

# Standards for Babysitting Services for events at St. Joseph

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From time to time organizations within St. Joseph have need of babysitting services in order to allow full participation of their entire membership. Following are guidelines for services provided within St. Joseph physical facilities.

## Obtaining Services

- Babysitting services, using St. Joseph facilities, are coordinated and scheduled by the Director of Early Learning (here called *Coordinator*).
- Personnel and facilities used for each individual occurrence will be determined by the Coordinator.
- Services may be procured by phone at: 972-231-2951, Ext. 1013, or by e-mail at: [stjoel@stjosephcc.net](mailto:stjoel@stjosephcc.net)

## Child Safety

- In accordance with Safe Environment policy, no less than two SEP cleared adults (18 years or older) will be physically present during the entirety of each occurrence.
- Adult to child ratio will conform to Early Learning licensing guidelines.

## Health issues

- If individual children have medical issues, this should be brought to the attention of the supervising adult(s) at, or prior to, the time of drop-off.
- Children who are contagious, or who have the potential to be contagious, are not candidates for this service.

## Communication

- Contracting organizations must provide adequate channels for communication between supervising adults and parents that assure personal contact (i.e. between supervising adults and parents) within 5 minutes of initial request for contact.
- In certain instances, organizations desire to meet at a location outside the St. Joseph facility. Offering service under these circumstances is at the sole discretion of the Coordinator. Determination will be made on the basis of proximity of the event (i.e. to St. Joseph), perceived ease of communication with parents, and other perceived concerns of the Coordinator.

## Remuneration

- Engagement time will be a minimum two hours (plus one half hour for preparation prior to the engagement, and clean-up after).
- The current rate of remuneration is \$10 per hour per supervising adult (i.e. minimum \$20/hour).