

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

- **Registration Process.**

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

- **Camp Ages and Location.**

The Crayon Box summer camp program is for children entering Kindergarten – Grade 5. Children must be at least 5 years old by September 1, 2025. All children must be fully potty trained to be enrolled in the Summer Camp programs. We will have two locations for summer camp, Room 101 for grades K-2 and Room 107 for grades 3-5. All programs will be held at The Crayon Box in Marsh Hall or the fields/gardens outside of Marsh Hall.

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

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

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

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

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

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

- **Are meals provided at camp?**

Yes and no! Milk for lunch and two snacks are provided for all campers. AM Snack is at 9:30 AM and PM Snack is at 4:00 PM. Example of snacks include items such as bread, fruit, milk, waffles, crackers, pretzels, and/or popcorn. Each snack will contain two or three components: grain, fruit/vegetable, milk. Lunch for all rooms is at 12:00. Parents are to pack their child a lunch that is ready to eat without heating or refrigeration and all parts of the lunch are labeled with the child's first name, last name and date. If your child has forgotten their meal, The Crayon Box staff will provide a meal for \$10. All staff and campers will be required to wash/sanitize their hands before each mealtime. Breakfast will be served during Before Camp Care (pre-arranged). If your child does not attend Before Camp Care, please provide breakfast for your camper before arriving at camp as our AM Snack is just a snack – not a full breakfast; hungry tummies can be very distracting!

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

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

- **What is Spotlight Hour?**

Spotlight Hour is our big event of the week.

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

Camp staff is comprised of 1 Camp Counselors for each 18 children. Camp Kindness (grades K-2) has a max of 30 children with 2 counselors while Camp Cardinal (grades 3-5) has a max of 34 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. Camp staff ages 16-17 will be supervised by staff over the age of 18 while supervising children.

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

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

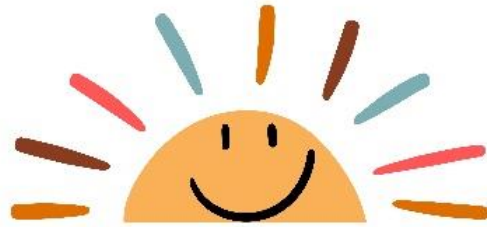
- **If my child has special needs, limitations, medications, and/or dietary restrictions, how can I ensure the camp staff is aware?**

The Crayon Box is inclusive and provides extra support to individual campers when needed. If your child has any special need or limitation, please list it on the child's registration forms. You may also confirm the information with camp instructors upon check-in for the first day of camp. If your child needs to take medications during the camp day, or is bringing EpiPens or inhalers to camp, the parent/guardian must fill out a Medication Permission and Instructions, located at: [https://www.michigan.gov/documents/lara/BCAL-1243\\_8\\_15\\_fillable\\_2\\_498629\\_7.pdf](https://www.michigan.gov/documents/lara/BCAL-1243_8_15_fillable_2_498629_7.pdf) and following the instructions in our Family Handbook regarding the need for doctor's notes and prescriptions.

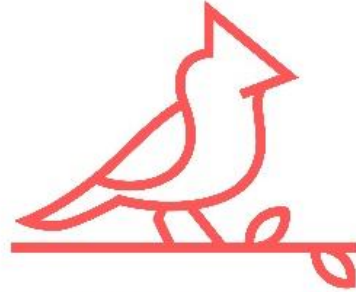
- **Didn't find the answer to your question?**

Contact The Crayon Box at 269-471-3350 or [summercamp@andrews.edu](mailto:summercamp@andrews.edu)

# 2025 Summer Camp Family Handbook



**CAMP KINDNESS**  
THE CRAYON BOX  
ANDREWS UNIVERSITY



**CAMP CARDINAL**  
THE CRAYON BOX  
ANDREWS UNIVERSITY

## GOD DOES MARVELOUS THINGS!!!

**Office:** 269 - 471- 3350

**Fax:** 269 – 471 - 6577

**Email:** [crayonbox@andrews.edu](mailto: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 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 K-5. Children must be at least 5 years old by September 1, 2025. All children must be fully potty trained to be enrolled in the Summer Camp programs.

Our camp has a focus to be a Bible based adventure that bridges the educational experiences between grades. We provide a variety of physical, emotional, spiritual, and academic experiences for children at every phase of their development. We believe that children learn best through play and exploration. They are in the process of building a solid foundation for continued academic learning. Our counselors provide the children with stimulating opportunities which encourage the child to build that foundation as s/he interacts with every facet of her/his environment. Not only do we provide for your child's physical and emotional needs and cognitive growth, we also take seriously our responsibility to introduce children to Jesus as a loving friend.

