

St. Martin's-In-The-Fields Drop-In Nursery
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Mission Statement

The Drop-In Nursery is an outreach ministry of St. Martin's-in-the-Fields Episcopal Church. Its purpose is to provide non-curricular child care on a drop-in basis and to offer parents an opportunity to spend time away from their children with the assurance that their children are well cared for in a healthy environment. Its aim is to provide a safe, caring organization in which children develop social skills through supervised activities.

History

The Drop-In Nursery was established in October 1972 as an outreach project to serve the Columbia community. Starting with a staff of three, the Drop-In quietly established new principles of service for the area requiring no reservation, charging only on a per hour basis, and providing free care for children of parents volunteering in parish work or attending church services. The staff now typically includes the director and fifteen or more workers.

Welcome to St. Martin's Drop-In Nursery!

We are open from 9 a.m. until 1 p.m. on Mondays, Wednesdays and Fridays to serve children ages 8 weeks (must be after their first round of immunizations) through age 4.

Effective April 1, 2017, hourly rates are as follows: \$7.50 for one child, \$10.50 for two children, and \$14.50 an hour for three children. The yearly registration fee is \$125 per child.

You pay only for the time your child is at the nursery. Bills are generated at the end of each month and balances will be due by the 15th of the next month. Any delinquent accounts are reviewed by the Board of Advisors for appropriate action.

At the time of registration, required forms must be completed and in the hands of the Director. A \$5 LATE FEE is charged for each child picked up after the closing time of 1 p.m. For every minute thereafter, a \$1 charge will be added.

The observance of the following general policies will insure the continued smooth and effective operation of our nursery:

- Only children whose application has been completed and approved will be admitted to the St. Martin's Drop-In Nursery. However, children who come the first time may be admitted to the Nursery on a temporary basis while the official application forms are being processed.

- Parents are required to bring at least two (2) disposable diapers each day for “diaper-wearing children. Please write your child’s name on his/her diapers. We regret that we cannot accept cloth diapers.
- Parents are asked to bring any special item (toy, blanket, stuffed animal) that might make the child more comfortable: Please let the teacher know about this special item and be sure to label it clearly with the child’s name.
- ALL DIAPER BAGS, BOTTLES, AND REMOVABLE OUTERWARE (COATS,SWEATERS, HATS, MITTENS, ETC.) SHOULD BE CLEARLY LABELED TO AVOID LOSS AND CONFUSION.
- A snack is provided at approximately 10 – 11 a.m. It is the practice of the Nursery not to conduct other feeding except for the required feeding of infants. Please do not bring breakfast or lunch for your child. In the event of any food allergies, please plan to provide your child’s own snack.
- All infant food, including cereal and formula, must be pre-mixed: Teachers will not mix any food. Bring all feeding necessities for your baby (bib, spoon, bottle, etc.). The Nursery does not maintain a supply of such items.
- THE NURSERY CANNOT ACCEPT SICK CHILDREN – no fever, vomiting or diarrhea within the preceding 24 hours!! NO THICK-COLORED-MUCOUS RUNNY NOSES.
- The Nursery Director must be notified in advance if someone other than the previously designated person will be picking up your child.
- Immunization records must be certified, up to date and complete.

Inclement weather

In the event of inclement weather, the Nursery will close when Richland District One schools close. If there is a delay, then the Nursery will open at 10 a.m.

Helping your child transition

We recommend that parents leave their children for short periods of time when they first begin to come to the Nursery and progressively increase their stay in order to allow the child to adjust to the new routine of the nursery and the new surroundings.

If you wish to discuss any concerns you may have, please schedule a conference with the director or the teacher preferably in the absence of the child. We welcome your input and appreciate your interest and cooperation.

Sincerely,

Kathy

787- 5333 (Home) Mrs. Kathy Lentz

787- 6406 (Nursery) Nursery Director

782- 5658 (Fax)

Revised April 16, 2015