



2023 Parent Handbook For Children Grades 1-7

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We welcome you and your child to the Andrews University Summer Camp / 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 Grades 1-7.

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 emotion, and feelings of hurt and fear by providing comfort, support, and assistance.*
- ◆ *Teaching staff evaluate and change their responses based on individual needs. Teaching staff vary their interactions to be sensitive and responsive to differing abilities, temperaments, activity levels, and cognitive and social development.*

The purpose of this handbook is to share information and ideas with parents to promote the understanding of our programs and foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an orientation to both our policies and our services. We look forward to sharing many happy experiences with you and your child. If we can be of help in any way, please let us know.

Sincerely,
Kristy Conklin, Director
269-471-3350 crayonbox@andrews.edu
Revised by Kristine Conklin. March 10, 2023 Effective Date: June 12, 2023

OUR MISSION

Andrews University Summer Camp / 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

Andrews University Summer Camp / 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 center to instruct the children in any particular religious doctrine, but rather to love the children and their families in such a way that they experience something of what it means to be a child of God.

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

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

their relationships with others.

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

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

We believe that God forgives us. Therefore, we will strive to teach forgiveness by both precept and example to the end that 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.

Andrews University Summer Camp / 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

Andrews University Summer Camp / The Crayon Box Children's Learning Center is a non-profit, non-discriminatory institution founded, sponsored, owned and operated specifically by Andrews University. Both centers are licensed by The Dept. of Licensing and Regulatory Affairs (LARA), Child Care Licensing Bureau (CCLB). The policies governing the centers 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 Andrews University Summer Camp / The Children's Learning Center will be reinvested into the Center.

PURPOSE

It is the purpose of the Andrews University Summer Camp / 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 nurture of your child is a privilege we take seriously.

CULTURAL COMPETENCE PLAN

Andrews University Summer Camp / The Crayon Box Children's Learning Center represent 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. Andrews University Summer Camp / The Crayon Box Children's Learning Center serves meals that represent different cultures, including the cultures of children in our center. We celebrate the richness of diversity at the Andrews University Summer Camp / 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 school experience.
 - For all children to feel included and valued regardless of gender, ability, ethnicity, language or background.
- B. We want to provide for the parents:
- The opportunities to meet with and work with other parents and 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 an 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 Andrews University Summer Camp / The Crayon Box Children’s Learning Center are:

- | | |
|---|--|
| <p>1. Good Self- Concept:</p> <ul style="list-style-type: none"> a. Creativity b. Verbal expression c. Confidence in self d. Joy of laughter | <p>5. Respect for:</p> <ul style="list-style-type: none"> a. People b. Property c. Environment |
| <p>2. Good Interaction Skills:</p> <ul style="list-style-type: none"> a. Communicating b. Sharing c. Trusting d. Realizing that showing your feelings is OK e. Learning good manners f. Caring for others | <p>6. Spiritual Awareness:</p> <ul style="list-style-type: none"> a. God’s love for individuals b. God as Creator c. Stories from the Bible |
| <p>3. Self- Preservation Skills:</p> <ul style="list-style-type: none"> a. Dealing with emergencies b. Reacting to strangers c. Learning information about self | <p>7. Scholastic Skills:</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 |
| <p>4. Self-Help Skills:</p> <ul style="list-style-type: none"> a. Personal hygiene b. Cleaning up after self | |

HOURS

Summer Camp is 8:00 AM-4:30 PM Monday – Thursday from June 12 – August 18. Before and After care is provided at The Crayon Box with prior arrangements from 6:45 AM – 8:00 AM Mon – Fri and 4:30 PM – 6:00 PM Mon – Thurs.

SUMMER HOLIDAYS

Andrews University Summer Camp / The Crayon Box Children’s Learning Center are closed for the following holidays: Juneteenth (June 19) and Independence Day (July 3 & 4)

CAMP LOCATION

Andrews University Summer Camp / The Crayon Box Summer Camp are held in Johnson Gym and Marsh Hall. All children will meet outside of Johnson Gym on June 12 to join their cabin assignments.

BUSINESS INTERRUPTION

Andrews University Summer Camp / The Crayon Box Children's Learning Center may be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc. Parents will need to arrange alternate emergency childcare for these situations. In the event the center is closed for more than five consecutive business days, the parent is relieved of any financial obligation to pay for those days in excess of five business days. The parent will return to use the Andrews University Summer Camp / 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.

