

# PLAYTIME

AT DUNWOODY UMC

## Family Handbook

2025-2026



NURSERY MINISTRY

1548 Mt. Vernon Road, Dunwoody, Georgia 30338 | (770) 394-0675 | [www.dunwoodyumc.org/nursery](http://www.dunwoodyumc.org/nursery)



# 2025-2026 Playtime Calendar

## August

**Friday, Aug. 1:** Fall Sign Up Link (Sep. – Dec.)

**Tuesday – Thursday, Aug. 12-Aug. 14:** Limited Availability (Preschool Preplanning)

**Monday – Tuesday, Aug 18-Aug. 19:** Limited Availability (Preschool Preplanning)

**Thursday, Aug. 21:** Limited Availability (Preschool Preplanning)

**Wednesday, Aug. 27:** Limited Availability (Preschool Preplanning)

## September

**Monday, Sep. 1:** Playtime Closed; Labor Day

## October

**Tuesday, Oct. 7:** Noon Dismissal\*

**Monday-Friday, Oct. 13-17:** Baby Room Only; DeKalb Fall Break

**Thursday, Oct. 23:** Limited Availability (Preschool Conferences)

## November

**Tuesday, Nov. 4:** Limited Availability (Preschool Workday)

**Monday-Friday, Nov. 24-28:** Playtime Closed; Thanksgiving Break

## December

**Monday, Dec. 1:** Winter/Spring Sign Up Link (Jan. – May)

**Tuesday, Dec. 16:** Noon Dismissal\*

**Monday, Dec. 22 – Friday, Jan. 2:** Playtime Closed; Christmas Break

## January

**Monday, Jan. 5:** Limited Availability (Preschool Workday)

**Monday, Jan. 19:** Playtime Closed; MLK Jr. Holiday

## February

**Tuesday, Feb. 3:** Noon Dismissal\*

**Friday, Feb. 13:** Playtime Closed; Dunwoody UMC Night to Shine Set Up

**Monday, Feb. 16 – Friday, Feb. 20:** Baby Room Only; DeKalb Winter Break

**Friday, Feb. 27:** Playtime Closed; Preschool Association Conference

## March

**Monday-Friday, Mar. 2 – Mar. 6:** Playtime Staff Appreciation Week

**Tuesday, Mar. 3:** Noon Dismissal\*

**Thursday, Mar. 26:** Limited Availability (Preschool Conferences)

## April

**Wednesday, Apr. 1:** Summer Sign Up Link (Jun. – Aug.)

**Friday, Apr. 3:** Playtime Closed; Good Friday

**Monday-Friday, Apr. 6-10:** Playtime Closed; DeKalb Spring Break

## May

**Tuesday, May 5:** Noon Dismissal\*

**Tuesday, May 19:** Noon Dismissal\*

**Thursday, May 21:** Limited Availability (Preschool Post Planning)

**Monday, May 25:** Playtime Closed; Memorial Day

**Friday, May 29:** Playtime Closed; Summer Friday

## June

**Friday, Jun. 5:** Playtime Closed; Summer Friday

**Friday, Jun. 12:** Playtime Closed; Summer Friday

**Friday, Jun. 19:** Playtime Closed; Summer Friday

**Monday – Thursday, Jun. 22-25:** Playtime Closed for VBS

**Friday, Jun. 26:** Playtime Closed; Summer Friday

## July

**Monday – Friday, Jun. 29-Jul. 3:** Playtime Closed; Fourth of July Week

**Friday, Jul. 10:** Playtime Closed; Summer Friday

**Friday, Jul. 17:** Playtime Closed; Summer Friday

**Friday, Jul. 24:** Playtime Closed; Summer Friday

**Friday, Jul. 31:** Playtime Closed; Summer Friday

\*Noon dismissal days are charged at \$40/day

## Program Description

Playtime is DUMC Nursery's weekday childcare program. The loving, fun, and safe environment provides a haven for children and a respite for busy families. While here, your children enjoy indoor and outdoor play, snack time, the chance to socialize with other children, and lunch. Playtime is staffed with experienced, trained caregivers.

Playtime is open to church members and non-members and serves as an extension of Dunwoody UMC's vision to be a church that leads with the love of Christ and welcomes all to strengthen ourselves, neighbors and neighborhoods.

