



IUMC Preschool is always looking for substitute teachers and assistants throughout the school year. This is a paid position. You can choose to receive a paycheck or have your pay applied as credit towards your child's tuition account. If you are interested in being added to our substitute list, please fill out the form below and turn it into the office.

Name _____ Phone number _____

Please check the days and times you are available below:

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<u>Day</u>	<u>AM (8:15 to 12:00)</u>	<u>PM (12:00-3:15)</u>	<u>Nursery (8:00 to 12:30)</u>
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____

Would you be available and interested in providing childcare during:

Staff Meetings: Most often on 1st Tuesday of the month from 12:15–2:30 Yes ____ No ____

PAC Meetings: Typically, the 3rd Thursday of the month from 12:15-2:30 Yes ____ No ____

Please keep in mind that, occasionally, we will receive requests for substitutes one or more days in advance of the need, and we can generally call you at convenient times. But the nature of illness and emergencies make it likely that you will receive a call as early as 6:30 am the day of the need, or late the night before.

Do you wish to receive your payment for substituting in the form of a check or as credit towards your child's tuition account?
 Check _____ Credit _____