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 because there may be no phone service to use to track down a child's whereabouts. More information is found in the Emergency Procedures posted in the camps.

ADMISSION/ENROLLMENT

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

Complete and return registration forms:

- **Child Information Record (required)**
- Credit Card Agreement (recommended)
- **Developmental History (required)**
- Fluid Milk Substitute Request (completed by parent for soy milk)
- **Household Income Eligibility Statement (required)**
- **Parent Agreement (required)**
- **Parent Agreement Schedule Form (required)**
- **Participant Enrollment Form (required)**
- Professional Character Clearance Volunteers/Parents (recommended)
- **School Activity and Medical Release Form (required)**
- **School Age Child Good Health Statement (required)**
- Special Diet Statement (completed by physician for almond milk or special meals including vegan)
- **Topical Non-Prescription Medication Form (required)**
- T-Shirt Order Form (**recommended – Orders due May 22**)
- **Written Information Packet Documentation (required)**
- **Written Permission to Photograph (required)**

Pay registration fee of \$50 per child which must be paid to guarantee a place at camp.

Pay first week of tuition on or before the Friday before the first day of 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 Monday of the prior week. Schedule changes are subject to availability if received after 5 pm on Monday. Schedules must be submitted through the Remind App or email to crayonbox@andrews.edu.

TUITION

Advance Payment Plans: Fees for the contracted plan are **due the Friday of the week before.** Billing follows a one-week cycle. Tuition is due on the scheduled "due date" every Friday. If payment has not been received by Tuesday morning following the Tuition Due Date, a reminder sent to the parents. A 1% carrying charge will be posted to the account on Wednesday afternoon following the Monday when the payment is due. We will be unable to provide service for your child on the following week if there is an unpaid bill and no payment plan is in place. Failure to make payment or arrangements for payment within 30 days of the due date may result in termination and re-registration fee for re-enrollment. (All scheduled hours are subject to advanced payment.)

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

NOTICE OF WITHDRAWAL

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

RETURNED CHECKS

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

AFTER HOURS PICK-UP

A late pick-Up Charge of \$2.50/minute will be charged per family for any children remaining in the Andrews University Summer Camp / The Crayon Box Children's Learning Center after closing time. 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 Center 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.**

NON-SCHEDULED HOURS FEE

Non-scheduled hours are any time before, after, or in addition to the daily schedule requested in the Parent Agreement Schedule Form or days submitted to the office the Monday of the week before. The 'overtime' rate for non-scheduled hours is \$12/hour or any portion thereof. Whenever a child is brought in before the schedule time and/or picked up after the scheduled time, overtime is charged. Arriving later than scheduled does not entitle a later pick-up. Arriving earlier than scheduled, parents must check with staff if there is availability and space may not be available until your scheduled time. Groups are staffed according to the schedules turned to the office. Staff-child ratios are followed to remain within licensing requirements.

CURRENT RATES	
REGISTRATION FEE (must be paid to reserve enrollment at camp)	\$50
SUMMER CAMP TUITION	\$35 / Day
BEFORE CAMP CARE (pre-arranged)	\$5 / Day
AFTER CAMP CARE (pre-arranged)	\$5 / Day
NON-SCHEDULED HOURS	\$12.00 Pro-Rated Hourly
AFTER CLOSING PICK-UP	\$2.50 Per Minute

IMMUNIZATION AND PHYSICAL EVALUATIONS (HEALTH PLAN)

Parents must complete a School Age Child Good Health Statement for Children Grades 1-7 that states your child's physical and immunizations (or waiver) are up to date and on file at the child's school.

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. **Any enrolled siblings of the child must follow the same quarantine and remain at home while their sibling is sick.**

Parents are required to inform the office if a child will not be at the camp on a scheduled day. This will enable the camp to more effectively maintain appropriate ratios and help the staff effectively plan for the day. If your child is ill, parents are required to notify the office (not the classroom) not only of the absence, but also of the nature of the illness. This enables our center to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a need to know basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Andrews University Summer Camp / 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 school.

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

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

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

If the child has a contagious illness or a cold that has lasted for more than a week s/he will need to bring a doctor's statement indicating that the child is fine to come back to camp. *(If your child's physician considers that your child is in condition to return to the center despite the symptoms, you will need to present a doctor's statement.)* In addition to children, staff will also be excluded from the 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 the classroom.