The National Association for the Education of Young children (NAEYC) offers the following measure of quality care when considering accreditation. It is our goal at The Crayon Box to exceed these criteria:

- ◆ *Teaching staff express warmth through behaviors such as physical affection, eye contact, tone of voice, and smiles.*
- ◆ *Teaching staff function as the secure bases for children. They respond promptly in developmentally appropriate ways to children's positive initiations, negative emotions, and feelings of hurt and fear by providing comfort, support, and assistance.*
- ◆ *Teaching staff evaluate and change their responses based on individual needs. Teaching staff vary their interactions to be sensitive and responsive to differing abilities, temperaments, activity levels, and cognitive and social development.*

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

Sincerely,

Kristy Conklin, Director

269-471-3350 [crayonbox@andrews.edu](mailto:crayonbox@andrews.edu)

*Revised by Kristine Conklin. Effective Date: March 28, 2025*

## **OUR MISSION**

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

The Crayon Box Children's Learning Center provides a service that supports the overall mission of Andrews University and the community families in Berrien County, Michigan. We are dedicated to:

- Reflecting the love for children, exemplified by Jesus Christ
- Providing consistent, dependable educational summer programming for the children of Andrews University employees, Andrews University students, and the community.
- Increasing productivity of The Crayon Box parents as they serve our local community, including Andrews University, by providing a safe, nurturing, and educational environment for their children.

## **OUR PHILOSOPHY**

The Crayon Box Children's Learning Center is part of Andrews University, a Seventh-day Adventist institution. We are under the jurisdiction of the General Conference of Seventh-day Adventists. It is not the goal of the camp to instruct the children in any particular religious doctrine, but rather to love the children and their families in such a way that they experience something of what it means to be a child of God.

- We believe that every person is a unique creation and beloved by the Creator God. Therefore, we will consistently try to treat every member of every family with whom we come in contact with love and respect and teach the children entrusted to us loving, caring ways to relate to each other.
- We believe that God is just. Therefore, we will strive to be trustworthy ourselves and to teach the children to be fair in their relationships with others.
- We believe that God allows us to freely choose how we will live. Therefore, we will give children safe choices and allow them, insofar as it is possible, to experience the natural consequence of their decisions.
- We believe that God endows every person with creative potential and intends that people be responsible stewards of the rest of creation. Therefore, we will seek to provide every child with opportunities to explore his or her creativity, to learn for the purpose of understanding, and to develop the ability to think logically, organize coherently, plan constructively, and evaluate with humor and hope.
- We believe that God forgives us. Therefore, we will strive to teach forgiveness by both precept and example to the end that staff, students, and parents learn to forgive themselves and each other and live life more fully and not hampered by the fear of failure but with confidence and courage.

The Crayon Box Children's Learning Center is a member in good standing with both the Michigan Association for the Education of Young Children (MIAEYC) and The National Association for the Education of Young Children (NAEYC).

### STATEMENT OF SPONSORSHIP

The Crayon Box Children's Learning Center is a non-profit, non-discriminatory institution founded, sponsored, owned, and operated specifically by Andrews University and is licensed by The Dept. of Licensing and Regulatory Affairs (LARA), Child Care Licensing Bureau (CCLB). The policies governing the center are determined in part by the administrators of the center, under the direction of the Department of Human Resources of Andrews University. Licensing rules for Child Care Centers for the State of Michigan are strictly adhered to. All funds earned by The Children's Learning Center will be reinvested into the Center.

### PURPOSE

It is the purpose of The Crayon Box Children's Learning Center is to provide a warm and caring environment for children to grow and feel included and valued regardless of gender, ability, ethnicity, language, or background. Your child will be challenged to build cognitive skills in Math, Language Arts, and Science. Self-esteem and personal relationships are emphasized as children meet peers and adults. The spiritual nurturing of your child is a privilege we take seriously.

### CULTURAL COMPETENCE PLAN

The Crayon Box Children's Learning Center represents diversity across global, racial, economic, gender, religious and generational lines. Our classrooms are filled with the beautiful diversity of children and staff from many different backgrounds, nations and languages. Successful programs for children respect and incorporate each child's contemporary culture. Children must not be expected to sacrifice their own cultural identity, but rather to take pride in themselves, their families, and their culture. Cultural identity should not restrict individual growth, development, and/or success; the task of an individual is not to have to "fit into" a culture but to use the cultural context as a vehicle to reach full potential. Our classrooms feature books and toys that show people of different ages, abilities, genders, ethnicities and non-traditional roles and families. The Crayon Box Children's Learning Center serves snacks and breakfasts that represent different cultures, including the cultures of children in our camp. We celebrate the richness of diversity at The Crayon Box Children's Learning Center and it is the purpose of to provide a warm and caring environment for the children to grow and feel included and valued regardless of gender, ability, ethnicity, language, or background.

