

# WINTER WEATHER PROCEDURES

The Crayon Box Children's Learning Center will close due to bad weather conditions if requested by the authorities (Police Department, Safety Department) or if Andrews University classes are canceled/moved to virtual learning due to weather. We will function independently if the University is closed for vacations which typically means following the local Berrien Springs school decisions.

If we are required to close before the day begins, the following procedures will take place:

- A message will be left on the main office voice mail, 471-3350, stating that the center will be closed due to bad weather conditions.
- The closing or delay will be put on WNDU and WSBT's school closing sites, The Crayon Box Facebook, The Crayon Box Instagram and the Remind app
- When the closing requirement has been lifted, our office phone message will be changed back to the original message.

## **Delayed Opening and Early Closure**

In certain weather situations, the University may remain open, but the conditions require the Berrien Springs School System to close. On the days that the Berrien Springs schools are closed and the University is open, the Crayon Box will open at 8:45 am. This allows time for the roads to be cleared and our staff and children's families to have safer driving conditions. Breakfast will not be served if we are on delayed opening.

The Crayon Box may also close early to allow our staff and children's families to arrive home safely.