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**The Weekday Drop-off Nursery Program**

We offer weekday morning drop-off nursery services to DUMC preschool families, church members and the community. Limited spots are available each day. Priority placement is given to church and preschool families and standing community reservations.

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

6 months - 5 years old

**What is the cost?**

* $30 /day for DUMC church and preschool families; $35 /day for all other families
* Registration fee is waived for currently enrolled DUMC preschool students
* $25 annual registration fee for non-enrolled DUMC preschool children (Aug ’19-July’20)
* $10 Early drop-off (8:00 a.m. – 9:00 a.m.) and $10 Late pick up (1:00 pm – 2:00 pm) options are available for children more than 24 months old.
* $10 Lunch Bunch (12 pm to 1 pm) for toddlers and MWF Preschool Two year olds.
* Due to state licensing, children under the age of 24 months may attend the drop-off nursery no more than two 4 hour days/8 hour week maximum.

**How do I register my child?**

* Currently enrolled DUMC preschool children do not need to register.
* Non-enrolled children must complete a [Registration Form](http://dunwoodyumc.org/wp-content/uploads/2018/12/Registration-Form-2018-2019.pdf) and submit your registration fee of $25 to Nursery Director, Debbie Lowery, Debbie.lowery@dunwoodyumc.org.
* *Registration Fee: $25 and covers the term from August 2019-July 2020.*

**What forms are required of non-enrolled DUMC preschool students?**

* Registration Form ($25 annual fee)
* 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.

(more on back)

**What should by 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.***

Have more questions? Please contact

Debbie Lowrey, Director of Nursery Ministries

debbie.lowrey@dunwoodyumc.org

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