

Appendix E

Sample Communication

SAMPLE LETTERS FOR LEADERSHIP USE

SAMPLE LETTER TO PROSPECTIVE CHILD-CARE WORKER

Dear Prospective Child-care Giver,

Thank you for requesting an application for employment with our moms group. This group meets weekly and includes a child-care program that runs at the same time as the mothers' program. While the mothers have an opportunity for visiting, hearing guest speakers, sharing ideas, making crafts, or attending a Bible study, the children are playing and learning also.

Our group meets Wednesdays from 9:00 to 11:00 A.M. The first semester begins in September and ends in December. The second semester begins in January and ends at the beginning of May. Child-care workers are needed weekly from 8:15 to 11:30 A.M.

Please completely fill out the enclosed application and return it within the next week to [name and address]. We will notify you for an interview after we review your application.

We know that this is not a lot of hours to work, but it does provide a bit of spending money, and every little bit helps! More important, you will have the opportunity to influence the lives of small children and provide moms with some much needed relief.

Our group meets at [location and address]. Your own transportation is required. Thanks for your interest in our program. We look forward to hearing from you.

Child-care Coordinator

SAMPLE LETTER TO SPEAKER—GUIDELINES

Dear Speaker,

Thank you so much for your willingness to speak to our moms group. We would like to give you a little information to help you plan your message. If you have further questions, please call the contact person listed below. We look forward to our time with you.

Purpose: Our group is a professional, Christian organization for women in the profession of motherhood. We provide weekly social interaction along with teaching on homemaking, marriage, and parenting skills, weaving God's truth throughout all that we do. We are an outreach ministry.

People: You can expect to be speaking to an audience of 100–150 women. Only 40 percent of our regular attendees are members of our congregation. It is an outreach to both the church and the unchurched.

Handouts and AV Equipment: If you desire to use AV equipment (e.g., VCR/DVD and TV, overhead projector, tape player, PowerPoint), please let [name] know as soon as possible. You will be provided with a microphone. If you want to provide handouts, please have them to [name and maybe place] one week before you speak. Unless you request otherwise, we will have the women pick them up as they walk in the door.

Discussion Questions: We would greatly appreciate 3–5 discussion questions for use in our small groups following your presentation. Please send the questions to [name, address, email] no later than 2 weeks before your visit.

Schedule: Although our schedule varies from week to week, we try to follow this format:

9:00–9:15	Visiting and Food
9:15–10:00	Guest Speaker
10:00–10:15	Break
10:15–10:30	Announcements
10:30–10:55	Small Groups
10:55	Closing Prayer

We ask that you arrive no later than 9:00 A.M., and you are invited to spend the remainder of the morning with us. [Name] will meet you at the receptionist desk at the time you expect to arrive.



Financial Reimbursement: Your honorarium [if any] and travel expenses were determined upon your booking. A check will be given to you on the day that you speak to the group. Thank you for being willing to invest in the lives of mothers and their families by sharing with our moms.

Other: Because this group is an outreach ministry, please refrain from:

- using Christian clichés and phrases (e.g., “saved,” “born again”) or talking about specific denominations
- highly controversial or political issues
- promoting your project, cause, campaign, or business

Thank you again for sharing with us!

Contact person (program coordinator) _____

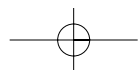
Phone numbers _____

Email _____

Date speaking _____

Address and phone of meeting place: _____

[If appropriate attach directions for reaching the meeting place.]



SAMPLE LETTER FOR SUMMER REGISTRATION

[With this letter include registration cards for the mom and the children. This letter can be mailed out to a mom inquiring about the group or it can be handed to a first-time visitor.]

Dear Fellow Mom,

Thank you for your interest in [name of group], a moms group for women in all stages of motherhood. We gather weekly to encourage women in their parenting, their marriages, their homemaking skills, and most of all in their career choice for this season of their lives—mothering. We'd like to introduce you to our program and answer any questions you have.

GENERAL INFORMATION

Our moms group meets each Wednesday morning during the school year from 9:00 to 11:00 A.M. at [name of church]. Children, newborn through kindergarten, may be enrolled in our child-care program at the church for a small fee. There is an activity fee of \$10 per semester, which helps pay for program supplies.

