

Registration Packet 2024



Day Camp for children entering the 1st Grade through the age of 12 years.

Forms are **due no later than 5 pm on the Monday two weeks before** the start date.

Child's Name _____ Date of Birth _____

Grade Entering in Fall 2024 _____ School _____

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

- Complete and return registration forms and provide documents.
 - **Child Information Record (required)**
 - **Developmental History (required)**
 - Fluid Milk Substitute Request (*completed by parent for soy milk*)
 - **Household Income Eligibility Statement (required)**
 - **Parent Agreement Schedule Form (required)**
 - **Parent Agreement (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)**
 - **Written Information Packet Documentation (required)**
 - **Written Permission to Photograph (required)**

Pay registration fee of \$75 per child to reserve enrollment (includes a camp bag, water bottle and t-shirt.
Date paid _____

Sign up for the REMIND App

Pay first week of tuition on or before the Friday before the first day of camp

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 ^{Andrews University Summer Camp / The Crayon Box} _____, 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
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

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Developmental History Form Grades I - 7

Child's Name: Date of Birth:

What would you like us to call your child?

Does your child speak English? Yes No Is any language other than English spoken in your home? Yes No

If yes, what languages are spoken at home?

Parent/Guardian Name:

Parent/Guardian Name:

Does the child's father live in the same home as the child? Yes No

Does the child's mother live in the same home as the child? Yes No

Is there a step-parent in the home? Yes No

Is your child adopted? Yes No If yes, age of adoption _____ If yes, does child know he/she is adopted? Yes No

Name of Person Completing Form:

FAMILY INFORMATION

In the columns below list the names of family members residing with the child. Please include siblings, extended relatives, and pets. For each person listed provide the name the child uses to address that individual and include ages of siblings.

Name	How child addresses this individual?	Age

Please list words in your language corresponding to the English	
I'll take good care of you	
I see that you are crying	
Time to go outside	
I like your smile	
Time for snack/lunch	
Your parents will be back	
Time to use the bathroom	
It's group time	
It's free play. You can choose what you want to do	

If parental custody is shared, describe the custody arrangements:

Please tell us about cultural family customs, rituals, or traditions that will help us make your child's experience more meaningful, including languages spoken at home:

DEVELOPMENTAL HISTORY

Do you have developmental concerns about your child?

Does your child have any speech difficulties? Yes No If yes, explain:

How does your child communicate his/her needs?

Does your child dress themselves? Yes No undress self? Yes No tie their shoes? Yes No

Is your child left or right handed? left handed right handed unsure at this time

CHILD'S HEALTH

List medications regularly taken and conditions requiring them:

Describe serious illnesses or hospitalizations:.....

Describe special physical conditions, disabilities, allergies, or concerns:

Does your child have a special need?
.....
.....
.....

Explain special services and accommodations, which are different from those provided by the center's routine program (i.e. exercises, equipment, materials, or special services personnel):
.....
.....
.....

Does your child have frequent stomach aches? Yes No vomit easily? Yes No

Does your child run high fevers easily? Yes No

NUTRITION PRACTICES AND ROUTINES

Does your child have any eating difficulties? Yes No If yes, explain:.....
.....
.....

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

Are there any foods you do not feed your child?

Does your child have strong food likes or dislikes?
.....

What does milk does your child drink? (choose one)

- Cow Milk
- Soy Milk* (*Parent signed form required.)
- Almond Milk^ (^Doctor signed form required.)

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

- Eggs Yes No^ (^Doctor signed form required.)
- Cheese Yes No^ (^Doctor signed form required.)
- Dairy Yes No^ (^Doctor signed form required.)

Child eats with: Spoon Fork Fingers Other

Does your child drink from a cup? Yes No

COMFORTING CHILD

Describe how adults can comfort your child?

.....
.....
.....
.....

Security object (if any): Name child uses for object/when needed:

.....
.....

SOCIAL RELATIONSHIPS

Describe your child's temperament: Determined Outgoing Shy Relaxed Assertive Explain:

.....
.....

How does your child react to new situations and new children and adults?

.....
.....

Does your child prefer to play: Alone In small groups Explain:

.....
.....

Has your child had previous summer camp experience? Yes No If yes, explain how it met, or did not meet, your expectations? ..

.....
.....

