written Information Packet Documentation (required)**

Pay registration fee of \$75 per child which must be paid to guarantee a place at camp.

NONDISCRIMINATION POLICY

The Crayon Box Learning Center will maintain all practices related to enrollment, discipline, and all other terms and benefits of early childhood educational 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.

FINANCIAL CONTRACT

A financial contract is completed for each camper according to his/her schedule for care. All plans are billed for actual hours requested. Changes to the camper's schedule **MUST** be turned in by 5 pm on Wednesday of the prior week. Schedule changes

are subject to availability if received after 5 pm on Wednesday. Schedules must be submitted through the Remind App or emailed to cbschedules@andrews.edu

TUITION

Tuition is due and payable on the 14th day of the month. Camp tuition must be made via check, cash, or credit card presented in the office or with the payment portal provided by Andrews University. If payment in full is not received when due, a late payment fee of \$30 per week that tuition is not received will be charged on the 21st of the month. All late fees are subject to change with reasonable notice. If the account is delinquent for more than one month, families may be asked to withdraw their child until the account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid amounts may be referred to a third-party collection agency.

AGENCY REIMBURSEMENT In instances of agency reimbursement, the Registration Fee is to be paid according to the applicable contract. Families are solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. Families are also solely responsible for payment of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes. If a family fails to properly enter or swipe attendance for any day their child is in attendance, the family may be responsible for the payment of tuition. Unless the state prohibits disclosure of such information, the family is responsible for promptly communicating any changes in status that would affect agency reimbursement.

NOTICE OF WITHDRAWAL

If, for any reason, your child will no longer be attending the camp, a Notice of Withdrawal should be signed and turned in to the office one week before your intention to terminate. In the event that a withdrawal notice has not been provided with one weeks' notice, parents are still required to pay The Crayon Box the amount equal to one week of tuition. If no notice is given and the child remains on schedule but does not attend, parents are still required to pay for the time scheduled as it was staffed for your child.

2026 RATES

• Registration Fee – includes a camp swag bag.	\$75
• Summer Camp Tuition	\$195 / Week or \$42 / Day
• Before Camp Care (pre-arranged)	\$7.50
• After Camp Care (pre-arranged)	\$7.50
• After Closing Pick Up	\$15 per every 15 minutes or portion of 15–minute period, per child, until the child is picked up

- Unpaid balances pay a late payment fee of \$30 per week that tuition is not received which is charged on the 21st of the month.
- Tuition is due on the 14th day of the month.

AFTER HOURS PICK-UP

A late pick-Up Charge of \$15 per every 15 minutes or portion of 15–minute period, per child, until the child is picked up will be charged for any children remaining in The Crayon Box Children's Learning Center after closing time which is 4:30 pm for camp only/6:00 pm for pre-arranged after camp care M-TH (5 pm F). It is the parent's responsibility to contact the office if they will be arriving past closing. If no call is received from the parent, the Camp staff will try to search and call the child's emergency contacts. If no one is found at these numbers, the staff will wait 30 minutes after closing time to call the Berrien Springs Police Department and Child Protective Services. Children not picked up by 4:30 pm will not be taken to the aftercare program if not prearranged but will wait in the office for their parents to pick them up.

RETURNED CHECKS

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

IMMUNIZATION AND PHYSICAL EVALUATIONS (HEALTH PLAN)

Parents must complete a School Age Child Good Health Statement that states your child's physical and immunizations (or waiver) are up to date and on file at the child's school. If your child does not have their physical and immunizations (or waiver) at a K-12 school, you need to provide a copy of both to be in their file at The Crayon Box.

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 the camp. Arranging such care as soon as your child has symptoms will avoid a last-minute morning rush. If your child is ill, parents are required to notify the office not only of the absence, but also of the nature of the illness. This enables our camp to keep track of any illnesses which may occur at our camp. 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 camp maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Crayon Box Children's Learning Center 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 camp. Should a child become ill at camp, showing symptoms 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. Children must be picked up within one hour.

We cannot accept a child the day after they are sent home for illness. We follow the exclusion requirements provided by the Michigan Department of Education and Michigan Department of Health and Human Services, Divisions of Communicable Disease & Immunization. A copy of their handbook can be found online or in the office. Those exclusions include:

- 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 camp. 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 camp. 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.

PLEASE NOTE: a child who is too sick to play outside is too sick to come to camp. 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 camp. (*If your child's physician considers that your child is in condition to return to the camp despite the symptoms, you will need to present a doctor's statement.*) In addition to children, staff will also be excluded from the camp 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: A child who has had surgery may not return until we receive a doctor's note releasing the child from any restrictions and allowing them to return to camp.

