

Kinross Babysitter's Club

Policies & Procedures

Organizer: Carla Beston (Social Committee)

Contact info

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text: 250-204-1569 or DM on Facebook

Policies

Purpose of the policy is to ensure that all members of the Co-op have an opportunity to participate in Committee and Board meetings.

- Babysitting services are intended for the duration of committee meetings only
- One babysitter per household of child(ren) and babysat in their unit
- All babysitter's must be Red Cross Babysitter certified and copy of certificate submitted to the organizer
- Babysitters are responsible for completing the tasks outlined by the parent, engaging the children in their nightly routine
- Babysitters are responsible for light clean up duties if time permits (cleaning up dirty dishes, picking up toys, etc.)
- Organizer to follow up with the parent after the meeting to ensure good service

Procedures

- Member will contact organizer (at least 24 hours in advance preferably) to schedule the babysitter for the date and time needed to attend their committee meeting
- **Babysitter will arrive 10 minutes before the scheduled meeting time** at the parent's home for orientation with the parent
- Babysitter will be in communication with the organizer as needed throughout the shift
- The babysitter will be paid by the organizer, in cash, **\$20 per meeting worked**, at the end of the shift
- The organizer will maintain a cash float of \$20 bills for this committee
- Organizer will create a receipt for proof of services (signatures of babysitters, amount paid, date and times, parent name, meeting type)
- **Receipts to be submitted periodically to the office coordinator for reimbursement cheque (approximately \$100 accumulation is appropriate)**