EMERGENCY CARE/INJURIES (HEALTH PLAN)

Parents will be contacted immediately if their child has an incident, accident or injury and 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. All Crayon Box staff have received training on these proper procedures.

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

MEDICATION (HEALTH PLAN)

There are occasions when a child needs medication. Upon written notification by the **child's physician**, we will administer such medication. Absolutely NO medication, including over-the-counter drugs, eye drops, and nasal spray will be given without a doctor's written permission to Andrews University Summer Camp / 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.

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 Andrews University Summer Camp / 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, major road closings or fire, among others. To register send the keyword "AUAlert" in a text message to 78015

STAFF

The counselors at Andrews University Summer Camp / 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, center specific training and emergency procedure training. We require a comprehensive background check on our employees before they are present in the center. Evidence that all staff members is free from communicable tuberculosis, verified within 1 year before employment, is also be kept on file at the center. We hire both male and female staff members.

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 classroom for a birthday party 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 a classroom visit to allow time for the PSOR clearance to be completed. A copy of this clearance must be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

To best follow this rule, The Crayon Box provides the PSOR clearance form for families to complete. While this form is not required, completing the PSOR means parents can interact with children in the classroom once the clearance is successfully completed. Parents and/or all individuals who are on the release of child form who do not have a PSOR clearance on file will not be permitted to enter the classroom when other children are present. The staff will help the child settle and/or gather their belongings. All volunteers/parents must sign in at the office before entering a classroom and sign out in the office when leaving the center.

Supervised volunteers (limited to Andrews University students who have observations/volunteer hours as a required part of their course work) may at times be present in the classroom once they have successfully completed the PSOR clearance. Volunteers will never be left unattended with the children. The Crayon Box Children’s Learning Center’s staff will maintain all direct care, supervision, and guidance of children in the center. Volunteers are asked to schedule their visits with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director.

Only volunteers with PSOR clearance may assist in the center and will be supervised at all time (staff will have eyes and ears on the volunteer at all times). Volunteers do not change diapers. Evidence that each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before volunteering, shall be kept on file at the center. If the Director and/or staff see that the volunteer’s performance does not meet the center’s expectations, the director will ask the volunteer to discontinue her/his volunteering services. The Director reserves the right to make volunteer assignments.

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: 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.

GROUPING

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

Classroom	Staff	Children	Max Group Size	# of Staff Required for Max Group Size
Summer Camp (Grades 1-7)	1	18	34	2

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. Andrews University Summer Camp / 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 Andrews University Summer Camp / 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 at the door, gate, classroom, or play area without the usual check-in.** 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 center (unless you are directed to follow alternate arrival and departure guidelines which will be posted on the center 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. Andrews University Summer Camp / 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.

The parent/guardian must provide the center a list of at least two adults (**over the age of 18**) with whom the child may be released to in the event of an emergency. For your child's protection, neither the Director nor the center's staff will release the child to a person who is not listed on the child's card. Should the parent wish to have a one-time special exception, the policy requires that the parent must leave a signed, dated, written note with the child's 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).** Andrews University Summer Camp / The Crayon Box reserves the right to request a valid picture identification at the time of your child's release.

- *In case of a **CUSTODY DISPUTE**, the 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 to put in the child's file.*
- The provider assumes no responsibility for any injury or harm to the child who has been released to a person on the child release card or identified in the written exception request process.
- The staff are not properly trained to make assessments relating to intoxication or impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.
- If on a certain day you assign one of your escorts to pick up your child, please make sure to call your child's classroom to confirm that your child has been picked up.

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

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

Our staff will contact local police and/or the other custodial parent should a parent appear to the staff of Andrews University Summer Camp / 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 Andrews University Summer Camp / 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.

ANIMALS / PETS

Andrews University Summer Camp / 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 school property are: animals serving as a certified service or guide dog under ADA guidelines; animals assisting an officer engaged in law enforcement duties; animals that support a program or curriculum; and classroom pets. The Director shall establish procedures to ensure health and safety for staff and students when animals are brought onto school property. Any animal may be restricted from camp property should the animal become aggressive or a nuisance, including service dogs. No other animals are to Johnson Gym / Marsh Hall buildings and playgrounds/garden with children, parents and/or visitors.

PARENT VISITATION

Parents are welcome to visit the camp at any time.