EMERGENCY CARE/INJURIES (HEALTH PLAN)

Parents will be contacted immediately if their child has an incident, accident or injury that requires your immediate attention or special medical treatment. If we cannot reach you, we will contact the individual(s) listed on your information card. If necessary, 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 incidents, accidents or injuries that are not of an emergency but may require a physician's consultation. 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. 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, staff will file a report with CPS.

MEDICATION (HEALTH PLAN)

Medication is safest when given at home and that only, if necessary, should a child care provider be involved. Medication that requires one or two doses a day will not be given in child care as those doses can be given at home. For medication that must be given at The Crayon Box, upon written notification by the **child's physician**, we will administer such medication. Absolutely NO

medication, including over-the-counter drugs, eye drops, and nasal spray will be given without a doctor's written permission to The Crayon Box. 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 or letter on the doctor's letterhead 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 Camp Director / Program Director by filling out the medication form; you may obtain this **permission to Administer Medication Form** from the Camp Director or Program Director. 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. A prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home. Topical Non-Prescription Medications, such as sunscreen, and insect repellent must be provided by the parents and can be administered with parent's written consent (we will administer sunscreen and insect repellent in the afternoons only – please apply before arriving in the morning). Please provide these items to The Crayon Box in the original packaging and labeled with my child's name (first & last). We will follow directions provided on the manufacturer's label. The Crayon Box is legally unable to provide any topical/oral medication.

AU ALERT SYSTEM

During emergencies, AU Alert will send text messages, emails and voice calls to registered recipients. AU Alert notices are primarily intended for situations involving imminent danger to health or human safety. These may include severe weather alerts, hostile threats, utility failure, road closings or fire, among others. To register text "AUAlert" to 78015

STAFF

The counselors 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 Camp Director / Program Director follow the Lead Caregiver requirements of The Dept. of Licensing and Regulatory Affairs (LARA), Child Care Licensing Bureau (CCLB). The Director and all 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 and take a yearly Health and Safety Training. Each will have counselors 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 and complete trainings and orientation including bloodborne pathogen training, camp specific training and emergency procedure training. We require a comprehensive background check on our employees before they are present in the camp. Evidence that all staff members are free from communicable tuberculosis, verified within 1 year before employment, is also be kept on file at the camp. We hire both male and female staff members.

PARENTS IN THE CAMP / 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 camp for an event must also receive PSOR clearance before they are allowed to enter the camp and have contact with any child in care. This must be done at least one week before the visit to allow time for the PSOR clearance to be completed. A copy of this clearance must be kept on file at the camp. 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 staff will help the child settle and/or gather their belongings. All volunteers/parents must sign in at the office before entering the camp and sign out in the office when leaving. Parents are welcome to visit the camp at any time to access their child.

PARENT/STAFF COMMUNICATION

The staff communicate informally with all parents on a daily or weekly basis. Informal communication may include, but is not limited to: conversations at drop off or pick up, phone calls, texting, emails, 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 counselor immediately. Parent/Staff Conferences will be scheduled at the parents' request.'

AGES

The Crayon Box summer camp program is for children entering Kindergarten – Age 12. Children must be at least 5 years old by September 1, 2026. All children must be fully potty trained to be enrolled in the Summer Camp programs.

GROUPING

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

Location	Staff	Children	Max Group Size	# of Staff Required for Max Group Size
The Station (Room 101)	1	18	30	2
The Hive (Room 107)	1	18	34	2
The Fun Zone	1	16	16	1

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

ANIMALS / PETS

The Crayon Box is committed to providing a healthy and safe environment for all children and staff. It is the policy to only allow animals inside the buildings and on the playgrounds/garden as defined below. Animals which will be allowed in and on the 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 classroom pets (guinea pigs in the classrooms and ducks in the garden) which are under the care of the Director and her staff. The Director shall establish procedures to ensure health and safety for staff and students when animals are brought onto the property. Any animal may be restricted from the property should the animal become aggressive or a nuisance, including service dogs. Please do not bring your pets to the Marsh Hall building and playgrounds/garden unless they are cleared by the Director. Parents are required to complete the Pet Presence & Parent Acknowledgment Form as part of the enrollment process.

