



## **Drop-In Childcare Parent Handbook**

**2024**

PRUMC Drop-In Childcare provides part-time care for infants and preschoolers in a safe, loving environment. Drop-In Childcare staff lead children in making seasonal crafts, playing games, participating in activities, and outdoor play. Drop-In Childcare has a staff consisting of childcare professionals, former teachers, and college students – all with a love for children. Employees are trained in CPR/First Aid and participate in on-going training throughout the year.

PRUMC Drop-In Childcare is not licensed and has an exemption allowed through Bright from the Start-Georgia Department of Early Care and Learning. PRUMC does carry liability Insurance.

### **Hours of Operation, Calendar, and Holidays**

Drop-In hours are 9:15am to 1:15pm, Monday- Friday.

- Children under two years old may attend no more than 4 hours per day, 2 days per week.
- Children two years old and older may attend no more than 4 hours per day, 5 days a week.

Drop-In closes one-two weeks during the summer for building maintenance and installations.

Drop-In is closed for the following holidays:

Martin Luther King, Jr. Day  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day week  
Labor Day  
Day before and after Thanksgiving  
December 23- January 2

### **Notification of emergency closings**

Closing due to inclement weather is sent through Procure Engage and/or parent email. If The Preschool and/or church closes, Drop-In will also close for that day.

## Ages and Ratios

Drop-In welcomes children ages 4 months- 6 years old.

Drop-In Office, Two-Year-Old, and Big Kids rooms are on the 2nd floor (rooms D211A & B, & D213) of the Children's Building. The Drop-In Toddler, Young Toddler, and Baby rooms are on the first floor (rooms D118 & D121).

- Baby Room: 4 months – Mobile (ratio: 2 caregivers to 6 children)
- Young Toddler: Mobile- Walking (ratio: 2 caregivers to 6 children)
- Toddler Room: Walking – 2 years old (ratio: 2 caregivers to 10 children)
- 2 Years Old Room: 2 years old – 3 years old (ratio: 2 caregivers to 12 children)
- Big Kid Room: 3 years old & potty trained – 6 years old (ratio: 2 caregivers to 15 children)

## Registration, Reservations, and Fees

Annual registration is with your first reservation of the new year through <https://www.myprocare.com/>.

Reservations are made by emailing [drop-in@prumc.org](mailto:drop-in@prumc.org) or by calling 404-240-8269.

### Annual Registration Fees

- \$50 per child upon first date of attendance per year

### Daily Attendance Fees

- \$55/child

Billing will occur through Procure. Family account statements will be emailed to parents every week **to show attendance fees from the previous week**. Payment may be made through [www.myprocare.com](http://www.myprocare.com), credit card over the phone, check/cash dropped off at office, or mailed to:

PRUMC  
3180 Peachtree Road NE  
Attn: Drop-In  
Atlanta GA 30305

### Late Fees

Payments will be due within 30 days of attendance. Any account balance older than 45 days will accrue a \$50 late fee.

Any family with an account balance older than 60 days will not be able to use Drop-In until the balance is settled.

Partial payment plans may be arranged with the Director of Drop-In as needed.

### **Cancellation Policy**

You may cancel anytime with no cancellation fee. Your account will only be charged for days of attendance.

\*Courtesy Cancel Statement: If your plans change, please cancel your reservation ahead of time to give another child the chance to attend. Thank you for being respectful of our staff and other Drop-In families.

### **Drop-Off and Pick-up**

Drop-Off is in the Lobby of the Children's Building from 9:15 am to 9:30 am. Pick-up is in the Lobby of the Children's Building from 1:00 pm to 1:15 pm.

### **Snacks and Lunch**

A mid-morning snack (vanilla wafers or Goldfish crackers) is offered for children in the toddler and older rooms. Parents provide a packed lunch with all food cut and ready to serve. Bottles and snacks in the Baby room can be served if provided and specified by the parent.

### **What to Pack and Label**

Please dress your child in clothes that are comfortable for play. Children will be participating in age-appropriate activities throughout the day. Some activities may include the use of markers, paint, etc. Although we will try our best to stay neat and clean, we may get a little messy.

Please bring a change of clothes for each child. **If your child is in diapers, please bring at least three disposable diapers.** Also, include a no-spill cup or bottle if your child cannot drink from a paper cup. **Label your child's belongings with his/her name, for example: bottle, cup, diaper bag, pacifier, change of clothes, and lunch box.**

### **Sick Policy**

The purpose of these guidelines is to protect healthy children and staff from illness and protect ill children from worsening illness.

\*Parental Responsibility: Parents should refrain from bringing their child to any session if the child has been ill during the previous 24 hours (before 9 am the day before) with:

- An oral temperature higher than 100 degrees
- A rash other than normal skin irritations
- Diarrhea or vomiting
- Any contagious symptoms (e.g., green nasal discharge, sore throat, open sore, severe coughing, etc.)
- Any symptoms related to a communicable illness (infections such as pink eye, strep throat, impetigo, scabies, lice, ringworm, boils, measles, or chickenpox) which are spread by person-to-person contact.

To return to Drop-In, a written Doctor's release must be given to the office. Children with Pink eye or Strep throat cannot return until 24 hours after 1st dose of antibiotic. A healthy child is one who has no symptoms without the help of medicine.

\*Please note that Drop-In staff members are not permitted to administer medication.

**For more information or assistance:**

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We look forward to meeting you and caring for your children!