

# MOM'S TIME OUT

## HANDBOOK

*Child care is available Monday through Friday mornings, 8:45 am – 11:45 am.*

*Space is limited, so reservations are advised.*

*For more information, call the Preschool at 765-463-5564.*

### **Welcome to Mom's Time Out!**

All of the caregivers welcome you and your child to Mom's Time Out! To provide you with a quality child care program, please read over the following guidelines.

1. Our hours at 8:45 AM to 11:45 AM, Monday thru Friday. Please be prompt in picking up your child at the end of the session. Our childcare providers have other responsibilities right after the MTO session ends, so PLEASE be respectful of their time.
2. If your child is running a fever, has diarrhea or other symptoms within 24 hours of your scheduled MTO time, please keep him/her home until symptom free. We want to provide a healthy environment for the children.
3. We ask for a donation of a snack two or three times a year and one box of tissues. Appropriate snacks may include low sugar cereal, crackers, gold fish, plain cookies, fruit, pretzels, etc. We serve a light snack with water each morning around 10:30 AM. Make sure to let us know if your child has any food allergies!
4. Bring any necessary supplies that your child will need while you are away. i.e. diapers (disposable only, please), pull-ups, bottles, sipper cups, wipes, favorite blanket, pacifier if needed, change of clothes. **Please mark all items with your name.**
5. Please plan to pay each day that you leave your child at MTO. The fee per session is \$20 for the first child and an additional \$12 per child in the same family. If you will be using MTO for after preschool childcare, there will be an additional \$3 charge.
6. Sign in each time that you drop off your child. Make sure that you leave a phone number where you or someone else that is responsible for your child may be reached in case of emergency or illness.

7. Mom's Time Out operates on the same calendar as the Tippecanoe County School Corporation for Spring Break. Check with your caregiver about additional dates that MTO will not be in session. In case of a snow day or any other reason that a cancellation may occur, you may watch local TV channel 18 or check the wlf.com website. You may also call the church at 463-5564. We will do our best to keep you informed.

8. It would be helpful for others and us if you call us when you cannot keep your reservation. We offer a drop in service when space permits. MTO salaries are generated from the fees that we charge. **We will need to charge you for absences if you have a scheduled reservation.** Thank you for your cooperation in this matter.

9. If you would be interested in being a substitute in MTO, please let one of the staff members know! Sub pay is \$20 per session.

10. Please fill out all paper work given to you by the MTO staff (registration form, health form, parent agreement, and release form if someone other than parents will be picking up a child). A one-time, non-refundable \$10 registration fee is required.

11. If you are chronically late in picking up your child you may be asked to pay a late fee of \$10.

12. It is best that the children do not bring toys from home. The toy may get broken, or the child may get upset if someone else plays with the toy. Thank you for your cooperation.

If you should have any questions, you may call Sandra Lyerly at (765) 414-7866 or Susan Thomas at 765-463-5564, extension 201.

HAVE A GREAT YEAR!



**Federated Church**

*Where individual belief and a vibrant faith community meet.*

2400 Sycamore Lane (765) 463-5564  
West Lafayette, IN 47906 [www.federatedchurch.net](http://www.federatedchurch.net)