

## Westcoast Moms' Babysitting Co-op Program Guidelines

### MEMBERSHIP Section 1

1. All members of the co-op are required to live in the \_\_\_\_\_ area. If a current member moves outside the area, the member will be required to leave the co-op, unless otherwise agreed to by the majority of the remaining members.
2. The co-op will be limited to 20 members, unless a change is agreed upon by the majority of members.
3. This is a non-smoking co-op. No smoking is allowed in the members' homes, vehicles or in any other enclosed space.
4. All members must have a telephone and/or cell phone.
5. To the benefit of all members as well as our own families it is recommend that all members be certified in infant and child CPR or child first aid. If member would like to take the course they will be entitled to one free sit to obtain certification and will be required to sit one member's children in return.
6. Members are asked for a criminal record check for their local police department and to provide a copy to the organizer. Members are required to have a clean criminal record. Forms will be provided by the organizer and members are request to complete the forms in person to their local police station. **There is no fee as this is a volunteer community based program.**
7. Each family well pay an annual membership fee of \$\_\_\_\_.00. If the money held by the co-op organizer is insufficient, each member may be required to pay an additional small amount of money to cover operation cost (e.g. photocopies, meeting space and parties).
8. If a member withdraws from the co-op for any reason or asked to resign and if the member has less then 60 points, the member must bring their balance up to 60 points by paying \$2.50 per point to the co-op treasury.
9. A new member will be proposed by an existing member.
10. All members must abide by these guidelines and are entitled to full participation in the co-op.

## **RESPONSIBILITIES OF MEMBERS Section 2**

1. The member requesting the sit will reconfirm the sit with the sitter before the arranged date.
2. Parents should be advised whether it will be the mother or father who will be sitting.
3. If a sitter is bringing his or her own children to the other member's home, the member requesting the sit must be notified and agree in advance to this arrangement.
4. The parents should provide the sitter with everything that the child requires during the sit (e.g. diapers, wipes, snacks, clothing etc.) The child's parents should advise the sitter of any food allergies.
5. The member going out must leave the following information if not provided: name and telephone number of doctor, care card number of the child, telephone number where the member can be reached, if possible, and the name and telephone number of a relative or other person who can be called in an emergency.
6. Member should not leave sick children with a sitter. Children with colds may be left with the sitter's permission. A member should not agree to sit a child if the member is ill, or if the member's children are ill if the sit is to take place in the sitter's home, unless the member whose children are being sat agrees.
7. If a child has been ill or injured during a sit, the sitter should inform the parent
8. The sitter must ask permission from the parent to take the child away from the home, unless there is an emergency.
9. The parents must make every effort to return within the agreed time. The member should call the sitter if he or she anticipates being more than a half hour later than the agreed upon time.
10. If it has been agreed upon between the members that the children can be transported by vehicle, then it can only be done if the required car seats and seat belts are available
11. Members are reminded to baby proof their homes if an infant comes to their home for babysitting.
12. It is the responsibility of every member to deal personally with small personal problems between themselves and a sitter. If a problem is a major safety issue, the problem must be reported immediately to the organizer.

## **BABYSITTING PROCEDURES Section 3**

1. Members are responsible for finding a sitter when childcare is needed.
2. Telephone calls to members can only be made between \_\_am and \_\_pm.

3. During the day, the child being sat is usually taken to the sitter's home. Evening sits are usually at the child's home. This is negotiable between the members involved.
4. The sitter and member sat for should discuss on the points exchanged before the sitter departs from the sit.
5. Sittings should be reported to the organizer every two weeks or once a month by either phone or email. A sitting report includes the name of the sitter, family for whom the sitter sat, the date of the arrangement and the number of points.

#### **POINT SYSTEM Section 4**

1. Each member receives 60 points upon joining the co-op.  
Points will be exchanged as follows:
  - 2 points per hour of sitting for one child per family
  - 3 points per hour of sitting for two children per family
  - 4 points per hour for sitting for three or more children per family
  - Add one point per child for if a meal is given during the sit
2. The time should be calculated to the nearest half hour. One to fifteen minutes is no chargeable (1mins -15mins = 0 points) and sixteen to thirty minutes (16mins – 30 mins = 1 point) is worth a half hour of sitting
3. Regarding overnight sitting after all children are in bed, time is charged at two points per hour regardless of the number of children being sat.
4. Charges for sleepovers and other unique arrangements can be negotiated between the members involved.
5. If a member sits with children from more than one co-op family at a time, each family will pay separately and points will be calculated as above.
6. **Members should keep individual records of sitting debits and credits using the provided Member Tally Form (Form 4). Unless this is done, a member may not question the Organizer's records.**
7. A member who arranges for a sitter and then cancels the arrangement with less than 24 hour notice, for reason other than illness, will be debited four points. The canceled sitter will be credited four points.
8. A member who accepted a sit but is unable to fulfill the obligation will notify the member promptly and try to find a substitute themselves after consultation with the Organizer.
9. If a sit is canceled less than 24 hours notice, for reason other than illness, and no substitute member can be found, then the person who canceled the sit will be debited four points and the member who requested the sit will be credited four points, unless another arrangement has been agreed upon by both members.