

General Nursery Information

All DUMC families and community members are welcome to drop their infants and toddlers off in the Dunwoody UMC Nursery on Sundays during the worship and Sunday school hours. Our staff provides a warm, loving and safe environment with monitored drop-off and pickup procedures for our youngest members and visitors, age 6 months to 3 years. The Nursery is on the first floor of the Activities Building.

SUNDAY MORNING CHILDCARE

8:15 a.m. - 12:30 p.m.

Children age 6 months to 3 years

Children age 3 by Sept. 1, 2018 attend preschool Sunday School at 8:45 a.m., 9:55 a.m. or 11:05 a.m.

Contact Debbie Lowrey at debbie.lowrey@dunwoodyumc.org.

Nursery Information for Sunday Mornings and Wednesday Nights:

Reservations are not required for Sunday morning Nursery care, although, for the smoothest check-in, click [here](#) to create your KidCheck account before arrival. There will also be an opportunity to register upon arrival.

All children must be checked in at our KidCheck kiosk located in the Activities Building before going to their designated classrooms. Each child will be given a name tag with their location, activity, and any special needs noted.

The security code on the child's tag will correspond with a separate tag given to the parent. Children must wear a tag for each activity they will be attending to ensure that volunteers know when they will be picked up. The parent is responsible for ensuring that their child is in the appropriate room with a leader at drop off.

Pickup Procedure:

The parent must have their computer generated tag when picking up. In the event the tag is lost, the parent must show ID to ensure that the child is being picked up by the appropriate adult. Volunteers will collect name tags and pick up tags as families depart. In the event that parents have multiple children in multiple locations, they will let the volunteer know that they will need to keep their tag for additional pick-ups.

The Weekday Drop-off Nursery Program

We offer weekday morning drop-off nursery services to members and Preschool families. Reservations should be made one week in advance.

Monday-Friday, 9:00 a.m. - 1:00 p.m.

6 months - 5 years old

What is the cost?

- \$30 /day for Church and Preschool families; \$35 /day for all other families
- \$25 annual registration fee (Aug '18-Aug'19)
- Early drop-off (8:00 a.m. – 9:00 a.m./\$10) and late pick up (1:00 p.m. – 2:00 p.m. /\$10) options are available.

How do I register my child?

- Complete a [Registration Form](#) and submit your registration fee of \$25 to Nursery Director, Debbie Lowery, Debbie.lowery@dunwoodyumc.org.
- *Registration Fees: \$25 and covers the term from August 2018-July 2019.*

What forms are required?

- Registration Form
- Current Certificate of Immunization
- Medical Condition Form (if applicable)
- Allergy Action Plan (if applicable)
- Authorization for Administration of Medication (if applicable)

When should reservations be made?

- Reservations made a month at a time are the preferred method. At times the nursery will reach capacity for the day, so the earlier you reserve your spot, the better your chance of securing a reservation on your requested day.

When is payment required?

- Payment is required when you turn in your reservation. All payment must be in the form of a check or cash at this time. Your bill must be paid and current before we will accept the next month's reservation. As written in the financial policy on the registration form, there is a \$10 daily cancellation fee, even if your child is sick. If the reservation is cancelled the day of, or your child is a no-show, the full amount will be owed.

What should children bring?

- A change of clothes including a pair of socks
- Diapers and wipes
- Diaper cream (if applicable)
- Snack
- Lunch
- Water bottle; bottles of milk or formula if applicable

- Lovies, blankets, pacifiers

Every Item MUST be clearly labeled with your child's name

IMPORTANT! The Weekday Nursery is a PEANUT FREE-ZONE. Do not bring/send snacks with peanut butter. Almond, Sunflower, Soya butter are permitted but must be labeled.