- **Ages:** Children aged six-months through five-years can attend Playtime.
- **Hours:** Playtime is open Monday – Friday, 9:00 a.m. to 1:00 p.m. during the school year. Please see our 2025-2026 calendar for available dates, early dismissal days, and closures.
- **Location:** Playtime is in the DUMC Nursery on the first floor of the DUMC Activities Building. Our dedicated area includes three large classrooms and an indoor playroom. Playtime kids also enjoy time outside on the playground.
- **Partnership with Dunwoody UMC Preschool:** Playtime can complement your child's DUMC Preschool schedule. If your child attends DUMCP less than five days a week, Playtime can fill the days they're not in preschool. Students enrolled in Twos through Kindergarten can sign up for the Playtime early drop off option. Younger siblings of DUMCP Kindergarten students can be transferred to the nursery from 12:00 p.m. – 1:00 p.m. Contact Meredith Dunn for details.

*Playtime accepts children without regard to race, creed, sex, religion, or national origin.*

*Playtime is a non-licensed program, operating under the DUMC Preschool State of Georgia exemption for faith-based and accredited programs.*

## Playtime Staff

Meredith Dunn, Director  
meredith.dunn@dunwoodyumc.org  
770-394-0675, ext. 131

Tambryn Freund, Dunwoody Kids Director  
tambryn.freund@dunwoodyumc.org

Caregivers: Kate Bellamy, Sharon Gilbert, Rushe Hashani, Kim Parkman, Nancy Pinell

Substitutes: Helen Knight, Debie Radloff, Shannon Travers

## Rates

- Daily Rate (9:00 am – 1:00 pm): \$50/child
- Early Dismissal Day Rate (9:00 am - 12:00 pm): \$40
- Early Drop Off Rate (8:00 a.m. – 9:00 a.m.): \$10; available for children 25-months and older

## Registration

New families register for Playtime online and pay a one-time registration fee of \$75. Registration is via Playtime's Procure account. Each family is required to register and set up a Procure account with Playtime.

*Please note: if you already have a Procure account with another care facility or DUMC Preschool, you will still need to add the Playtime Procure account. You can toggle between accounts on your Procure app.*

Children are required to have a current immunization record (Georgia Immunization Form 3231) and Allergy Action Plan (if applicable) on file with Playtime to attend.

## Reservations

Playtime reservations are divided into three terms annually:

1. Fall (September, October, November, December), reservations open Aug. 1
2. Winter/Spring (January, February, March, April, May), reservations open Dec. 1
3. Summer (June, July, August), reservations open Apr. 1

Reservation links are emailed to you upon completion of your registration. Links for new term reservations are emailed to all active families. There are two sign-up links, 6-24 months and 25-60 months; use the one applicable to your child's age.

You can reserve for all the days you need each term at once. If you need additional days, the term link remains active and you can reserve more days if there is availability. Please note: Payment is due at the time of the reservation. Payments are non-refundable and are non-transferable.

**For next-day or a day-of drop-in**, please contact Meredith Dunn at [meredith.dunn@dunwoodyumc.org](mailto:meredith.dunn@dunwoodyumc.org) to confirm there is space to add your child. Please do not bring your child if you do not have confirmation of space.

## Expectations for Attendance

Playtime is open to children age 6-months to 60-months (5-years).

- Children are required to have a current immunization record (Georgia Immunization Form 3231) and Allergy Action Plan (if applicable) on file with Playtime to attend.
  - Immunization Policy
    - All children attending Dunwoody UMC Playtime must meet the Georgia state standards of immunization. We require a Georgia 3231 immunization form to be current and on file before a child attend. We do not accept religious or personal exemptions. The only exceptions are for medical reasons indicated with documentation from the child's pediatrician.
    - Medical Exemption: The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. The pediatrician must provide detailed documentation regarding the reason for the exemption. Dunwoody UMC Preschool reserves the right to obtain a second opinion. Any medical exemption must be reviewed and renewed annually.