Child's favorite indoor play activity

Child's favorite outdoor play activity

Is your child frightened by any of the following? animals dark storms loud noises bugs other

Please describe how your child acts in a group play situation. (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Nervous, worried | <input type="checkbox"/> Hyper, restless, can't sit still |
| <input type="checkbox"/> Pushy, bullies others | <input type="checkbox"/> Relaxed, calm |
| <input type="checkbox"/> Social, friendly | <input type="checkbox"/> Shy, withdrawn, keeps to self |
| <input type="checkbox"/> Gets angry easily | <input type="checkbox"/> Scared, fearful |

ADDITIONAL PERTINENT INFORMATION

Who does most of the disciplining?

What do you find is the best technique for disciplining your child?

.....

Is there additional information you feel is important for the staff to know about your child or family?

.....

.....

What do you as a family, hope to get out of this summer camp experience?.....

.....

Parent/Guardian Signature: Date:

Staff Signature: Date:

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

First and Last Names of All Household Members, Related and Unrelated	Enrolled for Child Care (x)	Age	Birth Date	Foster Child (x)	Amount of Earnings from Work (before deductions)	How Often? (x)					Amount of Welfare, Child Support, or Alimony	How Often? (x)					Amount of All Other Income (Indicate source and amount)	How Often? (x)					Mark if No Income (x)	
						A	M	2x	B	W		A	M	2x	B	W		A	M	2x	B	W		
						Ann	Mon	2x	Bi	W		Ann	Mon	2x	Bi	W		Ann	Mon	2x	Bi	W		

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													
Total Household Members: _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Total Income: \$</td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> Annually </td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> Bi-Weekly </td> <td style="width: 20%; text-align: center;"> <input type="checkbox"/> Monthly </td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> Weekly </td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"> <input type="checkbox"/> 2x Month </td> <td colspan="4"></td> </tr> </table>	Total Income: \$	<input type="checkbox"/> Annually	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Weekly			<input type="checkbox"/> 2x Month				
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	<input type="checkbox"/> 2x Month												
Institution Official Signature: _____	<table style="width: 100%; border: none;"> <tr> <th colspan="2" style="text-align: center;">APPROVED CATEGORY</th> </tr> <tr> <td colspan="2">Categorical Eligibility (A/Free): Foster FIP FAP FDPIR</td> </tr> <tr> <td colspan="2">Other Household Children: A (Free) B (Reduced) C (Paid)</td> </tr> <tr> <td style="width: 50%;">Approval Date: _____</td> <td></td> </tr> </table>	APPROVED CATEGORY		Categorical Eligibility (A/Free): Foster FIP FAP FDPIR		Other Household Children: A (Free) B (Reduced) C (Paid)		Approval Date: _____					
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Categorical Eligibility (A/Free): Foster FIP FAP FDPIR													
Other Household Children: A (Free) B (Reduced) C (Paid)													
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.

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**Instructions for Parents/Participants/Guardians
Household Income Eligibility Statement - Child Care Institutions**

If you are applying for foster child(ren) only, follow these instructions:

Part 1: Do not complete.

Part 2: List name, age, and birth date of foster child(ren); check the box for foster child.

Part 3: Sign and date the form. The last four digits of a social security number are not necessary.

If your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) benefits, follow these instructions:

Part 1: List the name and case number for any household member (including adults) receiving FAP, FIP, or FDPIR.

Part 2: List the name, age, and birth date for all children enrolled in day care.

Part 3: Sign and date the form. A Social Security Number is not necessary.

Note: Benefits received under WIC, Medicaid, or Department of Health and Human Services (DHHS) Child Care Assistance Program (where DHHS pays a portion of your child care expense) does not automatically qualify for Category A (free) meals.

All other households, including households where some of the children are foster children, follow these instructions (not required if household is over the income limits and don't have any foster children):

Part 1: Do not complete.

Part 2: List the names and ages of everyone (related or not related) living in your household, including you, other adults and children (If you need more space, use a separate sheet of paper.)