### PROGRAM GOALS

Our goals are to have children learn about themselves, others, and the world they live in. Children come with important questions. They may look at us wondering, "Are you a trustworthy adult? What do you think of me? What do I think of me? How will you treat my family? What's the world like? Will you be someone who helps me figure it out?"

A. We want to provide for your child:

- The opportunities for being with other children in a setting conducive to the development of wholesome social relationships; appropriate play experiences that contribute to the developmental needs of the children.
- The opportunities for meaningful "learning activities" that are based on the child's individual needs, interests, special needs, and abilities, that will build important foundations for the future reading skills and other academic pursuits.

- To help children to maintain a Christian attitude throughout their educational experience.
- For all children to feel included and valued regardless of gender, ability, ethnicity, language, or background.

**B. We want to provide for the parents:**

- The opportunities to meet with and work with other parents and staff who have as their common concern the interests and needs of each child.
- The care for the child while the parent pursues her/his own work, school, or interests.
- The opportunities to grow in the understanding of child development through a planned educational program.
- To show the positive benefits of Christian education.

**C. For the community:**

- To help meet the needs of the community for a summer programming educational facility.
- To contribute to the wholesome growth and development of the future citizens of the community.
- To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.
- To share Christianity with others.

## **GOALS FOR THE CHILDREN**

We feel that some of the most important things a child can develop while here at The Crayon Box Children's Learning Center are:

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

## **HOURS**

Summer Camp hours are 8:00 AM-4:30 PM Monday – Friday from June 9 – August 14. Before Camp Care and After Camp Care is provided with prior arrangements from 7:00 AM – 8:00 AM & 4:30 PM – 6:00 PM M – TH (5:00 PM F).

## **SUMMER HOLIDAYS**

Camp is closed for the following summer holidays: Juneteenth (June 19-20) and Independence Day (July 4).

## **CAMP LOCATION**

We will have two locations for summer camp, Room 101 for Camp Kindness (grades K-2) and Room 107 for Camp Cardinal (grades 3-5). All programs will be held at The Crayon Box in Marsh Hall or the fields/gardens outside of Marsh Hall and each camp has age appropriate activities. Campers will be enrolled in the program that matches their age and grade.

## **MAJOR DISASTER**

In the event of tornado or other major disaster, children will be taken to an assigned safe area until a parent or an emergency contact person comes to pick up the child. Anyone who picks up a child must present *a valid Driver's License/State ID* and must sign the emergency forms of the children being taken. More information is found in the Emergency Procedures posted in the center.

## **PARENT REUNIFICATION**

In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe. Parents/guardians will be notified once the immediate threat has passed. If children are being relocated, parents must be

notified. Methods for contacting parents include but are not limited to: a mass email or text message, phone calls from caregivers, notifying the local police department so they can let parents know where their children have been taken if a parent calls them and/or posting the relocation site address in a conspicuous location at the center that can be seen from outside.

### **BUSINESS INTERRUPTION**

The Crayon Box Children's Learning Center may be closed due to loss of water, loss of electricity, fire damage, communicable disease outbreaks, etc. Parents will need to arrange alternate emergency childcare for these situations. In the event the camp is closed for more than three consecutive business days, the parent is relieved of any financial obligation to pay for those days in excess of three business days. The parent will return to use The Crayon Box program as soon as it resumes operation or must communicate if the child will be returning at a later date. A lack of communication signifies the family no longer needs the services of The Crayon Box and the child will be unenrolled. Nothing in this provision alters the contractual provision relating to the required length of notice for termination of the contract with The Crayon Box.

### **ADMISSION/ENROLLMENT**

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

☐ Complete and return registration forms:

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

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

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

### **NONDISCRIMINATION POLICY**

The Crayon Box Learning Center will maintain all practices related to enrollment, discipline, and all other terms and benefits of early childhood educational services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, national origin, sex, disability or any other legally-protected classification.

### **STUDENT FILES – CONFIDENTIAL INFORMATION**

A student file is maintained on each child enrolled. Parents are required to notify The Crayon Box, should any of the information collected at the time of enrollment or any time thereafter change. Each child has the right to confidentiality. All information concerning the child in our program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in The Crayon Box program will not be released to third parties without written permission of the parent(s), unless required by statute, court order or licensing mandate.

