



Drop-In Childcare Parent Handbook

2025

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
Juneteenth
Independence Day week
Labor Day
Columbus Day
Day before and after Thanksgiving
December 22- 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.

- Baby Room/Young Toddler Room: 4 months – Mobile (ratio: 2 caregivers to 6 children)
- Toddler Room: Walking and No Morning Nap – 15 months – 23 months (ratio: 2 caregivers to 10 children)
- 2 Year Old Room: 2 years old – 3 years old (ratio: 2 caregivers to 10 children)
- Big Kid Room: 3 years old & potty trained – 6 years old (ratio: 2 caregivers to 15 children)

Registration and Fees

Please create a MyProcure account at www.myprocure.com. Parents will receive an email invite to join the Procure app within 1-2 business days after registering. In addition, parents will receive a link to set up their payment method. *Every family is required to have a credit card for payment on their account.

- \$50 per child annual registration fee upon first date of attendance per year
- \$55 per day attendance fee

Billing will occur through MyProcure. Family account statements will be emailed to parents every week to show attendance fees from the **previous week**. Payment may be made through www.myprocure.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 45 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.

Reservations

Reservations are made on the scheduling website: www.prumcdrop-in.com or on the PRUMC Drop-In mobile app. Please email drop-in@prumc.org if you are requesting a reservation with less than 10 day notice. You may cancel or reschedule your reservations on these sites as well. If the class that you are requesting is full that day, you have the option to join the online waitlist and you will be notified if anyone cancels.

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.

Spring and Summer School Break Prepayments

Attendance fees for your reservations on the following days will be **due the week prior** to your scheduled bookings due to high demand. Without payment, your reservation will be subject to forfeit to other paying families:

- March 3-7
- April 7-11
- May 27- August 22

The daily attendance rate on these spring and summer break days is \$60/day. The Drop-In budget covers 100% of the security guard pay when The Preschool is closed, therefore the price is increased.

Spring and Summer Break Cancellation Policy

Cancellation notices for Spring and Summer Break reservations must be given no later than the Friday prior to the reservation week to receive a full credit to your MyProcure account. No shows and last-minute cancellations will not receive a credit.

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!