CARE CIRCLES

Each woman in our moms group is assigned to a care circle. These groups are organized according to the ages of their children. They allow you to get to know other women who are in a similar stage of motherhood.

CHILD CARE

Our child care allows your child(ren) to play and learn while you are enjoying your two hours at [name of group]. Children 0 to 24 months are cared for according to your instructions. Ages 2 through kindergarten have a curriculum that includes a story/lesson, video, craft, snack, and free play.

CHILD-CARE FEES

Child-care fees are set to cover the costs of running the program while keeping it affordable to one-income families. Fees are payable monthly (\$2.50 per child = \$10 per month) and are collected on the first week of the month. The maximum child-care fee charged is \$6 per family per week (\$24 per month). If you are a day-care provider, the same fees will apply to your day-care children, but they will be figured separately from the charge applied to your own children. Child-care fees are nonrefundable and may not be carried over to the next month. If it is financially difficult for you to pay for one month at a time, you also have the option of writing two checks and postdating one for two weeks later. We will then hold that check and deposit it on the later date.

Note: For stay-at-home moms living on one income, money can be tight at times. Please do not ever let money keep you from attending our group. If you cannot afford child care, please contact us to confidentially arrange for scholarship monies. When money is tight, that's usually when we need the support of other moms!

REGISTRATION

You will notice that there are two registration cards, one for you and one for any children you desire to enroll in our child-care program. Please fill out the [pink] card with the requested information about you and your family. Then, fill out the [lavender] card only for the children you want to enroll in child care, including day-care children. Mail them to [name and address].

WAITING LIST

Because our program is so popular, it is possible that some child-care classrooms are at full capacity. If so, we will contact you by phone. If your child is on a waiting list and you can make other child-care arrangements, please do attend the moms program yourself.

DIRECTORY

We publish a moms directory listing the names, children's names, addresses, and phone numbers of all of our members. If for any reason you do not want your address or phone number published, please indicate so on your registration card.

FIRST-TIME ATTENDANCE

When you attend our moms group for the first time, please enter the church building at [give directions to place of meeting]. There you will find women waiting to greet you and introduce you to our program.



I hope this gives you an idea of what our moms group is all about. If you have any further questions, please feel free to give us a call.

We want to encourage you in your mothering. You have made an important choice in staying home and raising your children. No one can replace you! Now let's encourage one another: mom to mom.

[Program director's name]

[Phone]

SAMPLE LETTER TO MOMS ABOUT CHILD CARE

[This letter is included in the registration packet, which could be sent out in a summer mailing or given to moms who register mid-year.]

Dear Mom,

Because leaving a child in child care can sometimes be stressful, we've compiled a list of frequently asked questions to help address concerns or questions you may have.

DO I HAVE TO LEAVE MY CHILD IN CHILD CARE?

Because [name of group] is designed to be a "time out" for mothers, we ask that all mothers use the child-care program or make their own child-care arrangements (newborns up to 6 months can be an exception).

WHAT ABOUT SECURITY?

We have a security system, complete with ID numbers that match you with your child. If your child needs you, your number will be written on the chalkboard. You can excuse yourself to take care of your child's needs, then return to the meeting. You will also need your ID number to pick up your child after a meeting.

WHAT IF MY CHILD CRIES WHEN I DROP HIM OFF?

When you arrive, hang coats in the main hallway upstairs, then go to the child's area and pick up your child's name tag. Take the child to his room. *Please do not enter the child-care room.* This upsets the children already in the room, and it makes it hard to keep track of who is coming and going. Wait at the door for the room mother or teacher to greet you. If your child begins to cry, give him a hug and walk out the door. It may even be necessary for the teacher to "peel" your child off of you. This is a hard thing to do, but most of the time a child stops crying as soon as the parent leaves. If you stick around, it makes it worse for your child, you, and the workers. Allow the workers to do their jobs. They will try very hard to help your child adjust to the room. If your child continues to cry, they will let you know.

WHAT DO I DO IF MY CHILD CRIES IN CHILD CARE?

Let me assure you that not all children cry when their mothers leave them. But should your child cry, we encourage you to give the child-care workers a chance to settle him. If he still doesn't settle down, here are some suggestions for what to do if we come to get you because your child is crying:

1. Tell the floor supervisor you would like to wait 10 to 15 minutes more to give the child a bit more time to settle down.