Place a ✓ in the column for all children enrolled in child care

List household members' ages and dates of birth

Place a ✓ in the next column if children in the household are foster children

If no case number is indicated in Part 1, list (by person) the amount and source of income received last month. List monthly earnings **before** deductions, monthly welfare, child support or alimony or any other income including retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits, Worker's Compensation, unemployment, strike benefits, regular contributions of people who do not live in your household or any other income

Place a ✓ in the box for those listed who do not have income

If you are in the Military Housing Privatization Initiative or receive Combat Pay, do not include the housing allowance as income

Foster child payments received by the family from the placement agency are not considered income and do not have to be reported. The presence of a foster child in a family does not make all children in the household automatically eligible for free meals

If you are a farmer or self-employed, monthly income is gross farm or business income received in the month prior to application minus farm or business expenses. Gross wages from other jobs or income from other sources must also be listed as income. A loss from self-employment must be listed as zero income and cannot reduce other income

Part 3: Sign and date the form and list the last four digits of your Social Security Number or check the box indicating "I do not have a Social Security Number."

Help With Income To determine annualized income:

If paid every week, multiply the total gross income by 52.

If paid every two weeks, multiply the total gross income by 26.

If paid once a month, use the total gross monthly income.

If paid twice a month, multiply the total gross income by 24.

If paid once a year, use the total gross yearly income.

Return the completed application to the child care center.

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1400 Independence Avenue, SW
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<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

Parent Agreement Schedule Form

Child's Name: _____

Child's Date of Birth: _____

Grade Entering in Fall 2024: _____

School: _____

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)

- Yes No[^]
 - Yes No[^]
- Eggs
Foods Containing Dairy

Please put a check mark for each day you would like your child to attend.

Summer Camp hours 8:00 am – 4:30 pm Monday - Friday.

5% discount if entire summer is paid by June 10, 2024

Week 1 Theme: Welcome Detectives.

\$195/week \$42/day

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

Week 2 Theme: Where the Wild Things Are.

\$156/week \$42/day

- Monday (June 17)
- Tuesday (June 18)
- Thursday (June 20)
- Friday (June 21)

Week 3 Theme: Safari Season.

\$195/week \$42/day

- Monday (June 24)
- Tuesday (June 25)
- Wednesday (June 26)
- Thursday (June 27)
- Friday (June 28)

Week 4 Theme: Michigan Adventures.

\$117/week \$42/day

- Monday (July 1)
- Tuesday (July 2)
- Wednesday (July 3)

Week 5 Theme: Lost in Spaces.

\$195/week \$42/day

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

Week 6 Theme: Camp Awesomesauce.

\$195/week \$42/day

- Monday (July 15)
- Tuesday (July 16)
- Wednesday (July 17)
- Thursday (July 18)
- Friday (July 19)

Week 7 Theme: A Few of My Favorite Things.

\$195/week \$42/day

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

Week 8 Theme: Art Cafe.

\$195/week \$42/day

- Monday (July 29)
- Tuesday (July 30)
- Wednesday (July 31)
- Thursday (August 1)
- Friday (August 2)

Week 9 Theme: Superhero Training Academy.

\$195/week \$42/day

- Monday (August 5)
- Tuesday (August 6)
- Wednesday (August 7)
- Thursday (August 8)
- Friday (August 9)

Child's Name: _____

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, Tuesday, Thursday, Friday and 4:30 pm – 6:30 pm Wednesday. 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 daily except *Wednesday when after camp care hours are 4:30 pm – 6:30 pm).*

Week 1.

Before Camp Care

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

After Camp Care

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

Week 2.

Before Camp Care

- Monday (June 17)
- Tuesday (June 18)
- Thursday (June 20)
- Friday (June 21)

After Camp Care

- Monday (June 17)
- Tuesday (June 18)
- Thursday (June 20)
- Friday (June 21)

Week 3.

Before Camp Care

- Monday (June 24)
- Tuesday (June 25)
- Wednesday (June 26)
- Thursday (June 27)
- Friday (June 28)

After Camp Care

- Monday (June 24)
- Tuesday (June 25)
- Wednesday* (June 26)
- Thursday (June 27)
- Friday (June 28)

Week 4.

Before Camp Care

- Monday (July 1)
- Tuesday (July 2)
- Wednesday (July 3)

After Camp Care

- Monday (July 1)
- Tuesday (July 2)
- Wednesday* (July 3)

Week 5.

Before Camp Care

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

After Camp Care

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

Week 6.