ADJUSTMENT PERIOD

Starting to attend a summer camp is an exciting experience for a 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 camp. Some children exhibit separation anxiety when it is time for their parent to leave. We believe 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 camp will comfort and assist the child through the anxious time. 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 camp space. **NO child is ever to be left alone or unsupervised in the hallway, at the door, gate, classroom, or play area when arriving or departing.** Be sure that their counselor notices the arrival of your child. Children are required by law to be always supervised while in the facility. Your child must be checked in and out with the counselors each time he/she arrives and departs the camp (unless you are directed to follow alternate arrival and departure guidelines which will be posted on the camp door. The parents, or authorized persons, resume all responsibility for the child while they are in their care. Children are not to be taken to the group unless checked in. Children will only be given to the parent/authorized person (**at least 18 years of age**) at the time of check out and the child will not be allowed to return to the group once checked 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 after closing hours for those parents wanting to recover their child's belongings.

CHILDREN'S RELEASE

Parents, or authorized persons (**at least 18 years old**), 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 to inform the Director when to expect you. Children not picked up by 4:30 pm will not be taken to the aftercare program if not prearranged. The parent/guardian must provide the camp 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 camp'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 counselor 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. **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.

- *In case of a **CUSTODY DISPUTE**, the camp 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 for 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 assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.
- If you assign one of your escorts to pick up your child, please confirm that your child has been picked up.

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.

VOLUNTARY WITHDRAWAL

If, for any reason, your child will no longer be attending the camp, a Notice of Withdrawal should be signed and turned in to the office one week before your intention to withdraw. In the event that a withdrawal notice has not been provided with one weeks' notice, parents are still required to pay The Crayon Box the amount equal to one week of tuition. If no notice is given and the child remains on schedule but does not attend, parents are still required to pay for the time scheduled and staffed.

TERMINATION POLICY

Occasionally, a child will experience some difficulty in adapting to The Crayon Box environment or abiding by 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 The Crayon Box.

Enrollment in The Crayon Box may be terminated for any of the following reasons (but not limited to):

- Failure to comply with the policies set forth in the Family Handbook.
- Failure to comply with the contract.
- Destructive, aggressive, inappropriate or hurtful behavior.
- Failure to comply with the hands-off policy.

- Harassment
- 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 staff.
- If a parent knowingly brings their child ill with medication to mask symptoms.
- False information given by a parent either verbally or in writing.

HANDS-OFF POLICY

The Crayon Box has a strict hands-off policy between campers so everyone has a safe experience at camp. Slapping or touching of any body part but especially the buttocks, shoving, pinching, fighting, wrestling, kicking, slapping and biting are not acceptable behaviors whether in fun or in anger. Kissing is not appropriate for camp. Campers are expected to treat every member of the camp with respect, dignity and in a morally acceptable manner. Children failing to keep hands off others after a warning will require a parent meeting and possible suspension.

HARASSMENT

The Crayon Box is committed to preventing harassment of any kind. No staff member, student, or any other person associated with our program shall concur with, cooperate with, permit, or participate in any act that injures, degrades, or disgraces, any other student or other person. Harassment of any student or other person is not acceptable at any of our programs. Camp staff must take seriously and act on any reported incidents of sexual harassment, bullying, hazing, violence, threats, or intentional humiliation. Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or the attack on the property of another. It may include actions such as verbal taunts, name-calling and put-downs related to an individual's race, religion, national origin, age, gender (M/F), appearance, or physical challenges. Students who engage in any act of bullying while at camp will be subject to appropriate disciplinary actions. Sexual harassment is disruptive to the summer camp experience and interferes with our commitment to provide a positive, safe, and harmonious environment for our campers. Sexual harassment is illegal, immoral, improper, and will not be tolerated. These guidelines are implemented by The Crayon Box to help inform students, parents, and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment. Parents should discuss this policy with their child in an age appropriate way. Any camper who engages in sexual harassment shall be subject to disciplinary action up to and including having their enrollment terminated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that is unwelcome. Examples of conduct prohibited by the policy include, but are not limited to: unwelcome teasing; jokes, remarks and questions; slapping or touching of any body part but especially the buttocks; deliberate touching; grabbing; brushing against the body; fondling; pinching; inappropriate messages via telephone, internet or email; all electronics and materials of a sexual nature; graffiti; etc.

DISCIPLINE

The Crayon Box would like for your child to have the best experience possible in camp. Therefore, we expect that all campers and staff will follow camp guidelines and rules. These guidelines and expectations are in place to ensure the safety of both the children and the staff.

