

## **Fort Collins Mothers' Center Babysitting Co-op Membership Guidelines**

### **Joining the co-op**

1. Must sign off on the "Release of Liability" form on BigTent, fill out "Family/House information sheet," have a co-op member complete a home visit and visit a drop-off event to become active with the co-op.
2. New members receive 4 tokens (each good for one 4 hour drop-off event) for joining the co-op.
3. Each member of the co-op should keep a copy of all members' information sheets in their homes to refer to during the drop-off. Completed forms will be posted under the "files" tab under the Babysitting co-op on BigTent.

### **At the drop-off's**

4. Children should be free of fever for 24 hours prior to drop off, and not have any persistent cough, profuse or discolored nose discharge.
5. Inform Host/Co-host of any current day-to-day, special needs your child may have every time you drop off. (i.e. Allergies, etc.)
6. Label and provide any necessary items for the drop off (diapers, cups/bottles, sunscreen, etc.)
7. Hosts will provide a meal for all the children unless there are dietary restrictions or the child is too young to eat what is being served. In that case, parents need to send dinner for their child.
8. Please cancel your RSVP AND call the host if your child is ill on drop off day and cannot attend. If you do not show up for your scheduled drop off without calling to cancel (prefer at least 24 hours notice so that space can be filled) you will still be responsible for paying your token(s) to the host.
9. In order to participate in the drop offs; you will need to host or co-host at least 1 drop-off each trimester. If a drop off gets cancelled due to illness or emergency and there are no other drop offs to sign up for those initial sign ups would suffice, otherwise the member is expected to sign up for another in its place.
10. No swimming, trampoline play, smoking, wrestling or leaving the host's premises is allowed unless specifically asked to each mother in advance. This is both for safety and liability purposes.

### **The host & co-host for the event are responsible for:**

1. Maintain a 4-1 ratio of caregiver to child. Up to 2 babies per drop off.
2. Inform participants of any activities planned (play outside, crafts, etc)
3. Isolate age appropriate crafts. If your group consists of several age groups please isolate the younger and/or older ones from each other when doing crafts.
4. The Host is responsible for ensuring that they have a *Co-op Member Information Sheet* for all children coming to the drop-off.

5. Splitting of the tokens:
  - a. If there are an **even** number of tokens, they should be split evenly between the host and co-host.
  - b. If there is an **uneven** amount of tokens, and the host and co-host have **different numbers of children**, the person with the most children should get the extra token.
  - c. If there is an **uneven** amount of tokens, and the host and co-host have the **same number of children**, the host should get the extra token.