### **FINANCIAL CONTRACT**

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

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

**TUITION**

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

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

**NOTICE OF WITHDRAWAL**

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

**2025 RATES**

- Registration Fee – incudes a camp bag, water bottle and t-shirt. \$75
  - Summer Camp Tuition \$3.75/ Hour
  - Before Camp Care (pre-arranged) \$3.75/ Hour
  - After Camp Care (pre-arranged) \$3.75/ Hour
  - After Closing Pick Up \$15 per every 15 minutes or portion of 15–minute period, per child, until the child is picked up
- 
- 5% discount if entire summer is paid by June 9, 2025
  - Unpaid balances pay a late payment fee of \$30 per week that tuition is not received which is charged on the 21st of the month.
  - Tuition is due on the 14th day of the month.

**AFTER HOURS PICK-UP**

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

**RETURNED CHECKS**

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

**IMMUNIZATION AND PHYSICAL EVALUATIONS (HEALTH PLAN)**

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



## ILLNESS (HEALTH PLAN)

We recognize the difficulty working parents and students have when their child is sick. However, for the benefit of other children, staff, and your child, alternate care must be provided when your child is sick. This will allow the sick child to recuperate better and help keep infections from spreading at the camp. Arranging such care as soon as your child has symptoms will avoid a last-minute morning rush. If your child is ill, parents are required to notify the office not only of the absence, but also of the nature of the illness. This enables our camp to keep track of any illnesses which may occur at our camp. This information will only be shared with staff on a need to know basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the camp maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Crayon Box Children's Learning Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from camp. Should a child become ill at camp, showing symptoms or other signs of illness, you will be called to take your child home right away. This is for the protection of the child as well as for the other children. If a parent cannot be reached, the person listed on the Emergency Information Card will be called to take the child home. Children must be picked up within one hour.

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

- Fever: A child has a temperature of 100.4°F taken by mouth or 99.4°F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
- Vomiting: A child that is vomiting. The child should have no vomiting episodes for 24 hours prior to returning to camp. Exception: A healthcare provider has determined it is not infectious.
- Diarrhea: A child has two loose or watery stools or one occurrence of uncontrolled diarrhea, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to camp. Exception: A healthcare provider has determined it is not infectious.
- Head lice - readmitted after treatment and removal of nits.
- Strep Throat – after 24 hours of treatment.

**PLEASE NOTE: a child who is too sick to play outside is too sick to come to camp.** If the child has a contagious illness or a cold that has lasted for more than a week s/he will need to bring a doctor's statement indicating that the child is fine to come back to camp. *(If your child's physician considers that your child is in condition to return to the camp despite the symptoms, you will need to present a doctor's statement.)* In addition to children, staff will also be excluded from the camp under certain circumstances, including if they are unable to participate or perform the functions required for their position or if they are suffering from certain infectious diseases. Staff and volunteers will follow the same exclusion policy outlined above. Tuition credit is not given for absences due to illness. Children that require extended absences due to illness and/or hospitalization will have their accounts assessed by the director.

**SURGERY:** A child who has had surgery may not return until we receive a doctor's note releasing the child from any restrictions and allowing them to return to camp.

## EMERGENCY CARE/INJURIES (HEALTH PLAN)

Parents will be contacted immediately if their child has an incident, accident or injury that requires your immediate attention or special medical treatment. If we cannot reach you, we will contact the individual(s) listed on your information card. If necessary, appropriate First Aid will be given while we wait for a parent to arrive. If emergency care is required, we will call 911, and a staff member will accompany your child to the nearest appropriate medical facility as indicated on your information card. We will notify you for incidents, accidents or injuries that are not of an emergency but may require a physician's consultation. We believe that these decisions should be made by each family individually. Minor injuries will be treated with soap, water, a band-aid and a hug. The parent/guardian will be notified upon pick up. The clean-up of all bodily fluids will be done according to OSHA standards. Crayon Box staff have received training on these proper procedures. Each child will be observed for evidence of unusual bruises, lacerations, or burns. If evidence is warranted, staff will file a report with CPS.