VOLUNTARY WITHDRAWAL

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

TERMINATION POLICY

Occasionally, a child will experience some difficulty in adapting to Andrews University Summer Camp / 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 Andrews University Summer Camp / 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, Andrews University Summer Camp / 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 Andrews University Summer Camp / 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 Andrews University Summer Camp / The Crayon Box.

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

DISCIPLINE

Andrews University Summer Camp / 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.
- 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.
- 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.
- Follow all rules on field trips or when visitors are here as outlined by staff.
- Clean up after yourself keep camp clean and safe and to reduce the need for All Camp Cleanup.

Discipline Procedures

The goal is for all campers to act appropriately in camp for their safety and the safety of others. Steps will always be taken to re-direct problematic behavior before problems arise. Special efforts will be taken to help our young and special needs campers develop the social, self-regulation, and cooperation skills they need to be successful.

When campers are unable to follow the behavior guidelines, the following steps will be taken as behavior progresses.

1. Verbal Warning. Staff will warn the camper(s) and attempt to redirect behavior.
2. Time Out/Alternate Activity. Camper will be removed from the activity and given time to self-calm in time out or moved to Pre-K until ready to return to scheduled activities with the group.
3. 1st Parent Contact. The parent or guardian will be notified at pick up or by message that the camper has violated the camp rules.
4. 2nd Parent Contact. The parent or guardian will be contacted to pick up the camper immediately. The child will be suspended from camp for the remainder of the day. The parent will receive an incident report and will sign a confirmation of notification.
5. 3rd Parent Contact. The parent or guardian will be contacted to pick up the camper immediately. The camper will be suspended from camp for the remainder of the day and for the next scheduled day. The parent will receive an incident report and will sign a confirmation of notification.
6. Dismissal. The parent or guardian will be contacted to pick up the camper immediately. The camper will be removed from the camp program and will not be eligible to return for the rest of the camp season. The parent will receive an incident report. Campers will not be eligible for a refund of camp fees.

Additional Information/Accelerated Steps

The camper does not have to exhibit the same misbehavior to progress to the next step in the discipline procedure. For example, if a camper is caught stealing or destroying another camper's property and then hits another camper later in the camp season, that camper will be sent home from camp. The discipline process can be accelerated by the camp staff in the event of serious misconduct. This decision will be made by the camp administration.

An example of a reason to accelerate this process would be:

- A camper who hits or threatens a camper or staff member will jump past the first two steps directly to parental contact.
- 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.

Incident Report

For any serious incident that occurs at camp, an incident report will be immediately completed by camp staff and reviewed by the camp administration. They will then be furnished to parents for their review within one business day.

Incident reports will contain:

- Date, time, place of incident
- Names of all parties involved, and camp staff present.
- A full and detailed description of the incident
- Signature of the Director
- Corrective plan of action decided.

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.

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.

PLAN FOR SERVING CHILDREN WITH SPECIAL NEEDS

The Andrews University Summer Camp / 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.
- Andrews University Summer Camp / 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 Andrews University Summer Camp / 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, Andrews University Summer Camp / 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 Andrews University Summer Camp / 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 Andrews University Summer Camp / The Crayon Box.

RIGHT TO REFUSE ADMISSION

Andrews University Summer Camp / The Crayon Box reserves the right to refuse admission to any child at any time with or without cause. Andrews University Summer Camp / The Crayon Box strives to maintain an ample list of substitutes in

anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

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

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

SWEARING/CURSING

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

INAPPROPRIATE PARENT CONDUCT

Andrews University Summer Camp / 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

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

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 center, we will send out a Remind message, post a notice in the office, on classroom doors and a written notice will be in your mailbox.

CLOTHING/SHOES

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. All clothing should be labeled with the child's last name, to facilitate dressing and reduce loss. Shorts, sundresses (with shorts underneath), and sleeveless tops are appropriate summer wear.

We ask parents to keep in mind the following helpful footwear hints:

- Please ensure the shoes fit properly – shoes that are too big can cause a child to have poor balance.
- Shoes with Velcro fasteners are preferred as it can be difficult to keep all laces tied when children are in a group setting therefore, please do not send your child with shoes that need to be tied unless the child can tie the shoes on their own. Velcro fasteners support your child's autonomy and independence.

- 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.

It is important that you send your child in comfortable, weather appropriate clothing that is suitable for active play. Please keep in mind that your child will be participating in activities that may be messy and Andrews University Summer Camp / The Crayon Box will not be held responsible for soiled or damaged clothing. Outdoor Play is a regular part of our program, and all children are required to participate.

