

Details about Playing Hostess and Various Policies

Program Signup

It is helpful to use the Program Signup Sheet to track names, phone numbers, childcare needs and payment status. Program Signup Sheets can be obtained from the Mothers Center Web Site:

<http://motherscenterfc.org> and the Filing Cabinet. For non-members, please obtain telephone numbers and addresses (if possible) so we can follow up with them.

After the program, make sure you get the top portion of the signup sheet in the file cabinet in the folder marked "Completed Sign Up Sheets" and the bottom portion with the fees paid for the Treasurer via the mail box in the church office or via mail. If participants have given you cash, please write a personal check to The Mothers' Center for that amount and keep the cash yourself. Please urge people to write a check. Do not leave cash at the Mothers' Center or in the Church Office. If we owe money to a professional, include instructions on how to pay the person on the bottom portion of the signup sheet, including the professional's name, address and agreed upon fee.

Use a Reimbursement Form if you had other approved expenses. Copies are available in the Mothers' Center filing cabinet and on the Mothers' Center Web Site.

If you have low or no RSVP's, please send out an email to all Mothers' Center Members via the Yahoo Group. If you must cancel your program please send an email out to all members and a individual email to the webmaster to note the program CANCELED on the Calendar on the web site. Also, please Call the Childcare Coordinator to personally let me know that the program is cancelled and she can contact the childcare workers.

Payment Policy

It is best to collect payment as attendees arrive. Collect and check their information on the sign up sheet. Again, do not leave cash in the church office or in the Mothers' Center room.

Reserving Childcare

You need to track how many children will be in childcare, along with their ages, and call the Childcare Supervisor by the program deadline (at least 3 days before the start date).

Keep the Childcare Supervisor updated with any changes that could affect childcare.

Why do we need to reserve childcare?

- We need to schedule enough care providers for each event. We have a maximum of 4 children per worker. Sometimes we need more workers for more popular events or if there are a lot of little ones.
- The nursery limit is 12 children so we might need to arrange for the overflow nursery.
- If people want to sign up after the deadline, they may not be able to get childcare. So we have to track who signed up and reserved spaces first.

How to get in the building

The church is open Monday-Thursday 8am-4pm, except during lunch and most major holidays. In addition, the Fort Collins Preschool's hours of operation include mornings. Thus the Mothers' Center door is usually unlocked. If the Mothers' Center door is locked, go in the main church entrance and ask the church secretary in the church office for assistance.

If your event takes place in the evening or when the church is not open, obtain a church key from **one of the Mothers' Center Members who have a key- see Organization Chart for list of members.**

How to adjust the room temperature

Normally, we meet in Room 5, the third door on the right as you walk in the northeast entrance. The smaller room, Room 4, is the second door on the right, and has a thermostat right inside the door on the south wall. Use the **CHANGE** button to advance the temperature up or down. Please return the temperature to 63 degrees after your event is done.

On program days

Arrive early to set up the room and make coffee and hot water for tea and hot chocolate. Also, set out the snacks you brought, put out plates, napkins etc, which can be found in the Mothers' Center Closet where the coffee makers are located. Please note any needed items and e-mail the Programming Committee Head.

Have all participants new to The Mothers' Center complete the **Hold Harmless Form** and **Childcare Guidelines** (forms available in the Mothers' Center filing cabinet as well as on the Mothers' Center Web Site).

Mothers' Center policies should be communicated to the group, especially when there are participants who are not familiar with The Mothers' Center:

- Non-judgmental approach
- Childcare guidelines and Hold Harmless Form

Provide extra copies of the newsletter for non-members. Newsletters can be obtained from the bookshelf on the west wall.

At the end of the program ask participants to complete a survey which can be obtained from the Mothers' Center file cabinet. Place the completed surveys to the file cabinet in the file labeled, "Completed Surveys".

Cleanup:

- Please leave the room better than you found it. Remember the church provides us the use of their space for nominal dollars so we should take care of it as if it was our own.
- Chairs and tables should be wiped off and returned to where they were found.
- Always empty trash (and replace trash bags) and vacuum as needed. Trash bags are in the Mothers' Center closet and the vacuum is located in the closet next to the office (south side).
- All diapers are to be thrown away either in the nursery trash or outside in the dumpster if the nursery trash has already been emptied. Do not leave diapers in the church at the end of the event!

- Rinse all coffeepots in the kitchen and unplug coffeemakers. Make sure all re-usable cups are cleaned with dishwasher soap. The church kitchen is located on the other side of the church, left of the office, before you reach Fellowship Hall. Return all supplies to the proper place.
- Return keys, if applicable.
- If temperature has been changed, return to 63 degrees.
- Care Providers are responsible for cleanup in the childcare rooms. However, please make sure the rooms have been cleaned before leaving, the trash has been emptied, the thermostat has been adjusted and all windows are closed.
- Check the bathrooms and clean up any especially messy messes before leaving. The Preschool generally cleans the bathrooms at the end of their day.
- Check that all windows and doors are closed, all lights are turned off and, if leaving after regular church hours, that the doors are locked (including the outside door to childcare).

Program Hostess Checklist

Before program:

- Complete Program Signup Sheet as people sign up.
- Call Childcare Supervisor with number and needs of children at least 3 days in advance.
- Call Childcare Supervisor again right before program date with any changes.
- Send out an email if you have no or little response 2 weeks and again 7 days prior to program date.
- Send out an email if the program is canceled- and a personal email to the webmaster to request that the program be marked "Canceled" on the web site.
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Each day of Program:

- Unlock outside door (if applicable).
- Adjust room temperature (thermostat and/or windows) if needed.
- Set out refreshments-coffee, hot water, goodies, plates, etc.
- Greet people.
- Collect childcare and program charges
- Get the meeting/ program started on time.
- The children in childcare must be picked up by 11:00.
- Clean up room; take out trash, turn off lights etc.
- Check to make sure that the nursery is picked up and ALL trash is taken out with new can liners.

1st day of program:

- Have new people sign Hold Harmless Form and Childcare Guidelines.
- Collect any money due.



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Phone: 970/482-2253

Email: fcmotherscenter@yahoo.com

Website: www.motherscenterfc.org · National Website: www.motherscenter.org

Last day of program:

- Ask participants to complete a Mothers' Center survey.

After last day of program:

- Put completed top portion of the sign up sheet in file. Place bottom portion of sign up sheet, check and other payments (no cash) in the Mothers' Center Mail Box in the church office.

Refreshment Cabinet

Tea

Coffee Singles

Hot Cocoa Singles

Sugar-single serve

Creamer-single serve

Stir Sticks

Plates

Napkins

Plastic Ware -forks, knives, spoons

Cups

Disposable Dish Cloths

Paper Towels

Trash Bags

First Aid Kit - keep stocked (in nursery room)

If we are out of any of the above items please contact Programming Committee Head