Note: We require our workers to inform you when your child has been consistently crying for 10 minutes. We do not necessarily want you to do anything; we just want you to know, give further instructions, or come take care of a need if necessary. You may feel that the child just needs more time to adjust. Let the supervisor know what you want to do. Someone will come to get you again if the child doesn't settle down.

2. Go to the room and help to settle the child down, reassuring him/her that you will come to get them after they are through playing. Work with the child and a worker so that you can exit the room with the child in the care of a specific person. Remember, if they continue to be upset after you leave, we will come get you again.
3. If nothing else works, feel free to bring the child into the meeting with you for that day. Please do not leave to go home. You especially need the morning with other moms after having the stress of an upset child.

WHAT IF I NEED TO NURSE MY CHILD?

If your child needs to nurse, please bring the infant to the moms' meeting room to nurse. That way you won't have to miss the meeting. After you have finished nursing, you can return the child to the child-care room so you can enjoy the rest of the morning.

WHAT IS THE RATIO OF WORKERS TO CHILDREN?

In the infant rooms we try to maintain a 1:2 or 1:3 worker to child ratio. Toddler rooms have a 1:4 or 1:5 ratio. Two- and three-year-old rooms maintain a 1:6 or 1:7 ratio. Our four- and five-year-old rooms have a 1:8 or 1:10 ratio.

CAN I CHECK ON MY CHILD DURING THE MEETING?

We ask that you not go to "check on a child." Once your child or any other child sees an adult, the whole room becomes upset. In the past, our nursery supervisor checked on a room and found all the children happy and playing. Ten minutes later she returned and found several children crying. The workers informed her that a well-meaning mom had peeked in to check on her child, only to upset the whole room. Or the mom had peeked in only minutes after the child had started crying, so she was not aware that the child had just started to cry. The sole job of our nursery supervisor is to walk from room to room making sure that everyone is happy.

If not, she comes to get the mom. By the way, our supervisor doesn't even peek her head in the room. The teachers use Post-it notes on the outside of the door to communicate any problems. This way the room is not disrupted at all.

MAY I TAKE HOME SOME CARE FORMS TO FILL OUT BEFORE WEDNESDAY MORNING?

Yes! It is hard to fill out forms with babies and children in tow. Feel free to grab extra care forms and have them in your child's diaper bag when you arrive (we're enclosing the first one with this letter). Only moms with children 24 months and younger are required to fill out the care forms. You can use your own discretion with 2-year-olds. If your child has a serious allergy or needs special care in any other way, please alert the teacher. We may even make a special note on the child's name tag to assure proper care.

WHAT IF I AM POTTY TRAINING MY CHILD?

We promise to do the best job we can, but please remember that we are caring for multiple children. You may want to use "pull-up" diapers on meeting mornings just to be safe. Two-year-olds on up have "potty breaks," and children are taken to the restroom as they need to be, but we may not catch every child at the right time.

WHAT DO THE CHILDREN DO DURING THE TWO HOURS THEY ARE IN CHILD CARE?

Children 24 months and younger sleep, rock, play, eat, and in general are loved and cared for. Ages 12–24 months have a snack of Cheerios during the morning. Children ages 2 and up have a regular schedule that includes free play, a story, a craft, gym or playground time, and a video every once in a while.

HOW IS DISCIPLINE FOR OLDER CHILDREN HANDLED?

The teachers handle discipline on an individual basis. Sometimes a stern look or a verbal warning is enough. At other times a "time-out" is necessary. When a child consistently misbehaves, the mother will be consulted for further help.

WHAT DO I DO IF I HAVE A CONCERN ABOUT MY CHILD'S CARE OR CLASSROOM?

Please let us know of any concern you have with your child's care. You can speak to the room mother or our child-care supervisor, [name of supervisor]. Please don't just be a complainer. If there is a problem, we need your suggestions too. It may be

easier to share your concerns on the phone after you get home rather than with children in tow.

HOW CAN I MAKE THE CHILD-CARE PROGRAM RUN SMOOTHER?