Before Camp Care

- Monday (July 15)
- Tuesday (July 16)
- Wednesday (July 17)
- Thursday (July 18)
- Friday (July 19)

After Camp Care

- Monday (July 15)
- Tuesday (July 16)
- Wednesday* (July 17)
- Thursday (July 18)
- Friday (July 19)

Week 7.

Before Camp Care

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

After Camp Care

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

Week 8.

Before Camp Care

- Monday (July 29)
- Tuesday (July 30)
- Wednesday (July 31)
- Thursday (August 1)
- Friday (August 2)

After Camp Care

- Monday (July 29)
- Tuesday (July 30)
- Wednesday* (July 31)
- Thursday (August 1)
- Friday (August 2)

Week 9.

Before Camp Care

- Monday (August 5)
- Tuesday (August 6)
- Wednesday (August 7)
- Thursday (August 8)
- Friday (August 9)

After Camp Care

- Monday (August 5)
- Tuesday (August 6)
- Wednesday* (August 7)
- Thursday (August 8)
- Friday (August 9)

Parent Agreement

Child's Full Name _____

Parent's Name _____ Parent's Social Security # (required) _____ - _____ - _____

I/we, the Parents/Legal Guardian or responsible adult of _____ agree to enroll our child in the Andrews University Summer Camp / The Crayon Box Andrews University Children's Learning Center Summer Camp program, licensed by the State of Michigan. We acknowledge that our child is at least entering the 1st grade. We agree that our registration fee of \$75 per child is due at enrollment which includes a camp bag, water bottle and t-shirt.

I/we have received and read the program policies set forth in the Andrews University / The Crayon Box Children's Learning Center Parent Handbook and agree to comply with all of the rules, policies and responsibilities stated therein. The Andrews University Summer Camp / The Crayon Box Children's Learning Center has reserved the right to modify rules and policies at its discretion with 30 days written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

I/we agree to pay the provider the full tuition for of \$195 for the week or \$42/day (plus \$5 before care and \$7.50 after care, if applicable) for the days scheduled regardless of absences due to vacation, illness, and closings due to emergency situations, inclement weather or acts of God except for the weeks of June 17 and July 1 which will be reduced due to scheduled holidays. We understand that the Andrews University Summer Camp/ The Crayon Box Children's Learning Center reserves the right to adjust the tuition rates with 30 days written notice. We agree that tuition fees are to be paid in advance (Tuition is due on Fridays) and there is a 5% discount if entire summer is paid by June 10, 2024. We also agree to pay any applicable late payment penalties and late pick-up fees that have been established in the parent policy manual.

I/we acknowledge that the Andrews University Summer Camp / The Crayon Box Children's Learning Center will release _____ to only those persons authorized on the Child Information Card. We agree with the Provider's standard procedures used at the release of children in special circumstances. We acknowledge that no one will be permitted to take a child off the premises without written consent.

Finally, **I/we** agree that either party may terminate this agreement with a one-week written notice. In the event that a withdrawal notice has not been provided, we agree to pay the Andrews University Summer Camp / The Crayon Box Children's Learning Center the amount equal to one weeks of tuition. We acknowledge that the Crayon Box may terminate this agreement without notice if _____'s continued participation in the program creates a direct threat to the safety of him/her self, other children, or the Andrews University Summer Camp / The Crayon Box Children's Learning Center staff.

If any provision of this contract, the program policies, rules and responsibilities are held invalid or unenforceable, it should be ineffective only to the extent of the invalidity, without affecting or impairing the validity or enforceability of the remainder of the provision or the remaining provisions and intent of this contract.

This contract constitutes the entire agreement among the parties involved and supersedes any prior understandings or agreements. Each party acknowledges and states that no representation, inducement, or conditions not stated in this contract have been made or relied upon by either party.

This contract shall be governed by the laws of the State of Michigan.

_____/_____/_____
 Signature of Parent, Legal Guardian or Responsible Adult Date Signed/Effective Program Director's Signature

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

Michigan Department of Education
Child and Adult Care Food Program

Where Healthy Eating Becomes a Habit

Parent Information Sheet

This child care center is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE).

Through the CACFP you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, your child care center receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

Children less than one year old: Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from our center.

Breakfast	Lunch and Supper	Snack (serve 2 from the 5 groups below)
Milk Fruit and/or Vegetable Grain	Milk Meat or meat alternate Fruit Vegetable Grain	Milk Meat or meat alternate Fruit Vegetable Grain

MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child's participation in our day care center.

