





We welcome you and your child to The Crayon Box Children's Learning Center! We are glad you have decided to join

\_\_\_\_\_. 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.

\_\_\_\_\_. Therefore, we will strive to be trustworthy ourselves and to teach the children to be fair in their relationships with others.

\_\_\_\_\_. Therefore, we will give children safe choices and allow them, insofar as it is possible, to experience the natural consequence of their decisions.

\_\_\_\_\_. 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.

\_\_\_\_\_. Therefore, we will strive to teach forgiveness by both precept and example to the end that teacher, 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).

The Children's Learning Center is a non-profit, non-discriminatory institution founded, sponsored, owned and operated specifically by Andrews University. The Center 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.

It is the purpose of the Children's Learning Center 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. Your child will be challenged to build cognitive skills in Math, Language Arts, and Science. Self-esteem and personal relationships are emphasized as children meet peers and adults. The spiritual nurture of your child is a privilege we take seriously. We

Our goals are to have children learn about themselves, others, and the world they live in. Whether they attend a part-day or a full-day program, 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,

The Children's Learning Center is closed for the following holidays:

The Crayon Box will also be closed for Teacher In-Services each year (depending on state requirements).

The center will be closed when Andrews University closes. The center may also be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc. Parents will need to arrange alternate emergency childcare for these situations. In the event the center is closed for more than five consecutive business days, the parent is relieved of any financial obligation to pay for those days in excess of five business days. The parent will return to use the Crayon Box program as soon as it resumes operation or must communicate if the child will be returning at a later date and pay the Plan Change Fee to hold their child's spot. A lack of communication signifies the family no longer needs the services of The Crayon Box and the child will be u12 0tF01Cl000091YF10(n)-4(an)-5(c)3(ial)9( )-3(ob)-7(liga)10(t7194.4.

Children (2 weeks - 12 years) are accepted when there is an opening and must complete an enrollment packet.

Credit Card Agreement (recommended)

Fluid Milk Substitute Request (completed by parent for soy milk)

Professional Character Clearance Volunteers/Parents (recommended)

School Age Child Good Health Statement (replaces physical for school age children)

Special Diet Statement (completed by physician for almond milk or special meals including vegan)

Pay registration fee of \$55 per child

Turn in first week schedule to the office by 5 pm on the Wednesday

before the start date.

Pay first two weeks of tuition on or before the first day of care

A \$55 Per Child Registration Fee is due at the time of initial enrollment or re-enrollment after withdrawal or termination. \$55 Per Child Materials Fee- Billed yearly on the third Tuesday of February. \$75 School Age Summer Camp Registration Fee – billed at time of enrollment. These fees are non-refundable

Diapers can be provided for a fee of \$1 per diaper. No charge if the parents provides diapers.

A financial contract is completed for each child according to his/her schedule for care. All plans are billed for actual hours requested in writing. Preference is given to full-time enrollment (Plans C and D). Part-time enrollment (Plan B) is less flexible than Plans C and D and the child must have set days they attend. We do not enroll children for less than Plan B1 until they turn 3 years old and are enrolled in Pre-School. Schedules 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 in writing with the purple form in the office, through the Remind App, or email to [cbschedules@andrews.edu](mailto:cbschedules@andrews.edu).

*Advance Payment Plans:* Fees for the contracted plan are \_\_\_\_\_ Billing follows a two-week cycle. Tuition is due on the scheduled "due date" every other Monday. If payment has not been received by Tuesday morning following the Tuition Due Date, a reminder will be placed on the time clock. 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



Discretionary days may be used to receive credit for days the child was scheduled but did not attend. Discretionary days per school year: Plan B (7 days). Plan C (10 days). Plan D (15 days).

Discretionary days must be requested in writing ( ), signed and dated by the parent.

Discretionary days are reset each year on the first day of school in August

All discretionary days are cleared from the bank when a child is withdrawn or terminated.

No additional discounts are given beyond the discretionary days.

	n/a Plan A will charge at B1 rate		n/a
			n/a
			n/a

(providing space is available). It is crucial that schedules are followed closely. Whenever a child is brought in before the schedule time and/or picked up after the scheduled time, overtime is charged. Arriving later than scheduled does not entitle a later pick-up. Arriving earlier than scheduled, parents must check with teachers if there is availability and space may not be available until your scheduled time. Classrooms are staffed according to the schedules turned to the office. Teacher-child ratios are followed to remain within licensing requirements.

It is important for The Crayon Box to have a health plan. Maintaining accurate records is essential to providing quality care and protecting the health and safety of children in early childhood education settings. Children's health records can help early childhood education providers identify preventive health needs such as immunizations or dental care, prepare a special care plan for children with chronic health conditions or special health needs such as asthma, and determine whether to include or exclude children from care because of their illness. Requiring accurate health information encourages families to have a primary health care provider for each child and facilitates communication between parents, health care providers and early childhood education providers. If families do not have a regular health care provider, our director or teachers can connect them with local resources to help them find one.