EXTRA CLOTHES

One full sets of extra clothes (top, bottom, underwear, socks) should be kept in a backpack, even for the oldest children. Extra sets will need to be replaced if your child uses them. An extra set of clothing is also required as important learning activities such as outdoor play, arts and crafts, and water play can leave your child wet or dirty. Accidents can also happen - an extra set of clothes can save the day! Please make sure that all clothing is clearly labeled with your child's name.

WATER PLAY

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.

GUM, MONEY, AND CELL PHONES

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

TOYS AND BOOKS

Toys and books from home are discouraged. We cannot assume any responsibility for loss, theft, or damage of any items brought into the center.

JEWELRY

Children's accessories and jewelry are extremely attractive to other children's eyes and fingers. We ask parents cooperation to be safety conscious when choosing accessories that their children wear to the center.

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

Andrews University Summer Camp / The Crayon Box will not to 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.

MEALS

The Crayon Box participate in the CACFP Food Program, and all meals are provided at no cost to parents. All parents will be required to fill out the Participant Enrollment Form. Meals will consist of lunch and two daily snacks. Children in before and after care may have additional snacks. The Center serves AM snack at 8:00 am. We also provide vegetarian hot lunches between 11:00 – 12:30 depending on rotation. Snacks are provided daily for the children at 6:45 am, 4:00 pm, and 5:45 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.

Meals are served in a family-style setting that encourages warmth and conversation while developing the child's independence. We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! A staff member is seated at each table whenever possible to assist the children and encourage their language skills. All snacks are prepared on site by our staff. Lunch

meals are prepared by the University Dining Services and are transported to the Center in thermal containers. Menus will be posted in the camp, in the office and on our website/social media. All children are served milk at lunch. **Children cannot bring any outside food or drinks to camp.** Children entering the camp with food will be asked to finish their meal with their parent before entering camp. Any food brought into the camp will be sent home with the parents, or authorized person, or disposed of.

If your child has allergies, and requires a modified diet, we must be notified of this in writing with the "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 lunch and snacks. We provide soy milk for all children with a "Fluid Milk Substitute Request" form completed by the parents. If you would like your child to drink almond milk, we can provide that with a "Special Diet Statement" form completed by the child's physician. We are not able to accommodate verbal requests for milk or food substitutions.

PARENT HANDBOOK

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

NEWSLETTER

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

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

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

PERMISSION TO PHOTOGRAPH

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

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

PEST MANAGEMENT

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

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

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

INFORMATION PROVIDED TO PARENTS

This Parent Handbooks meets the requirements that Andrews University Summer Camp / 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 center 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 center.

POLICIES AND PROCEDURES MODIFICATION RIGHTS

Andrews University Summer Camp / The Crayon Box has reserved its rights to make additions, deletions, and modifications to the center'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 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.

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 DAILY SCHEDULE

8:00	Arrival / Snack / Check In
8:15 – 9:30	Welcome / Cabin Time / Worship
9:30 – 10:00	Team Building Activity – Week Theme
10:00 – 10:45	Activity Rotation A
10:45 – 11:00	Bathroom / Water Break / Transition
11:00 – 1:00	Activity Rotation B / Lunch / Library
1:00 – 1:15	Bathroom / Water Break / Transition
1:15 – 2:45	Field Trip / Garden / Special Activities
2:45 – 3:00	Bathroom / Water Break / Transition
3:00 – 3:45	Activity Rotation C
3:45 – 4:00	Bathroom / Water Break / Transition
4:00 – 4:30	Snack / “Camp Fire” / Clean Up / Dismissal

- Most activities will be outside while we enjoy our beautiful campus.
- Ratio: 1 Teacher to 18 children
- Family friendly films may be shown. Parents will receive notice of the film title in advance.
- Daily Rotations Include:
 - Team ABC (Language Arts)
 - CREATION Kids (Social Emotional Learning / Service Projects)
 - LEGO / Calculator Club (Math)
 - STEAM (Science, Technology, Engineering, Art, Math)
 - Sharpie Squad (Arts and Crafts)
 - Nature Walk / Field Sports
 - Puzzle Posse
 - Garden Club
 - Board / Card Games
 - Water Play (must have spare clothes and towel)
 - Sports