We always need room moms! What does a room mom do? Her biggest job is making the arrival and departure times run as smoothly as possible. She provides extra hands at the most hectic times of the morning. She also maintains regular contact with the teachers and workers in the rooms, passing on needs or suggestions. In the infant rooms, the room moms are responsible for the laundry. It isn't a terribly difficult job, but it is very important. If you are not serving anywhere else in our group, we really need you.

I hope this has answered some of your questions. Please feel free to give me a call [phone number] with any questions or concerns you may have.

[Director's name]

INFORMATION FOR CAREGIVERS

SAMPLE CHILD-CARE WORKER TRAINING SHEET

Church name and location _____

Address _____

Phone number _____

GENERAL INFORMATION FOR CHILD-CARE WORKERS

Discipline: Time-outs may be used if necessary. A chair near the edge of the room should be used to remove the child from activity. State the wrong behavior and tell the child it is not okay. Suggest a good behavior instead. Child may sit one minute for each year of age (3-year-old: 3 minutes). Any recurring problem must be reported to room mother.

Illness: If you have a cold, come anyway. If you have a fever, contagious disease, or serious illness, call [name of person] as soon as possible so we can fill your place.

Ill Child: If the child seems to have a fever, rash, extremely bad cough, or green-mucous runny nose, please notify the floor supervisor.

Crying: When the children arrive, some will cry when they are separated from their mother. It is important that you gently take the child and get him or her interested in something. Do not let the child stand there and cling to Mom. If crying continues, try a walk in the hall or outside. Alert the mom if the child cries constantly for more than 10 minutes.

Rooms: Make sure the rooms are in the same shape or better than you found them. Tell the room mother about any broken toys.

Attendance: You will find weekly attendance charts when you check in. Please be accurate when checking attendance and turn in the chart each week.

Thank you so much for your punctuality, responsibility, and creativity in working with our children.



PARTICIPANTS HANDBOOK

SAMPLE TEXT FOR MEMBERS HANDBOOK

WE WELCOME YOU!

Welcome to our moms group! Being a stay-at-home mom is one of the most rewarding jobs in the world but also one of the most challenging. We all need the support and encouragement of others, and that is why we've come together.

This handbook will acquaint you with the way our group works. Remember, though, this group is your group. We are constantly looking for new ideas to try, new topics to study, new places to go, new crafts to make. . . . If you have any feedback or suggestions, please give them to the appropriate leaders listed below.

Remember that building friendships takes time. Our meetings do not provide enough time to build friendships, but we hope that the care circles will introduce you to women with whom you may choose to build a relationship. We encourage you to get together outside of our meetings. True friendships don't just happen; they take time and effort.

Once again, welcome! We believe you are special. We also believe you have made the right choice to stay home with your children. Join us as we make the journey of full-time homemaking together!

[Director's Name]

OUR LEADERSHIP

This group is made up of women just like you. Please contact any of these women with concerns, questions, or suggestions. We always need more help in all areas! Call [name] today to volunteer!

Women's Ministries

Name _____ Phone _____

Moms Group Program Director

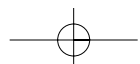
Name _____ Phone _____

Assistant Director

Name _____ Phone _____

Care Circle Coordinator

Name _____ Phone _____





Child-care Coordinator

Name _____ Phone _____

Child Registration Coordinator

Name _____ Phone _____

Craft Coordinator

Name _____ Phone _____

Facilities Coordinator

Name _____ Phone _____

Financial Coordinator

Name _____ Phone _____

Fundraising Coordinator

Name _____ Phone _____

Hospitality Coordinator

Name _____ Phone _____

Lending Library Coordinator

Name _____ Phone _____

Newsletter Coordinator

Name _____ Phone _____

Program Coordinator

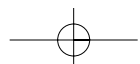
Name _____ Phone _____

MONTHLY NEWSLETTER

We have a great monthly newsletter for all you moms, but we need your help to make it the best it can be! You can contribute to the recipe roundup, kids' corner (funny things they say and do, parenting tips, or fun things to do), book and article reviews, and any other information you may need or want to share. There is a newsletter section on our community board in the meeting room; please put your contributions there. For any questions or suggestions call [name].

TRIPS, SLUMBER PARTIES, AND MOMS' NIGHT OUT

Each year we try to plan at least one overnight trip, one slumber party, and several evenings out for moms. Watch for these in the newsletter and during the weekly





announcement time. We are also always looking for people to help us organize new activities. Plan to take some time for yourself this year—you deserve it!