Please bring an age appropriate toothbrush and toothpaste marked with your child's full name. All classrooms have teeth brushing time during the day and infants' gums are wiped daily. Your child's teacher will let you know when your child needs a replacement toothbrush and/or toothpaste.

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

There are occasions when a child needs medication. Upon written notification by the \_\_\_\_\_, we will administer such medication. Absolutely NO medication, including over-the-counter drugs, eye drops, nasal spray and teething gel, 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 \_\_\_\_ physician. Medication must be presented in its \_\_\_\_\_ and have a

\_\_\_\_\_. Please notify the teacher by filling out the medication form; you may obtain this \_\_\_\_\_ from your child's teacher. Be sure to list dates and times you wish the medication to be given. as staff can administer medication only at those times/dates. If medication is needed only twice a day, we ask that the parents give the medication at home.

Topical Non-Prescription Medications, such as diaper rash ointment, 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

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 classroom has a lead teacher and an assistant teacher as needed, as well as caregivers who are current students of Andrews University. All staff are carefully screened and selected for their ability to carry out the instructional role with young children and complete trainings and orientation including bloodborne pathogen training, center specific training and emergency procedure training. We require a comprehensive background check on our employees before they are present in the center. Evidence that all staff members is free from communicable tuberculosis, verified within 1 year before employment, is also be kept on file at the center. We hire both male and female staff.

All volunteers, including parents with access to other children, shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. Parents/family (including minors who are not enrolled in The Crayon Box) who wish to join the classroom for a birthday party must also receive PSOR clearance before they are allowed to enter the classroom and have contact with any child in care. This must be done at least one week before a classroom visit to allow time for the PSOR clearance to be completed. A copy of this clearance must be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. To best follow this rule, The Crayon Box provides the PSOR clearance form for families to complete. While this form is not required, completing the PSOR means parents can interact with children in the classroom once



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

--	--	--	--	--

parent/authorized person at the time of check out and the child will not be allowed to return to the classroom once clocked 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 to the center after closing.

All of our classrooms provide rest opportunity. Children under 18 months of age sleep on demand. Twos (Older Toddlers) are provided a two-hour rest time, Preschool is provided a 90-minute rest time, Pre-K and Young 5s are provided a 60-minute rest time. For children who do not sleep at rest time, quiet activities are provided such as reading books or putting puzzles together. All classrooms rest or sleep alone on mats or cots except the infant classroom. Parents may provide pillows with a pillow case, a blanket and/or a lovey or stuffed animal for their child to sleep with. Sheets are provided by The Crayon Box and all items on the cots are washed weekly. All infants (under the age of 12 months) are placed on their backs in a crib for resting and sleeping. Infants unable to roll from their stomachs to their backs and from their backs to their stomachs are placed on their backs when found face down. When infants can easily turn over from their stomachs to their backs and from their backs to their stomachs, they will be initially placed on their backs, but will be allowed to adopt whatever position they prefer for sleep. A sleeping infant's breathing, sleep position, and bedding are monitored frequently for possible signs of distress. For an infant who cannot rest or sleep on her or his back due to disability or illness, written instructions, signed by the infant's licensed health care provider, detailing an alternative safe sleep position or other special sleeping arrangements for the infant must be followed and kept on file at the center. The instructions must include an end date. Following the recommendation of the American Academy of Pediatrics, soft items such as bumpers, stuffed animals (including pacifiers with a stuffed animal attached), blankets and quilts are not allowed in cribs.

Parents, or authorized persons, 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 or your child's classroom to inform the teacher of when to expect you. The parent/guardian must provide the center a list of at least two adults ( ) with whom the child may be released to in the event of an emergency. For your child's protection, neither the Director nor the center's staff will release the child to a person who is not listed on the child's card. Should the parent wish to have a one-time special exception, the policy requires that the parent must leave a signed, dated, written note with the child's teacher the morning of the release.

In case of a \_\_\_\_\_, the school 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 placed 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.



Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation are used at The Crayon Box. All of the following means of punishment are prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited above.

The Center strives to help each child learn and use appropriate behavior. If we see that a child is dangerous to the other children's environment, we reserve the right to require the removal of that child. Positive reinforcement, such as stickers and verbal praise is used often. Other methods such as verbal intervention and/or time-out are used to help children understand that certain behavior is not acceptable. Hitting, biting, or pushing (physical contact with intention to hurt) is never acceptable. Time-outs will be only used for children 3 years or older and one minute per age of child. The staff will document consistent behavioral problems, as well as any conversations with parents or guardians. We appreciate your help and ideas in dealing with your child.

Childcare programs provide public accommodation and therefore must comply with the Americans with Disabilities Act. Childcare programs should be 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 Crayon Box 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/teacher 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.