If you have any questions about the Child and Adult Care Food Program, please contact:

Insert name of child care center
Insert address of child care center
Insert phone number of childcare center

OR

Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
517-241-5353

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



Professional Character Clearance for Volunteers / Parents

Please print and complete in blue or black ink

	Yes No
Have you ever been convicted of a crime other than a minor traffic violation? If yes, please explain: _____ _____	____ / ____
Have you had a conviction or investigation of abuse or neglect of children and adults? If yes, please explain: _____ _____	____ / ____
Do you swear that you will never abuse, neglect, or molest any child or minor under your care?	____ / ____
Do you understand and agree that if you suspect of any child abuse and/or neglect, you will immediately report this to the child care authorities?	____ / ____
Are you aware that abuse and neglect of children is against the law?	____ / ____
Have you been informed of the center's policies on child abuse and neglect (see reverse)?	____ / ____
Do you know that caregivers are mandated by law to report abuse and neglect?	____ / ____

I, _____, hereby give permission to the Andrews University Summer Camp / The Crayon Box to verify information given to the center on application to volunteer/have contact with children other than your own and to hereby release the Andrews University Summer Camp / 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 Andrews University Summer Camp / The Crayon Box my conviction criminal history information.

My home address is _____

My local address is _____

My Driver's License # is _____ State of _____

My Social Security # is _____

My date of birth is _____ Sex _____ Race _____

My AU ID # is _____

The Andrews University Summer Camp / The Crayon Box agrees to use the information from the Michigan State Police to verify information on my volunteer application, statements I have made in regard to my volunteerism, and for any determination into my good moral character. The Andrews University Summer Camp / The Crayon Box further agrees that this information will not be released without my written permission unless The Andrews University Summer Camp / 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 _____
Volunteer/Parent Signature

The Andrews University Summer Camp / 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 volunteers, including parents with access to other children, before having any contact with a child in care.

The Andrews University Summer Camp / 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 Andrews University Summer Camp / 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 Johnson Gym and surrounding yard and 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 Andrews University Summer Camp / 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 Andrews University Summer Camp / 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 gym/classroom 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 Andres University Summer Camp / 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 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 / Andrews University Summer Camp.

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 Andrews University Summer Camp / The Crayon Box to apply the following topical, non-prescription medications marked "YES" to my child as needed.

_____ I understand Andrews University Summer Camp / The Crayon Box will not provide any of the items on the list and it is my responsibility to provide these items to Andrews University Summer Camp / 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 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.

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 or Andrews University Summer Camp*

This form must be renewed annually.

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
	Andrews University Summer Camp - DC110415142 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.

Written Permission to Photograph

The Andrews University Summer Camp / Crayon Box Children's Learning Center occasionally uses photographs of our enrolled children for these specific uses.

- Our website: (<http://www.andrews.edu/childrenslearning>)
- Articles/Photos in local newspapers and magazines
- 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.

Note: No photographs will be shared on social media. Student work will include first names only and will never include a photograph.

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

Please sign below one of the statements.

Your signature here **gives Andrews University Summer Camp / The Crayon Box consent to include** your child as described above:

Signature _____

Date: _____

Your signature here **declines** to give Andrews University Summer Camp / The Crayon Box consent to include your child as described above:

Signature _____

Date: _____

School Age Summer Camp Theme Calendar & Supply List 2024

Week 1: June 10-14	Week 2: June 17-21	Week 3: June 24-28
<p style="text-align: center;">Welcome Detectives</p> <p>There is a mystery to solve on campus! We'll send messages in invisible ink and code and follow the clues to solve the mystery!</p> <p style="text-align: center;">Spotlight Hour: June 11: To Be Discovered</p>	<p style="text-align: center;">Where the Wild Things Are</p> <p>What is your favorite animal? We'll learn about God's amazing creatures and even spend some time with some special ones!</p> <p style="text-align: center;">Spotlight Hour: June 18: Potawatomi Zoo</p>	<p style="text-align: center;">Safari Season</p> <p>We'll compare and contrast animals, birds, reptiles and insects. We'll learn about anatomy, behavior, and more.</p> <p style="text-align: center;">Spotlight Hour: June 27: Critchlow Alligator Sanctuary</p>
Week 4: July 1-3	Week 5: July 8-12	Week 6: July 15-19
<p style="text-align: center;">Michigan Adventures</p> <p>What makes a Michigander? We'll learn all about this great state that we live in!</p> <p style="text-align: center;">Spotlight Hour: July 2: Michigan Tasting</p>	<p style="text-align: center;">Lost in Spaces</p> <p>Design and build your own spaces. We'll learn about architecture and architects while becoming junior architects ourselves!</p> <p style="text-align: center;">Spotlight Hour: July 9: S'more Ovens</p>	<p style="text-align: center;">Camp Awesomesauce</p> <p>A week filled with mess and memories! Campers pick what crazy, messy, wonderful adventures we have each day.</p> <p style="text-align: center;">Spotlight Hour: July 16: Epic Water Day</p>
Week 7: July 22-26	Week 8: July 29-August 2	Week 9: August 5-9
<p style="text-align: center;">A Few of My Favorite Things</p> <p>Presents, traditions and cookie decorating are just a few of the things we'll experience as we celebrate Christmas around the world!</p> <p style="text-align: center;">Spotlight Hour: July 23: Bee Crafty LLC</p>	<p style="text-align: center;">Art Cafe</p> <p>Seeking the next Picasso! We'll learn to make art with traditional and non-traditional materials. We'll have an art cafe/gallery with the food truck on Friday from 2pm-4pm.</p> <p style="text-align: center;">Spotlight Hour: July 30: Summer Olympics</p>	<p style="text-align: center;">Superhero Training Academy</p> <p>Grab your passport as we learn about our role and mission in the world as we head back to school.</p> <p style="text-align: center;">Spotlight Hour: August 6: World Games</p>

Supply List

All must be labeled with their full name and turned in to the counselor. Items will be returned on last day or as needed.

- Insect Repellant
 Sunscreen
 Water Bottle
 Shirt
 Shorts
 Underwear
 Towel

2024 Rates

REGISTRATION FEE – includes a camp bag, water bottle and t-shirt. (Due at time of enrollment)	\$75
SUMMER CAMP TUITION	\$195 / Week \$42 / Day
BEFORE CAMP CARE (7:00 am – 8:00 am) (pre-arranged)	\$7.50 / Day
AFTER CAMP CARE (4:30 pm – 6:00 pm M, T, Th, F) (4:30 pm – 6:30 pm W) (pre-arranged)	\$7.50 / Day
AFTER CLOSING PICK-UP	\$2.50 Per Minute

2024 Rates are effective June 10, 2024 – August 9, 2024

- Lunch and 2 snacks are included during the normal camp day. Breakfast is served during Before Camp Care.
- \$75 per Child School Age Summer Camp Registration Fee – due at the time of enrollment.
- 5% discount if entire summer is paid by June 10, 2024
- Unpaid balances will be charged a 1% carrying fee the Wednesday after tuition was due.
- Tuition is due every Friday for the next week.

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

- **Registration Process.**

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).

- **Camp Location.**

We will have two locations for summer camp, Johnson Gym and Marsh Hall. Your child will be assigned and notified of their camp location before their first day.

- **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 7:55 AM. 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 8 am, 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 summercamp@andrews.edu.

After Camp Care pick up will be at The Crayon Box. Room assignment will be released by June 10. 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. (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 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.

- **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. 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 Repellent Sunscreen Water Bottle Shirt Shorts Underwear Towel. We will administer sunscreen and insect repellent, as needed, in the afternoons only.

If you send your child to camp with electronics, stuffed animals, toys, and other items of monetary or sentimental value, understand that the Andrews University Summer Camp / 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. Please do not send food and/or art supplies your child.

- **Are meals provided at camp?**

Yes! Lunch and two snacks are provided for all campers. AM Snack is at 9:30 AM and PM Snack is at 3:00 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. We also serve a vegetarian hot lunch at 11:30 AM and 12:00 PM, depending on the camp. Only Camp Staff will be handing out food/snacks. 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! Please do not pack your child a lunch as all food is provided and we are very cautious of food allergies.

- **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 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.

- **What is Spotlight Hour?**

Spotlight Hour is our big event of the week! It will typically be on Tuesday morning.