- Alternative Vaccination Schedules: Parents whose children are on an alternative vaccination schedule must submit a copy of the new schedule along with documentation from the child's pediatrician indicating the reason for the delayed/alternative schedule. A "Parent Refusal to Vaccinate" form will not be accepted as a reason for the delayed or alternative vaccination schedule.
- PLEASE NOTE: In the event of a contagious disease epidemic, outbreak, or exposure, children with medical exemptions or delayed/alternative vaccination schedules will be required to remain at home until the Georgia Department of Public Health announces the outbreak has ended.
- Parents are responsible for keeping the school informed of any changes in information contained on these forms including telephone numbers, work locations, emergency contacts, child's physician, child's health status, allergies and immunization.
- NOTE: All immunizations required for school attendance as well as the Hearing, Vision and Dental tests are given at the Georgia Department of Health located at 3807 Clairmont Rd., Chamblee, Georgia 30341 (Forms 3231 and 3300, respectively) 770-454-1144. They are also able to assist with the transfer of existing records from another state to the correct Georgia form.
- Playtime is a **NUT FREE ZONE**. Do not send food containing nut products, including peanut butter, almond, sunflower, soya butter, or Nutella.
- Keep your child home when he/she is sick. No child may attend Playtime if he/she:
  - Has a forehead temperature of 100 degrees
  - Exhibiting symptoms including, but not limited to, vomiting, diarrhea, rash, runny nose or eyes, cough, or difficulty breathing.
  - After an illness, a child may return if he/she has been fever-free without the use of medicine for a minimum of 24 hours.
- 12-months and older: A degree of independence is expected to use Playtime beginning at 12-months of age. Children 12-months or older should be able to feed themselves, drink from a cup, and be able to successfully separate from parents in a reasonable time frame.
- 3-years and older: Children must be completely toilet-trained and able to independently use the restroom.
  - Toilet Training Policy: For clarification, the definition of fully toilet-trained is,
    1. The child recognizes when he/she needs to go to the restroom.
    2. The child verbally informs an adult of the need to go to the restroom.
    3. The child enters the restroom on his/her own.
    4. The child manipulates his/her clothing off and on with little or no assistance.
    5. The child sits or stands at the commode and handles own cleaning (wiping) needs with little to no assistance
    6. The child washes his/her hands and rejoins the group.

If a child is not sufficiently toilet-trained to consistently perform the tasks listed above while at Playtime, he/she may be asked by the Director to remain at home until toilet-training is complete. While we understand accidents do occur occasionally, repeated "accidents" or uncooperative behavior may result in a parent being called to remove the child from Playtime for the remainder of the day.

## Drop Off and Pick Up Procedures

### Morning Drop Off:

- Parents walk in children of all ages. Please park near the church sanctuary. Enter in the doors at the end of the breezeway outside the Church Office entrance. If these doors are locked, ring the bell to enter through the Church Office. Playtime does not offer carpool drop off.
- Children signed up for early drop-off may come in starting at 8:00 a.m.
- Regular Playtime drop-off window is 8:50 a.m. – 9:15 a.m.
- Parents sign in on the sheet posted outside the Playtime entrance and walk the child to the assigned room. Room assignments are determined by age and/or when children begin to walk.
- Late arrival: If you arrive after the drop-off window, sign in and ring the Playtime doorbell for assistance.

### Afternoon Pick Up:

- Please park near the church sanctuary. Enter in the doors at the end of the breezeway outside the Church Office entrance. If these doors are locked, ring the bell to enter through the Church Office. Playtime does not offer carpool pick up.
- Parents sign out on the sheet posted outside the Playtime entrance. The afternoon pick up window is from 12:50 pm – 1:10 pm
- Late Pick Up Fees:
  - For first-time late pick up you will receive a verbal reminder of the pick up time frame. Repeat occurrences incur late fees on your Procure account, as follows:
    - Pick up 1:11 – 1:20, \$15/child
    - Pick up 1:21 – 1:30, \$25/child
    - Pick up 1:31 – 2:00, \$50/child

## What to Bring

*Please label each item with your child's name!*

- Change of clothes, including socks
- Diapers and wipes
- Diaper cream
- Extra underwear
- Water bottle, bottles of milk or formula (if applicable)
- Lovies, blankets, pacifiers
- Coat or sweater for outdoor play
- Snack and lunch
  - Playtime is a **NUT FREE ZONE**. Do not send food containing nut products, including peanut butter, almond, sunflower, soya butter, or Nutella.

## Financial Policies

- Registration: Parents must complete registration, pay the one time, non-refundable \$75 registration fee, submit the required forms, and set up a Procure account for the child to attend.

- Reservations: All Playtime payments are due when reservations are made. Payments are non-refundable and non-transferable. Sign up and payment is online.
- Late Pick Up Fees: Any assessed late fees are billed through your Procure account and due upon receipt

## **Inclement Weather/Unexpected Closures**

Playtime follows Dekalb County School System for closures due to weather. If DCSS closes, Playtime will also be closed.