



## **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 Procare 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 on the scheduling website: [www.prumcdrop-in.com](http://www.prumcdrop-in.com) or on the PRUMC Drop-In mobile app. Please email [drop-in@prumc.org](mailto:drop-in@prumc.org) if you are requesting a reservation with less than 10 days 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.

### **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!