



PRUMC Drop-In Childcare

2023 Parent Handbook

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
Christmas Eve through New Year's Day

Notification of emergency closings

Closing due to inclement weather is sent through Procure Engage and/ or parent emails.

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 16 children)

Registration, Reservations, and Fees

- Annual registration is in January with your first reservation of the new year through <https://www.myprocare.com/>.
- Reservations are made through www.myprocare.com, emailed to drop-in@prumc.org, or by calling 404-240-8269.

Annual Registration Fees

- \$50 per child

Daily Attendance Fees

- PRUMC Members: \$45 per day first child; \$40 per day second child; \$35 per day third child
- Community Members: \$50 per day first child; \$45 per day second child; \$40 per day third 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, credit card over the phone, check/cash dropped off at office, or mailed to 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 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.

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 Cheezits) 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 is not permitted to administer medication.

For more information or assistance:

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