- **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 camp care and after camp care is a free-play time supervised by camp staff. Campers may choose between games, toys, books, and art. 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

2024 Summer Camp Parent 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/](https://www.instagram.com/ausummercamp/)

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 through the age of 12.

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. February 27, 2024 Effective Date: June 10, 2024

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 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.

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 nurturing of your child is a privilege we take seriously.

CULTURAL COMPETENCE PLAN

Andrews University Summer Camp / 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. Andrews University Summer Camp / The Crayon Box Children's Learning Center serves meals that represent different cultures, including the cultures of children in our camp. 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 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 Andrews University Summer Camp / The Crayon Box Children's Learning Center are:

1. Good Self- Concept:
 - a. Creativity
 - b. Verbal expression
 - c. Confidence in self
 - d. Joy of laughter
2. Good Interaction Skills:
 - a. Communicating
 - b. Sharing
 - c. Trusting
 - d. Realizing your feelings are OK
 - e. Learning good manners
 - f. Caring for others
3. Self- Preservation Skills:
 - a. Dealing with emergencies
 - b. Reacting to strangers
 - c. Learning information about self
4. Self-Help Skills:
 - a. Personal hygiene
 - b. Cleaning up after self
5. Respect for:
 - a. People
 - b. Property
 - c. Environment
6. Spiritual Awareness:
 - a. God's love for individuals
 - b. God as Creator
 - c. Stories from the Bible
7. Scholastic Skills:
 - a. Fine-motor
 - 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 – Thursday from June 10 – August 19. Before Camp Care and After Camp Care is provided with prior arrangements from 7:00 AM – 8:00 AM and 4:30 PM – 6:00 PM M, T, Th, F (4:30 pm – 6:30 pm W).

SUMMER HOLIDAYS

Camp is closed for the following holidays: Juneteenth (June 19) and Independence Day (July 4 & 5). Tuition will be discounted for those day.

CAMP LOCATION

We will have two locations for summer camp, Johnson Gym and Marsh Hall. Your child will be assigned and notified of their camp location before their first day.

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 camp 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 Andrews University Summer Camp / 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 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)**
- **Developmental History (required)**
- Fluid Milk Substitute Request (completed by parent for soy milk)
- **Household Income Eligibility Statement (required)**
- **Parent Agreement Schedule Form (required)**
- **Parent Agreement (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)**
- **Written Information Packet Documentation (required)**
- **Written Permission to Photograph (required)**

Pay registration fee of \$75 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

Andrews University Summer Camp / 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 Andrews University Summer Camp / 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 will be 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 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 week's notice, parents are still required to pay Andrews University Summer Camp / 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.

2024 RATES

- Registration Fee – includes a camp bag, water bottle and t-shirt. \$75
- Summer Camp Tuition \$195 / Week or \$42 / Day
- Before Camp Care (pre-arranged) \$7.50 / Day
- After Camp Care (pre-arranged) \$7.50 / Day
- After Closing Pick Up \$2.50 Per Minute

- 5% discount if entire summer is paid by June 10, 2024
- Unpaid balances will be charged a 1% carrying fee the Wednesday after tuition was due.
- Tuition is due every Friday for the next week.

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 (4:30 pm for camp only/ after camp care times if enrolled there). 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.

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 / Andrews University Summer Camp.

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.**

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 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 camp.

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 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.
- Rashes or lesions - Parents are advised to contact their physician.
- 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 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. Andrews University Summer Camp / 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. Andrews University Summer Camp / 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, 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 is 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, Andrews University Summer Camp / 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.

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 once they have successfully completed the PSOR clearance. Volunteers will never be left unattended with the children. Andrews University Summer Camp / The Crayon Box Children's Learning Center's staff will maintain all direct care, supervision, and guidance of children in the camp. 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 camp and will be supervised at all time (staff will have eyes and ears on the volunteer at all times). 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 camp. If the Director and/or staff see that the volunteer's performance does not meet the camp's expectations, the director will ask the volunteer to discontinue her/his volunteering services. The Director reserves the right to make volunteer assignments.

PARENT VISITATION

Parents are welcome to visit the camp at any time.