## MEDICATION (HEALTH PLAN)

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

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

### **AU ALERT SYSTEM**

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

### **STAFF**

The counselors at The Crayon Box are chosen for their education, loving and warm character, and genuine interest in the training and education of young children. Our Camp Director / Program Director follow the Lead Caregiver requirements of The Dept. of Licensing and Regulatory Affairs (LARA), Child Care Licensing Bureau (CCLB). The Director and all staff complete 24 clock hours of professional development annually on topics relevant to job responsibilities. Annual professional development training attended by all staff includes at least 3 hours focused on cultural competence or inclusive practices, related to serving children with special needs or disabilities, as well as teaching diverse children and supporting diverse children and their families. All staff are current with training in CPR and First Aid and take a yearly Health and Safety Training. Each will have counselors who are current students of Andrews University. All staff are carefully screened and selected for their ability to carry out the instructional role with young children and complete trainings and orientation including bloodborne pathogen training, camp specific training and emergency procedure training. We require a comprehensive background check on our employees before they are present in the camp. Evidence that all staff members are free from communicable tuberculosis, verified within 1 year before employment, is also be kept on file at the camp. We hire both male and female staff members.

### **PARENTS IN THE CAMP / VOLUNTEERS**

All volunteers, including parents with access to other children, shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. Parents/family (including minors who are not enrolled in The Crayon Box) who wish to join the camp for an event must also receive PSOR clearance before they are allowed to enter the camp and have contact with any child in care. This must be done at least one week before the visit to allow time for the PSOR clearance to be completed. A copy of this clearance must be kept on file at the camp. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. To best follow this rule, The Crayon Box provides the PSOR clearance form for families to complete. While this form is not required, completing the PSOR means parents can interact with children in the classroom once the clearance is successfully completed. Parents and/or all individuals who are on the release of child form who do not have a PSOR clearance on file will not be permitted to enter the classroom when other children are present. The staff will help the child settle and/or gather their belongings. All volunteers/parents must sign in at the office before entering the camp and sign out in the office when leaving. Parents are welcome to visit the camp at any time to access their child.

### **PARENT/STAFF COMMUNICATION**

The staff communicate informally with all parents on a daily or weekly basis. Informal communication may include, but is not limited to: conversations at drop off or pick up, phone calls, texting, emails, incident/accident reports. If you have any questions concerning your child's development or behavior, and it's not covered on the form, please address your child's counselor immediately. Parent/Staff Conferences will be scheduled at the parents' request.

## 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
Camp Kindness (K-2). Room 101	1	18	30	2
Camp Cardinal (3-5). Room 107	1	18	34	2

## AGES

The Crayon Box summer camp program is for children entering Kindergarten – Grade 5. Children must be at least 5 years old by September 1, 2025. All children must be fully potty trained to be enrolled in the Summer Camp programs.

## ANIMALS / PETS

The Crayon Box is committed to providing a healthy and safe environment for all children and staff. It is the policy to only allow animals inside the buildings and on the playgrounds/garden as defined below. Animals which will be allowed in and on the property are: animals serving as a certified service or guide dog under ADA guidelines; animals assisting an officer engaged in law enforcement duties; animals that support a program or curriculum; and classroom pets which are under the care of the Director and her staff. The Director shall establish procedures to ensure health and safety for staff and students when animals are brought onto the property. Any animal may be restricted from the property should the animal become aggressive or a nuisance, including service dogs. Please do not bring your pets to the Marsh Hall building and playgrounds/garden unless they are cleared by the Director.

## ADJUSTMENT PERIOD

Starting to attend a summer camp is an exciting experience for a child, but it can initially be a difficult one. Whatever the personality of the child, however eager s/he may seem to be for the new experience, there will be a moment when s/he suddenly realizes that his parent is not going to be there with her/him. Parents also feel anxious about the separation as well. These feelings are normal. If the child is having difficulty, please say good-bye quickly and unhesitatingly, and leave without looking back. Children seldom continue to cry after the parent is out of sight. After a short period of time, the daily routine should bring about full adjustment. The Crayon Box discourages parents from sneaking out of the camp. Some children exhibit separation anxiety when it is time for their parent to leave. We believe it is best for parents to tell the anxious child upon arrival that once they arrive at the classroom door, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the camp will comfort and assist the child through the anxious time. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of The Crayon Box are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

## ARRIVAL/DEPARTURE

State Law requires that children be escorted by their parent or the adult **(at least 18 years of age)** dropping them off, to their designated camp space. **NO child is ever to be left alone or unsupervised in the hallway, at the door, gate, classroom, or play area when arriving or departing.** Be sure that their counselor notices the arrival of your child. Children are required by law to be always supervised while in the facility. Your child must be checked in and out with the counselors each time he/she arrives and departs the camp (unless you are directed to follow alternate arrival and departure guidelines which will be posted on the camp door. The parents, or authorized persons, resume all responsibility for the child while they are in their care. Children are not to be taken to the group unless checked in. Children will only be given to the parent/authorized person **(at least 18 years of age)** at the time of check out and the child will not be allowed to return to the group once checked out. It is the parent's responsibility to make sure that the child's belongings (personal items, medications, etc.) are picked up at the time of checking out. The Crayon Box staff will not be able to return after closing hours for those parents wanting to recover their child's belongings.

