



## DUNTROON COMMUNITY CENTRE INC.

### **BABYSITTING GUIDELINES – Capital Crafters**

Babysitting for the Duntroon Community Centre Craft Group (Capital Crafters) is between the hours of 9.30am to 12.30pm each Thursday morning of the ACT school based Term. The three hours of babysitting includes care of your child/ren by carers in an environment that meets all health and safety guidelines.

What is NOT included in the service:

- Changing of soiled clothes (parent/guardian will be notified by phone to tend to the child's needs)
- Food and drink
- Care of a child in order to allow parent/guardian to leave the Community Centre.

The cost of this service to the family is as follows:

One child in care \$6

Two children in care \$10

Three children in care \$12

(additional children beyond three to continue in increments of \$2)

Payment for this childcare service to the group is required in-full and upfront at the commencement of each school Term, no later than the second week of Term. If payment for the babysitting placement is NOT received then the position will be offered to the next available child/ren on the waiting list.

In the event of an absence from the group from a rostered Thursday session a refund will be provided for babysitting under the following circumstances:

a) A minimum of 24 hours notice is given of the absence

AND

b) A paid replacement is found by the individual or babysitting co-ordinator for the position/s that will be vacant as a result of your absence.

Please note: If neither of the above obligations is fulfilled then the babysitting fee for that week will be non-refundable. No exceptions.

To maintain the safety and care of the children in the babysitting group a maximum of eighteen (18) spaces will be offered on any given Thursday. Children between the ages of 2-5 equal 1 space, whereas children under the age of 2 must be counted as 1½ spaces.

This quota is derived from both the number of qualified Carers employed and the space Provided within the centre for the babysitting group to run indoor and outdoor activities. These are legal stipulations that must be adhered to.

In the event of all 18 spaces being occupied by fully financial group members a waiting list system will be put in place. The waiting list will be managed by the babysitting coordinators and regulated as follows.

Priority for Babysitting placement AND on the waiting list will be given in the order of:

1. Defence families who are paid members of the Community Centre.
2. Members who have been a part of the group in the past and missed a permanent placement due to high numbers.
3. New members joining the group on a permanent basis (this waiting list further broken down by the date order in which the new member registered an intent to join).
4. New members joining the group on an irregular basis (this waiting list further broken down by the date order in which the new member registered an intent to join).

Should a situation arise where a child has been absent from the babysitting group for 2 consecutive weeks and no notification has been given to the babysitting co-ordinators the position will be forfeited and offered to the next suitable child on the waiting list for the remainder of the Term. Remaining term fees will be refunded upon request by the parent if contact is made before the end of the current Term.

In the event that a child/ren has been absent from the babysitting group on 2 separate occasions without notification the parent/guardian will be contacted by the babysitting co-ordinator to discuss the individual situation. Should no reason be provided, or no contact able to be established then the position for this child/ren within the babysitting group will be forfeited.

Please note: It is the responsibility of the parent/guardian to give notice to and make contact with the babysitting coordinators accordingly. The coordinators WILL NOT chase parents regarding their babysitting bookings.