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 center.
- Parents' failure to maintain accurate, up to date records.
- Parents' failure to complete and return required documentation in a timely fashion.
- Parents' failure to pay or provide and/or follow a payment plan.

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 center 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 center 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 center.

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 in any classroom

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response. When a child does bite, the following procedures will occur and most children stop biting soon after these actions have been taken.

The child who bit the other child will be comforted and the bite area cleaned to prevent infection. Ice will be used as needed. An accident report will be filled out to notify the child's parent.

The child who was bitten will be redirected to appropriate activities. The teacher will carefully assess the classroom environment to minimize frustration for the child. An incident report will be filled out to notify the child's parent. The identity of the child will be kept confidential.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. We do not and will not use any response that harms a child or is known to be ineffective.

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day's weather changes. All clothing should be labeled with the child's last name, to facilitate dressing and reduce loss. Shorts, sundresses (with shorts underneath), and sleeveless tops are appropriate summer wear.

Please ensure the shoes fit properly – shoes that are too big can cause a child to have poor balance.

Shoes with Velcro fasteners are preferred as it can be difficult to keep all laces tied when children are in a group setting therefore, please do not send your child with shoes that need to be tied unless the child can tie the shoes on their own. Velcro fasteners support your child's autonomy and independence.

Please make sure shoes are practical and will enable your child to be active – fancy dress & flip flop style shoes are not practical and can be dangerous.

All children must have age appropriate indoor/outdoor shoes. Hot, wet snow boots, for health reasons, need to be replaced with indoor shoes when the children are inside. If your child has a shoe with a hole, please replace it with a new one.





We 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 breakfast, lunch and two daily snacks. The Center serves breakfast at 7:30 am. We also provide vegetarian hot lunches, served between 11:15 am and 12:00 pm







# INFANTS DAILY SCHEDULE

*Must be at least 2 weeks old to be enrolled in this classroom.*

6:45	8:00	Story time/Alternating Daily Activities Setup
8:00	9:00	Welcome / Greet children / Diaper Check/Change
9:00	10:00	Outdoor Time (walks in strollers and blanket time)
10:00	10:30	Worship
10:30	11:00	Communication, Language and Literacy
11:00	12:00	Diaper Change/ Rest
12:00	2:00	Free time
1:00	2:30	Diaper Change / Rest
2:30	3:30	Outside Time (walks in strollers and blanket time)
3:30	4:00	Diaper change / Gross Motor Activities
4:00		



# TWOS (OLDER TODDLER) DAILY SCHEDULE

*Must be at least 18 months old to be enrolled in this classroom.*

6:45	7:30	Good Morning / Quiet Work Areas / Potty Time / Indoor Activity Time
	7:30	Breakfast
8:00	9:30	Clean-up / Books / Potty / Brush Teeth / Outside Playtime on Playground
	9:30	Snack
10:00	11:00	Worship / Music-Instruments / Potty Time / Activity Time (Art, Dramatic Play, Etc)
11:00	11:20	Clean Up / Big Books / Video (24 months+)
	11:30	Lunch
12:00	12:30	Clean-up / Books / Potty Time
12:30	2:30	Rest Time
2:30	3:00	Potty Time / Fine Motor Activities
3:00	3:45	Snack Time / Clean-up / Potty Time
3:45	4:45	Outside Playtime on Playground
4:45	6:00	Stories / Free Play / Combine with YT IN

## Potty Training

interest. You and the teacher can decide how best to work together to achieve this goal. Pull-ups are used only when the child is staying dry most of the time. If your child uses a diaper at nap time, **please do not send pull-ups, unless they are the ones with Velcro**. Please use clothing that is easy for your child to handle as he/she learns to use the potty by him/herself.

Make sure your child has age-appropriate shoes for inside and/or playground time and winter wear for winter play!

All classrooms spend 2 hours of outside play a day.



# PRE-K 4 (PRE-KINDERGARTEN) DAILY SCHEDULE (August 26-October 31)

*Must be at least 45 months old and potty trained to be enrolled in this classroom.*

6:45	7:30	Open / Greet Children / Free Play (Preschool or Pre-K Room)
7:30		Breakfast
8:00	9:30	Clean-up / Brush Teeth / Reading / Movement / Exercise / Water Break / Bathroom / Language Arts
9:30		Snack
10:00	10:30	Worship / Music
10:30	11:15	Center Play / Small Group Activity / Curriculum / Art
11:15	11:30	Clean Up / Bathroom
11:30	12:30	Outdoor Play on Playground/ Gross Motor
12:30		Lunch / Clean-up / Bathroom / Video / Poetry
1:30	2:30	Nap Time / Rest Time (reading)



## **SCHOOL AGE BEFORE SCHOOL CARE**

*Must be at least attending Kindergarten to be enrolled in this classroom.*

6:45 8:30

Combined with Pre-K Roomre[-]TJ9/ 2024st