## CHILDREN'S RELEASE

Parents, or authorized persons **(at least 18 years old)**, are expected to pick children up at the time indicated on their schedule. If you will be delayed due to an emergency, please call the office to inform the Director when to expect you. Children not picked up by 4:30 pm will not be taken to the aftercare program if not prearranged. The parent/guardian must provide the camp a list of at least two adults **(over the age of 18)** with whom the child may be released to in the event of an emergency. For your

child's protection, neither the Director nor the camp's staff will release the child to a person who is not listed on the child's card. Should the parent wish to have a one-time special exception, the policy requires that the parent must leave a signed, dated, written note with the child's counselor the morning of the release. (*This authorization must be witnessed by a staff member*). **Parents will NOT be allowed to change instructions orally, (personally or by phone).** The Crayon Box reserves the right to request a valid picture identification at the time of your child's release. **No one will be permitted to take a child off the premises without the WRITTEN consent of the parent (parent's authorizations over the phone will not be accepted).** There may be times when you or your designee is required to present valid picture identification.

- *In case of a **CUSTODY DISPUTE**, the camp will abide by the rulings of the court or will proceed on the advice of a lawyer if the court has not yet ruled. Until custody has been established by a court order, neither parent may limit the other parent from picking up the child. A copy of the court order will be requested for the child's file.*
- The provider assumes no responsibility for any injury or harm to the child who has been released to a person on the child release card or identified in the written exception request process.
- The staff are not properly trained to make assessments relating to intoxication or impairment and assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.
- If you assign one of your escorts to pick up your child, please confirm that your child has been picked up.

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

Our staff will contact local police and/or the other custodial parent should a parent appear to the staff of The Crayon Box to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, our staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services. Any other authorized person who attempts to pick-up a child, and appears to the staff of The Crayon Box to be under the influence of drugs and/or alcohol will be denied access to the child. We will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### **VOLUNTARY WITHDRAWAL**

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

### **TERMINATION POLICY**

Occasionally, a child will experience some difficulty in adapting to The Crayon Box environment or abiding by rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from The Crayon Box. Our staff is committed to working with all children and their parents to improve any behavioral difficulties we may encounter in a positive, nurturing manner. However, if the behavior exhibited poses a health or safety risk for the child, other children, parents or staff, The Crayon Box reserves the right to expel any child from programming immediately without following the disciplinary actions listed in the handbook. At our discretion, we may consider a child for reapplication into The Crayon Box on a probationary basis providing that the parent/guardian can show professional counseling or behavior modification techniques have been successfully implemented. There will be no refunds issued (including registration fees) when a child is suspended or expelled from The Crayon Box.

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

- Failure to comply with the policies set forth in the Family Handbook.
- Failure to comply with the contract.
- Destructive, aggressive, inappropriate or hurtful behavior.
- Failure to comply with the hands-off policy.
- Harassment
- Non-payment of childcare or late fees and/or recurring late payment of fees.
- Repeated failure to pick up the child before closing.
- Inability to meet the child's needs without additional staff.
- Blatant disrespect towards staff.

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

## **HANDS-OFF POLICY**

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

## **HARASSMENT**

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

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

## **DISCIPLINE**

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

## **GUIDELINES AND EXPECTATIONS**

- Follow instructions from staff promptly to ensure safety.
- Show respect for all campers, staff, equipment, and property. (No insults, teasing, threats, or bullying.) Try to work cooperatively with staff and with other campers. No slapping or touching of any body part but especially the buttocks.
- Make a reasonable effort to participate in the camp program to the best of your ability. Do not try to disrupt activities other campers may be enjoying.
- Keep hands, feet, other body parts, and all objects to yourself unless part of a staff-led activity. There will be no hitting, biting, fighting, theft, or destruction of campus including camp property. There will be no climbing on any part of the campus on walks. No destruction of plants, bushes or trees on campus. No slapping or touching of any body part but especially the buttocks
- Remain with assigned staff members at scheduled activities unless given explicit permission to leave.
- Use appropriate language in camp. This means no cursing or inappropriate vulgar discussions.
- Be appropriate in the bathroom including not standing on toilets and looking over or under the toilet stalls.
- No kissing.
- Follow all rules on field trips or when visitors are here as outlined by staff.
- Clean up after yourself, keep camp clean and safe to reduce the need for All Camp Cleanup.