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
The Crayon Box	1	18	34	2
Johnson Gym – Group 1	1	18	36	2
Johnson Gym – Group 2	1	18	24	2

AGES

The Andrews University Summer Camp / The Crayon Box summer camp program is for children entering the first grade through the age of 12. Children ages 13+ may enroll in the Summer Camp at the discretion of the Summer Camp administration. Children over the age of 12 must follow the same guidelines and will have the same ratios and group sizes.

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 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. 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. 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).** 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 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 camp 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 camp property. Any animal may be restricted from camp property should the animal become aggressive or a nuisance, including service dogs. Please do not bring your pets to Johnson Gym / Marsh Hall buildings and playgrounds/garden with children, parents and/or visitors.

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 week's notice, parents are still required to pay Andrews University Summer Camp / 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 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, 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.
- False information given by a parent either verbally or in writing.

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.

HANDS OFF POLICY

Andrews University Summer Camp / The Crayon Box has a strict hands-off policy between campers so everyone has a safe experience at camp. Fighting, wrestling, kicking, shoving, 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.

HARASSMENT

Andrews University Summer Camp / The Crayon Box are 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 Andrews University Summer Camp / 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; 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

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.
- 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.

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.
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 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.
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 five scheduled days. 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 already charged.

Additional Information/Accelerated Steps

The camper does not have to exhibit the same misbehavior to progress to the next step in the discipline procedure. 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, curses at or threatens a camper or staff member will jump past the first three steps directly to 2nd 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.

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.

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, Johnson Gyn lobby, on camp doors and a written notice will be provided at pick up.

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 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.

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).

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 camp 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 camp 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 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.

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.

TOYS AND ELECTRONICS FROM HOME

If you send your child to camp with electronics, stuffed animals, toys, and other items of monetary or sentimental value, understand that the Andrews University Summer Camp / 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. Please do not send food and/or art supplies your child.

JEWELRY

Children's accessories and jewelry are extremely attractive to other children's eyes and fingers. Andrews University Summer Camp / 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.

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.

MEALS

Andrews University Summer Camp / 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 Camp Care will be served breakfast at 7:30 am. The Camp serves AM snack at 9:30 am. We also serve a vegetarian hot lunch at 11:30 AM and 12:00 PM, depending on the camp. PM Snack is served daily for the children at 3:00 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.

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 distributed on site by our staff. Lunch meals are prepared by the University Dining Services and are transported to the Camp 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.

NEWSLETTER

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

PERMISSION TO PHOTOGRAPH

Andrews University Summer Camp / The Crayon Box occasionally uses photographs of our children for these specific uses with written parental consent.

- Our website: (<http://www.andrews.edu/childrenslearning>)
- Articles/Photos in local newspapers and magazines
- 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 camp will only be applied in the evening or on days that no children are attending our camp.

POLICIES AND PROCEDURES MODIFICATION RIGHTS

Andrews University Summer Camp / 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.

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 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 2024 DAILY SCHEDULE – JOHNSON GYM

8:00 - 8:30	Arrival / Check In / Morning Activity / Team Building Time
8:30 – 9:00	Worship / Camp Council
9:00 – 10:00	Transition Activity / Bathroom / AM Snack / Water Break
10:00 – 11:00	Activity Rotation A
11:00 – 12:00	Activity Rotation B (Spotlight Hour)
12:00 – 1:00	Bathroom / Lunch / Water Break / Transition Activity
1:00 – 2:30	Library / Book Club / Games / Puzzles / Free Art / Legos / Bins
2:30 – 3:30	Transition Activity / Bathroom / Snack / Water Break
3:30 – 4:30	Activity Rotation C / Dismissal

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

SUMMER CAMP 2024 DAILY SCHEDULE – THE CRAYON BOX

8:00 - 8:30	Arrival / Check In / Morning Activity / Team Building Time
8:30 – 9:00	Worship / Camp Council
9:00 – 10:00	Transition Activity / Bathroom / AM Snack / Water Break
10:00 – 11:00	Activity Rotation A (Spotlight Hour)
11:00 – 12:00	Transition Activity / Bathroom / Lunch / Water Break
12:00 – 1:00	Activity Rotation B
1:00 – 2:30	Library / Book Club / Games / Puzzles / Free Art / Legos / Bins
2:30 – 3:30	Transition Activity / Bathroom / Snack / Water Break
3:30 – 4:30	Activity Rotation C / Dismissal

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