GUIDELINES AND EXPECTATIONS

- Follow instructions from staff promptly to ensure safety.
- Show respect for all campers, staff, equipment, and property. (No insults, teasing, threats, or bullying.) Try to work cooperatively with staff and with other campers. No slapping or touching of any body part but especially the buttocks.
- Make a reasonable effort to participate in the camp program to the best of your ability. Do not try to disrupt activities other campers may be enjoying.
- Keep hands, feet, other body parts, and all objects to yourself unless part of a staff-led activity. There will be no hitting, biting, fighting, theft, or destruction of campus including camp property. There will be no climbing on any part of the campus on walks. No destruction of plants, bushes or trees on campus. No slapping or touching of any body part but especially the buttocks
- Remain with assigned staff members at scheduled activities unless given explicit permission to leave.

- Use appropriate language in camp. This means no cursing or inappropriate vulgar discussions.
- Be appropriate in the bathroom including not standing on toilets and looking over or under the toilet stalls.
- No kissing.
- Follow all rules on field trips or when visitors are here as outlined by staff.
- Clean up after yourself, keep camp clean and safe to reduce the need for All Camp Cleanup.

PARENT CONDUCT AND PROCESS OF DISPUTE

The program staff seeks to treat campers and families with respect, and parents and guardians are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response.

All program and/or staff issues should be directed to the camp administration, not to the counselors.

DISCIPLINE PROCEDURES

Our goal is to keep all campers safe, happy, and able to enjoy camp. Staff will always try to redirect behavior and teach children the social and self-regulation skills they need to be successful.

Redirect. Staff will: Remind the camper of the rule. Offer a choice or redirection. Provide coaching or support. Most behavior stops here.

Break from Activity. If the behavior continues: The camper is removed from the activity. They take a short calming break with staff. Staff helps them reset before rejoining the group.

Parent Notification. If the behavior continues or is serious, the parent or guardian will be notified either through phone, email, REMIND app and/or a note at the end of the day. The parent may be called to pick up the camper for the rest of the day up to a suspension for 1–5 camp days. An incident report may be completed. Staff and parents work together on next steps.

Removal from Camp. If behavior continues after suspension or is severe: The camper will be dismissed from camp for the season. Campers will not be eligible for a refund of camp fees already charged.

A camper who hits, violates the hands-off policy, curses at or threatens a camper or staff member will have parental contact immediately. Any camper who commits a serious offense such as seriously harming, attempting/threatening to seriously harm another camper or who harasses another camper or a staff member can be immediately suspended or dismissed from camp, after the incident has been reviewed by camp staff.

CONFIDENTIALITY

All conversations with parents and guardians regarding incidents will be kept confidential. Please note that if multiple campers are involved in an incident; camp staff will not discuss consequences issued to the camper who is not your child with you. Two campers involved in the same incident may be at different stages of camp discipline procedure.

PLAN FOR SERVING CHILDREN WITH SPECIAL NEEDS

The Crayon Box provides public accommodation and therefore must comply with the Americans with Disabilities Act. Our camps are 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 camp 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/staff 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 The Crayon Box.

PARENT NOTIFICATION

In case your child has an accident, injury, illness or other incident either staff 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 camp, we will send out a Remind message, post a notice in the office, on camp doors and a written notice will be provided at pick up.

SWEARING/CURSING

No child or adult is permitted to curse or use other inappropriate language 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. (see DISCIPLINE PROCEDURES).

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 camp.
- 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.

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 camp 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 camp 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 camp.

CLOTHING/SHOES

Children play hard and need to be comfortable. It is important that you send your child in comfortable, weather appropriate clothing that is suitable for active play. Please be aware that your child may participate in games and/or crafts throughout the day that may dirty their clothing. Outdoor Play is a regular part of our program, and all children are required to participate. Please make sure shoes are practical and will enable your child to be active. Spare clothes are to be provided on the child's first day of camp for the camp to keep on site and restocked when necessary. There will be activities that involve water. Children with spare clothes will change at the end of the event.

TOYS AND ELECTRONICS FROM HOME

If you send your child to camp with stuffed animals, toys, and other items of monetary or sentimental value, understand that The Crayon Box is not responsible if these items become lost, stolen, or broken. Your child may bring a cell phone but it's use should be limited and can only be used by your child. Please do not send video games consoles and art supplies your child. Please do not send a backpack.