## **PARENT CONDUCT AND PROCESS OF DISPUTE**

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

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

## **DISCIPLINE PROCEDURES**

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 redirect 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, violates the hands-off policy, curses at or threatens a camper or staff member will jump past the first three steps directly to 2<sup>nd</sup> 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 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 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 Crayon Box provides public accommodation and therefore must comply with the Americans with Disabilities Act. Our camps are committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the number of children with chronic health conditions such as asthma, allergies, and diabetes increase, as well as the number of children with emotional or behavioral issues, the ability of programs to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the camp experience for all staff, and children and families of enrolled children. For children with special needs, care must be provided according to the child's needs as identified by parents, medical personnel, or other relevant professionals.

- Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and with respect for their individual needs and/or differences.
- The Crayon Box will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
- Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. Inclusion of program staff in parent/staff conferences is desired to ensure The Crayon Box provides the most supportive environment possible.
- All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom may need.
- The individual written plan of care for children with special care needs will be followed in all emergency situations.

Our staff is committed to working with all children and their parents to improve any behavioral difficulties we may encounter in a positive, nurturing manner. However, if the behavior exhibited poses a health or safety risk for the child, other children, parents or staff, The Crayon Box reserves the right to expel any child from programming immediately without following the disciplinary actions listed in the handbook. At our discretion, we may consider a child for reapplication into The Crayon Box on a probationary basis providing that the parent/guardian can show professional counseling or behavior modification techniques have been successfully implemented. There will be no refunds issued (including registration fees) when a child is suspended or expelled from The Crayon Box.

### **PARENT NOTIFICATION**

In case your child has an accident, injury, illness or other incident either staff or the office will notify the parent either through the Remind app or on the phone. All contact numbers for both parents will be tried until a parent is reached. In the event that we cannot reach a parent, the emergency contact person will be notified. If an incident occurs that affects all of the children at our camp, we will send out a Remind message, post a notice in the office, on camp doors and a written notice will be provided at pick up.

### **SWEARING/CURSING**

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

### **RIGHT TO REFUSE ADMISSION**

The Crayon Box reserves the right to refuse admission to any child at any time with or without cause. The Crayon Box strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

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

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

### **INAPPROPRIATE PARENT CONDUCT**

The Crayon Box staff expects to keep a professional and rational relationship with parents. Parents whose behavior is inappropriate and unacceptable, will have grounds for dismissal. The following actions or behaviors will be grounds for parent’s dismissal and child’s disenrollment:

- Foul language, especially in front of children
- Acts of violence, including assault and battery
- Harassment of or threats against the staff, other parents or children

- Possession of illegal substances or firearms
- Verbal or physical abuse of any child
- Indecent exposure

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

### **CLOTHING/SHOES**

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

### **WATER PLAY**

There will be activities that involve water. Children with spare clothes will change at the end of the event.

### **TOYS AND ELECTRONICS FROM HOME**

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

### **JEWELRY**

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

### **WEAPONS POLICY**

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

### **OUTSIDE ACTIVITIES**

The outdoor campus is considered an outdoor classroom and an extension of the learning environment. Because of the inclusion of outdoor time in our daily schedules, it is important for every child to have proper clothing for the outdoor time each day. Planting and maintaining a garden will be part of our schedule each week. It is important that you send your child in comfortable, weather appropriate clothing that is suitable for active play. Please be aware that your child may participate in games and/or crafts throughout the day that may dirty their clothing. Please make sure shoes are practical and will enable your child to be active. If your child is too sick to go outside, then your child is too sick to be in attendance. No children in attendance will be left inside during our schedule outdoor time.

