

# St. Timothy's Babysitting Co-Op

## Member Family Guidelines

**Hours:** We will meet on the fourth Saturday of each month with alternate dates for holidays. Yearly schedule will reflect alternative meeting date. We will meet from 4:30pm-8:30pm.

**Location:** The Co-Op is held at St. Timothy's Episcopal Church. We have use of the nursery, preschool room and playground on a regular basis. Access will only be through the front door of Gribbin.

**Membership Size:** Goal is to have 12 families. Each couple is a member of or regularly attends St. Timothy's Episcopal Church. *(Co-Op sitters can only be responsible for children of Co-Op member families. **Please do not bring guests**).*

**Coordinator:** The Coordinator is responsible for scheduling, record-keeping, ensuring the schedule is on the church calendar, and acting as a representative of Co-Op to church staff & committees regarding the facilities. The coordinator will also be responsible for the cancellation of Co-Op in the event of an emergency or inclement weather. Members will be contacted by phone when cancellation is necessary. An e-mail reminder will be sent out the Thursday before the babysitting date.

**Scheduling:** The schedule will be made in March each year. Couples will be randomly assigned to "sit" twice during the 12 month Co-Op calendar. It is the responsibility of each couple to trade with another Co-Op member if they are unable to sit on their assigned date. When a trade is made, the coordinator should be notified for record-keeping purposes.

If one sitting parent cannot be present for their assigned date due to illness, etc., it is that sitting couple's responsibility to hire an adequate babysitter to fill that spot. The babysitter will accompany the available parent and meet the other sitting couple for Co-Op. It is the scheduled couple's responsibility to pay for the babysitter.

**Record Keeping:** Member families must provide an up-to-date information sheet and medical release form for each child in their family. These will be kept in a notebook along with a church key and monthly sign-in/sign-out sheets.

## Procedures for each Saturday Night

- The first couple listed on the schedule will get the **key and notebook** from the designated bin the week of Co-Op. The bin is located behind the door under the welcome sign in Gribbin. Notebook is clearly marked.
- The second couple listed on the schedule will provide a video to be shown (PG).
- Both couples will negotiate the supplies for a simple craft (especially helpful on rainy or cold evenings).
- Sitting families should arrive at 4:45 to unlock the building and be prepared to receive children. Sitting couples should decide how to best divide the children and which rooms are most appropriate based upon ages, number of children, and availability of space.
- The first couple listed on the schedule will replace the **key and notebook** in the proper bin and make sure the front door is locked upon leaving the building.

### Opening

- Parents bring their children to the preschool room. If you will be dropping off more than 30 minutes late, please notify a sitting couple.
- Parents sign-in each child and leave a location and telephone number. Parents should also get the cell phone number of the sitting parents, as the church phone may not be accessible.
- All lunch boxes and diaper bags should be clearly marked with the child's name; and any special instructions or allergies should be made clear.
- Doors should be locked when every one is in the building.
- **Children who are sick (fever, vomiting or diarrhea within the past 24 hours) should not be brought to the Co-Op.**
- To ensure compliance with the church's Safe Sanctuaries policy, two adults must be with children at all times. An adult must not be alone in a room with one child at any time. If only one child needs to go to the restroom the entry door to the restroom should be propped open.

## **Closing/Pick-Up**

- Parents should arrive to pick up by 8:15pm, so that everyone may leave by 8:30pm. Call a sitting couple's cell number if you are **unavoidably** detained.
- Parents pick up children from the preschool room and sign out their children on the sign-out sheet provided.
- Sitting parents should take out all trash to the dumpster, replace the can liner, and prepare the rooms for Sunday morning use (i.e., pick up toys, food on floor, wipe down tables, etc.)
- Lights should be turned off, door to the rooms are to be left open and the front door to Gribbin locked. Keys will remain in the notebook, and should be left in the designated bin.
- PLEASE DO NOT send someone else to pick up your child unless prior arrangements are made with the sitting couples.

**Meals:** For each Co-Op event, parents are to provide a simple meal for their children, including beverage, utensils, and bib if necessary. There is a refrigerator and sink that can be used at the end of the hall.

**Discipline:** There will be several steps taken to verbally discipline and re-direct to other appropriate activities as necessary. If behavior is totally out of control the parents will be called to come pick the child up from the Co-op.

**Emergencies:** Sitters should follow common-sense procedures. There is a First Aid kit located in the preschool room upper left cabinet. If an accident or illness appears to be serious, the sitter will call 911, and then call the parents as well as the child's physician. (If parents cannot be reached, call the emergency contact person listed on the medical release form.) One sitting parent should accompany the child in the ambulance and bring the medical release form.