Andrews University Summer Camp / Crayon Box Children’s Learning Center
Frequently Asked Questions

• Camp Location.
Summer camp will be held in Johnson Gym Monday – Thursday and Marsh Hall (The Crayon Box) on Fridays for the rest of the summer.

• 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 table ready by 7:45 AM outside of room 107 (for the first two weeks). Arriving a little early on the first day of camp is always a good idea to ensure a swift check-in process. 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 show their ID**, whether that person is the camper’s parent, grandparent, babysitter, etc. 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, they will be asked to retrieve the ID before the camper is released into their care. Please be patient with us as we work through the parent pick up process. We want to make sure the appropriate person is picking up each child. Your child’s safety is our top priority during camp.

After-care pick-up will be in the Pre-K classroom (room 101). Please park in the Marsh Hall parking lot and walk inside for after-care pick-up.

If for any reason your child needs to be picked-up early or dropped-off late, please let us know. You may call The Crayon Box office or 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 summercamp@andrews.edu.

• 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 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 – fancy dress shoes are not practical and can be dangerous. Flip flops and any other sandals that do not have a back strap to secure the shoe to the child’s foot can be dangerous also. These types of shoes are not permitted at Andrews University Summer Camp / The Crayon Box for indoor or outdoor use – please do not send them for your child.

• 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. ☐ Backpack ☐ Insect Repellant ☐ Sunscreen ☐ Water Bottle ☐ Spare Shirt ☐ Spare Shorts ☐ Spare Underwear ☐ Towel ☐ Insect Repellent* ☐ Sunscreen* ☐ Triple Antibiotic Ointment*
*(Parents must provide these items to Andrews University Summer / The Crayon Box in the original packaging and labeled with my child’s name (first & last), one item per child if I have multiple children and Andrews University Summer Camp / 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).

Please do not send your child to camp with electronics, stuffed animals, toys, and other items of monetary or sentimental value. Andrews University Summer Camp / The Crayon Box is not responsible if these items become lost, stolen, or broken. If your child needs to contact you for any reason, we ask that they use an office phone with the assistance of staff. Cell phones should not be out during camp.
Is lunch and/or snack provided at camp?
Lunch and snack are provided for all campers. AM Snack is at 8:00 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 will be served in a rotation between 11:00 AM – 1:00 PM. The lunch is a hot lunch from the Andrews University cafeteria. Only Camp Staff will be handing out food/snacks. All staff and campers will be required to wash/sanitize their hands before each mealtime. 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! Please do not pack your child a lunch as all food is provided and we are very cautious of food allergies.

What will be 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. There is lots of time for free choice activities including 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 will get wet. Children with spare clothes will change at the end of the event. We ask that children have spare clothes and a towel in their bag every day.

Who is caring for my child during Camp?
Camp staff is comprised of 1 Camp Counselors for each 18 children and each group is no more than 36 children with 2 counselors. 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.

What will my child be doing during before or after care?
Before-care and after-care is a free-play time supervised by camp staff. Campers may choose between games, toys, books, and coloring sheets inside the Pre-K classroom. We will not leave the classroom during this time.

If my child has special needs, limitations, medications, and/or dietary restrictions, how can I ensure the camp staff is aware?
Andrews University Summer Camp / 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 Parent Handbook regarding the need for doctor’s notes and prescriptions.

Didn’t find the answer to your question?
Contact Andrews University Summer Camp / The Crayon Box at 269-471-3350 or summercamp@andrews.edu
Summer Camp Supply List

All must be labeled with first and last name.

- Backpack
- Insect Repellant
- Sunscreen
- Water Bottle
- Spare Shirt
- Spare Shorts
- Spare Underwear
- Towel
- Optional: one favorite book to donate to the camp library

- Sandals must have a heel strap and good support. Due to safety concerns, flip flops/backless shoes are not allowed other than for water play.

- Change of clothes and a towel should be sent in a waterproof / plastic bag that stay in the backpack and is replaced after a water day.

- Label all items with your child's first and last name.