LENDING LIBRARY

Please stop by our lending library. The following are some guidelines for its use.

1. You may check out a book/tape/video for 2 weeks.
2. Any items lost or damaged must be replaced.
3. A limit of 5 items may be checked out at any one time.
4. Please return lending library items promptly so others may use them.
5. The lending library will accept donations (not loaned items) anytime during the year.

For further information or questions call [name].

CRAFT DAY GUIDELINES

1. Crafts are offered on a sign-up basis. Sign-ups will be offered at least three weeks before the craft day. The last day to sign up will be two weeks before the craft day.
2. If you sign up for a craft but miss the craft day, you may pick up your pieces and instructions at the next meeting *only*. If you will miss the next meeting, please have someone pick up your craft for you.
3. No refunds will be given for crafts missed.
4. Paint cannot be supplied for crafts that are picked up after craft day.
5. If you miss craft day and forget to pick up your craft the next week, you will forfeit that craft. You cannot expect to “exchange” it for the next craft. This is because the items were purchased and prepared for you even though you did not attend.
6. If you lead a craft, you may participate in one craft being offered that day for free.

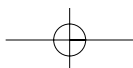
Craft days are a favorite for nearly everyone. Because of the number of women we have participating in our group, we have come up with some guidelines to make it easier for all involved. Thank you for your understanding. For those of you not interested in crafts, feel free to bring your own project to work on, or just come and enjoy visiting with other moms for the day. If you would ever like to lead a craft, please see [name].

INCLEMENT WEATHER POLICY

In case of bad weather, our group will follow the local school cancellations. Listen to local radio stations for school closings.

OUR HOSPITALITY AND CARE GROUPS

Because of the size of our group, we have developed a care system that allows moms to get to know one another better and respond to crisis and emergency needs. You will most



often meet in your care circle the last 30 minutes of each meeting. This will give you a chance to meet some of the women on a more personal basis. Please, if you have a death in the family, hospitalization, a new baby, etc., call your care group leader immediately. If you cannot get in touch with her or need to find out whose group you are in, call [name]. We want to help one another out in times of stress and trouble, but we have to know the need exists first. For many of us, our moms group is the closest “extended family” we have.

HOME BUSINESS POLICY

Many mothers at home choose to bring in a second income with a home business. We want to be able to give everyone an opportunity to promote her business, but we have established guidelines for marketing a home business at our meetings as follows:

1. No verbal announcements may be made about business specials, parties, or open houses.
2. Our handout table may be used for business handouts and small displays. These need to be removed at the end of each meeting or they will be discarded.
3. Home businesses are welcome to post announcements or brochures on the group’s bulletin board.
4. Home businesses are encouraged to participate in our home business bazaar held in November.

CHILD CARE

The child-care program we offer during meetings is set up similar to a preschool.

- Infants through age 2 enjoy interaction, stories, and music.
- They will be cared for according to your instructions.
- Children age 2 through kindergarten enjoy videos, stories, lesson time, crafts, snacks, and playground or gym time.

To help our child care run smoothly, we ask the following from you:

1. When you arrive, please put your child’s name tag on the child’s back and hand the child to the room mother or worker at the door. Please do not enter the room. The workers are prepared for crying children and will immediately take care of your child. If your child needs you during the morning, someone will come and get you.
2. Please have all items in your diaper bag marked with your child’s name (e.g., bottles, pacifiers, cups, etc.). Make sure your diaper bag has your child’s name on it too.
3. Fill out a Care Form each week for your child age 2 and under. Feel free to use the same form from week to week, or take a few forms home to fill out when things are less hectic. Turn in your Care Form with the diaper bag.

4. Child care is available from 8:45 to 11:05 A.M. Please be prompt for arrival and pick up.
5. Please notify room mothers of any suggestions or problems. Room mothers will relay the information to the child-care team. The child-care team is striving to make the child-care program the best it can be.

CHILD-CARE FEES

The rate for our child care is \$2.50 per child, per meeting. The maximum child-care fee charged is \$6 per family. If you are a day-care provider, this policy will apply to your day-care children and must be figured separately from the charge applied to your own children.