JEWELRY

Children's accessories and jewelry are extremely attractive to other children's eyes and fingers. The Crayon Box will not be responsible for lost or stolen valuables and will not be held responsible for any injury to your child caused by jewelry. It is the parents' responsibility to enforce this policy. We ask parents cooperation to be safety conscious when choosing accessories that their children wear to camp. We do not permit the following type of jewelry: Dangly earrings (small, snug-fitting pierced studs are permitted); Necklaces of any kind, Bracelets with beads or charms

WEAPONS POLICY

Weapons of any kind have no place at camp. Any object which includes, but is not limited to knives, tasers, mace, firearms of any type, ammunition and explosive devices may not be brought to camp. Campers who bring devices to camp that are not directly related to the camp experience, but compromise the safety of the camp environment will jeopardize their privilege of attending summer camp. The camp will bring Andrews University Campus Safety and/or local law enforcement agents in to address behavior that, in the view of the camp administration and staff, poses a danger to campers and other camp personnel.

OUTSIDE ACTIVITIES

The outdoor campus is considered an outdoor classroom and an extension of the learning environment. 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. Planting and maintaining a garden will be part of our schedule each week. It is important that you send your child in comfortable, weather appropriate clothing that is suitable for active play. Please be aware that your child may participate in games and/or crafts throughout the day that may dirty their clothing. Please make sure shoes are practical and will enable your child to be active. 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.

MEALS

The Crayon Box follows the guidelines of the CACFP Food Program, and snacks and milk are provided at no cost to parents during camp hours. Breakfast is served at no cost during Before camp care. All parents will be required to fill out the Participant Enrollment Form. Children in Before Camp Care will be served breakfast at 7:30 am. The Camp serves AM snack at 9:30 am. PM Snack is served daily for the children at 4:00 pm. The snacks are nutritious and light as we do not want to spoil your child's appetite for the larger meals. Children should have breakfast before arriving if they are not scheduled to attend Before Camp Care. Parents are to provide their child a water bottle and lunch that is ready to eat without heating or refrigeration and all parts of the lunch, including the water bottle, are labeled with the child's first name, last name and date. If your child has forgotten their meal, The Crayon Box staff will provide a meal for \$15. The Crayon Box will provide milk for lunch. If your child has allergies, and requires a modified diet, we must be notified of this in writing with the "Special Diet Statement" 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 breakfast 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 "Special Diet Statement" form completed by the child's physician. We are not able to accommodate verbal requests for milk or food substitutions.

FAMILY HANDBOOK

The Family 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

Newsletters are distributed monthly which include upcoming events, activities, policy changes, etc.

POLICIES AND PROCEDURES MODIFICATION RIGHTS

The Crayon Box has reserved its rights to make additions, deletions, and modifications to the camp's policies, procedures and fees. Thirty 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 camp does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

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 camp will only be applied in the evening or on days that no children are attending our camp.

INFORMATION PROVIDED TO PARENTS

This Family 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, and holidays during which the camp is open, and 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.
- The website where parents can access these rules is www.michigan.gov/michildcare.
- Written documentation that the parent received the written information packet is kept on file at the camp.

GRIEVANCE POLICY

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

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.

SUMMER CAMP 2026 DAILY SCHEDULE

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

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

SUMMER CAMP BEFORE CARE 2026 DAILY SCHEDULE

7:00 – 7:30	Art / Table Games
7:30 – 8:00	Breakfast*

SUMMER CAMP AFTER CARE 2026 DAILY SCHEDULE

4:30 – 6:00 (M-TH) Playground 4:30 – 5:00 (F) Playground

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

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

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

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

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

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

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

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

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



September						
1	Closed. Labor Day					
2	First Day of School					

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

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

April						
1	2026-2027 Open Enrollment					

May						
25	Closed. Memorial Day					

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

July						
3	Closed. Independence Day					

August						
20	Last Day of Camp					
21-25	Closed: PD Day					
31	First Day of School					

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

2026-2027 SCHOOL YEAR PROGRAM

ABOUT PROGRAM

Looking for fun, safe and affordable experiences for your school age child this school year? Our engaging environment offers kids a place to play, learn and socialize after school through indoor and outdoor activities, games and more!

**FOR CHILDREN ENROLLED IN
KINDERGARTEN – AGE 12**

Mon - Thurs 4:00 pm - 6:00 pm
Fri 12:30-5:00 pm

Snow day and holiday care also available.

**AFTER
SCHOOL
PROGRAM
INCLUDES**

- ✓ Healthy Snack
- ✓ Legos and Games
- ✓ Outdoor Fun
- ✓ Homework Help
- ✓ Reading
- ✓ STEM/STEAM

**HOURLY
\$4.75
PER CHILD**