### **MEALS**

The Crayon Box participates in the CACFP Food Program, and snacks and milk are provided at no cost to parents during camp hours. Breakfast is served at no cost during Before camp care. All parents will be required to fill out the Participant Enrollment Form. Children in Before Camp Care will be served breakfast at 7:30 am. The Camp serves AM snack at 9:30 am. PM Snack is served daily for the children at 4:00 pm. The snacks are nutritious and light as we do not want to spoil your child's appetite for the larger meals. Children should have breakfast before arriving if they are not scheduled to attend Before Camp Care. Parents are to provide their child a water bottle and lunch that is ready to eat without heating or refrigeration and all parts of the lunch,



including the water bottle, are labeled with the child's first name, last name and date. If your child has forgotten their meal, The Crayon Box staff will provide a meal for \$10. The Crayon Box will provide milk for lunch. If your child has allergies, and requires a modified diet, we must be notified of this in writing with the "Special Diet Statement" form completed by the child's physician. We will need to have a physician's written instructions describing any foods the child is not permitted to eat. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her breakfast and snacks. We provide soy milk for all children with a "Fluid Milk Substitute Request" form completed by the parents. If you would like your child to drink almond milk, we can provide that with a "Special Diet Statement" form completed by the child's physician. We are not able to accommodate verbal requests for milk or food substitutions.

## **FAMILY HANDBOOK**

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

## **NEWSLETTER**

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

## **POLICIES AND PROCEDURES MODIFICATION RIGHTS**

The Crayon Box has reserved its rights to make additions, deletions, and modifications to the camp's policies, procedures and fees. Thirty days written notice will be given to families enrolled in the program. Such notice will not be applicable in the event of emergencies or licensing mandates.

## **LICENSING NOTEBOOK**

The camp does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **PEST MANAGEMENT**

Annual notification of parents will be given in the September newsletter. Arrow Pest Control will typically be using Bait and Gel Pesticide Formulation, although at times it may be necessary to spray for a specific pest. When an alternate pesticide application is planned, advance notice will be provided for the parents or guardians. There will be a notice posted on the entry doors and on the time clock, as well as a printed notice in each family's mailbox. The advance notice will include: Information about the pesticide, Information about the target or purpose of application, Location and date of the application, Toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture. Liquid spray or aerosol insecticide application in the camp will only be applied in the evening or on days that no children are attending our camp.

## **INFORMATION PROVIDED TO PARENTS**

This Family Handbooks meets the requirements that The Crayon Box provides a written information packet to each parent enrolling a child that includes at least all of the following:

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the camp is open, and services are provided.
- Fee policy.
- Discipline policy.
- Food service policy.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Medication policy.
- Exclusion policy for child illnesses.
- The website where parents can access these rules is [www.michigan.gov/michildcare](http://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 2025 DAILY SCHEDULE

8:00 – 9:00	Check In / Exploration Stations
9:00 – 9:30	Worship / Camp Council
9:30 – 10:00	AM Snack* / Water Breal
10:00 – 12:00	Themed Outdoor Activities
12:00 – 1:00	Lunch (provided by parent)^ / Water Break
1:00 – 2:00	Library / Table Games / Art
2:00 – 4:00	Themed Outdoor Activities
4:00 – 4:30	PM Snack* / Water Break / Pick Up

## SUMMER CAMP BEFORE/AFTER CARE 2025 DAILY SCHEDULE

7:00 – 7:30	Art / Table Games
7:30 – 8:00	Breakfast*
4:30 – 6:00 (M-TH)	Playground
4:30 – 5:00 (F)	Playground

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

^ Lunch (ready to eat and all items labeled with first name, last name and date) provided by Parents. Milk (1 % Cow) for lunch will be provided by The Crayon Box unless the proper forms submitted to request Soy or Almond milk.

## UPDATED MEAL POLICY

Updated May 13, 2025

- **Please do not pack any pork products (ham, bacon etc.) or seafood (tuna is acceptable).**
- **Please do not send candy, juice or soda.**
- Parents are to provide their child with a water bottle (empty) and lunch that is ready to eat without heating or refrigeration.
- All children will need a water bottle (empty).
- All parts of the lunch, including the water bottle (empty), are labeled with the child's first name, last name and current date.
- The Crayon Box will provide cow milk for children to drink with lunch.
- If your child does not drink cow milk, parents will submit the appropriate forms to request soy milk (form completed by parents) or almond milk (form completed by doctor).
- Parents can send foods in their child's lunch including peanut butter and meat (beef, chicken and turkey only). Please do not send pork products or seafood.
- Parents can send ice packs to keep the lunch cold.
- Parents can drop off a hot lunch, if desired, if the lunch is at the classroom before lunchtime. This lunch must be labeled with the child's first name, last name and current date.
- All lunches must be labeled with the child's first name, last name and current date.
- **Each child needs their own lunchbox.**
- If your child has forgotten their lunch, The Crayon Box staff will provide lunch for \$10. This is not a permanent solution to acquire a hot lunch for your child and continued forgotten lunches will require a meeting with center administration.
- The Crayon Box will continue to serve breakfast at 7:30, AM snack at 9:30 and afternoon snack after rest time.