Because we realize that dropping off an infant can be difficult, moms with newborns (0–2 months) can have a spot in child care by paying half price for the infant's first month of child care. After that one month, full tuition will be required or the child's spot in the newborn room will be forfeited.

We also realize that you may need some time off after your child's birth. You may pay half tuition for your older children for four weeks if they do not attend. If you attend with your children, then full tuition will be expected.

We require payment of your child-care fees for the entire month at the first meeting of the month. If you are absent that first meeting, you may mail your check or pay your fee the second meeting, or you may lose your spot(s) in the child-care program. The child-care fee is nonrefundable and may not be carried over to the next month. If it is financially difficult for you to pay for one month at a time, you have the option of writing two checks and postdating one for two weeks later. We will then hold that check and deposit it on the later date. You may pay in cash or by check. Checks should be made payable to [organization].

Room mothers should pay their child care first before reporting to their rooms. Please direct any child-care questions to [name].

Please Note: For stay-at-home moms living on one income, money can be tight at times. Please do not ever let money keep you from attending. If you cannot afford child care, please see [name], and she will confidentially arrange for scholarship monies if they are available. When money is tight, that is usually when we need the support of other moms!

OTHER FEES

Our group works under a limited budget, so we ask each mom to share in an activity fee of \$10 per semester. This can be paid anytime within the first month each semester. You may also choose to pay for the entire year at once. This fee covers our paper products, child-care supply expenses, and speaker expenses. Once again, if this is a financial problem at all, just let [name] know.



POLICY FOR SICK CHILDREN

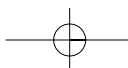
If your child has a fever, diarrhea, an unexplained rash, pinkeye, or a green-mucous runny nose, please do not bring the child to the moms group. Your child most likely will not feel like being there and would risk infecting an entire classroom. Thank you for your help in this area.

MOMS' SNACK SCHEDULE

Each care circle will be asked to provide a snack two or three times a year. What do you bring? For moms—anything goes! Finger foods are best. We always provide coffee, tea, cups, plates, and napkins. Please arrive at 8:50 A.M. on the day you provide the refreshments. When it is your circle's day to bring refreshments, each person in the circle should bring something.

CHILD-CARE ROTATION

We want to provide the best care possible for our children, and we are sometimes short-handed in some of the rooms. Because of this, we ask each care circle to be responsible for volunteering in the child-care rooms once per semester. If the teacher indicates that no help is needed, you may attend the program that day. If you really don't want to miss the topic for the day, you may trade with someone else on an individual basis. We appreciate your willingness to help.



PROMOTIONAL COPY

SAMPLE TEXT FOR MOMS GROUP INFORMATIONAL BROCHURE MEETING THE NEEDS OF MOTHERS AT HOME

WHAT IS [NAME OF GROUP]?

- a haven for frazzled nerves
- an encouraging, accepting atmosphere where a mom finds out she's not alone
- a quality children's program where a mom's little ones are loved and cared for
- a relaxed atmosphere of caring, sharing, and fun

The goal of [name of group] is to nurture all mothers; to reach out with encouragement, friendship, and support; and to enable each woman to be all God created her to be.

TELL ME MORE . . .

Time:	Wednesday mornings from 9:00 to 11:00 A.M. during the school year
Place:	[name of church or building]
Cost:	\$10 per semester
Child-care fees:	\$2.50 per child per week
Registration:	Please call [phone] for a registration packet

TYPICAL MEETING FORMAT

8:45–9:00 A.M.	Check in children
9:00–9:15 A.M.	Refreshments and conversation
9:15–10:00 A.M.	Speaker
10:00–11:00 A.M.	Care circles

Our group provides quality child care through our child-care program. Children are divided into appropriate age groups. Older children enjoy stories, games, snacks, and songs. Younger children are rocked, held, and cared for according to your instructions.

TYPICAL PROGRAM TOPICS

- The ABCs of a Healthy Marriage
- Teaching Your Children about God on a Daily Basis
- Making Memories with Traditions



101 Ways to Cut Costs: Raising Your Family on One Income

Managing Your Space—Home Organization Ideas

Pamper Yourself: Several businesses will be on hand to do your nails, give you a massage, show you the latest makeup shades, do your colors, and let you try the latest flavored coffee.

For more information call

[name of group]

[name of contact person]

[phone]

