##### PCA BABYSITTING CO-OP GUIDELINES

###### *MEMBERSHIP*

**Play Center Association** The Babysitting Co-op is run by members of the PCA Board. Only PCA members are eligible to join.

**Contact Information** Members should keep contact information up-to-date with the Coordinators and should inform the Coordinators three months before leaving the Co-op.

**Leaving the Co-op** Members are expected to return the 40 free tokens they received upon joining when they leave the Co-op. To return the tokens, members should fill sits. If this is impossible, members may buy back tokens at $2 per token. Money will be deposited in the Co-op treasury and be used to fund social activities.

**Quarterly Meetings** Four times a year, meetings are held to talk about Co-op issues, discuss changes to the guidelines (which can be made by a majority vote), meet new members, and socialize. Members are required to attend at least three of the four meetings per year.

###### *ARRANGING SITS*

# Submitting Requests Members submit requests via *babysitterexchange.com,* specifying in *Special Instructions* what to expect (like children will be ready for bed, children will be in bed).

Members can submit requests using either the tab *MY COMMUNITIES>>My Calendar,* or *COMMUNITY DETAIL>>Create a Request.*

### Filling Requests When a member submits a request, an e-mail with the sit details is automatically sent to all Co-op members. Members reply if they are available, and the host selects the sitter. When a sit is filled, the host should inform any other volunteers so that they can make other plans.

**Location** Generally children are taken to the sitter’s house for daytime sits, while the sitter goes to the home of the host for evening sits. However, members are free to make other arrangements (including using the PCA Playroom or Playground as sit locations).

###### *CALCULATING RATES*

**Token Values** One token is worth 15 minutes per child. When all children are in bed and asleep, the sleeping rate takes effect. The sleeping rate is 1 token per 15 minutes, no matter how many children.

**Calculating Tokens** At completion of a sit, the host and the sitter should agree on the exact number of tokens to be exchanged, and the sitter should close the sit via *babysitterexchange.com.* Time is figured in quarter hours, always to the advantage of the sitter. For example, if the host returns home at 8:05, time is computed until 8:15. If the host returns at 8:16, time is computed until 8:30.

## Sleeping Rate Because *babysitterexchange.com* does not provide for the sleeping rate, sitters must adjust the token total when closing sits. When closing a sit, the sitter should enter the actual (not *estimated*) tokens agreed upon by the host and the sitter in *Final Token Value.*

**Advance Notice of Sleeping Rate** Members who believe their children will be asleep for some or all of the sit should inform the group in the *Special Instructions* section of the request form. Members interested in filling the sit request should take into account that the system's *Estimated Token Value* will appear higher than the actual tokens exchanged if all children are sleeping during some or all of the sit.

# Sample Sit with Sleeping Rate

Sitter arrives at 6:55 and the family leaves at 7:00. The family has 3 children and 1 is already asleep. Child number 2 goes to bed at 7:30 and child number 3 goes to bed at 8:00. The host family arrives home at 10:06.

From 7:00 to 8:00, the rate is 1 token per child per 15 minutes. (1 hour at 3 tokens per 15 minutes = 12 tokens).

From 8:00 to 10:15, the sleeping rate is 1 token per 15 minutes (2.25 hours at 4 tokens per hour = 9 tokens).

12 + 9 tokens = 21 tokens total

### Closing Sits At the end of a sit, the host and sitter should agree on the exact number of tokens to be exchanged. Unless other arrangements are made, it is the sitter’s responsibility to close the sit via *babysitterexchange.com.*

Sits are closed by clicking on *MY COMMUNITIES>>My Calendar,* and then by clicking on the sit; or *COMMUNITY DETAIL>>Claim Tokens.*

If necessary, the sitter should change the token value (if times were changed, or if children were sleeping, for example). Tokens will automatically be deducted from the host's account and deposited into the sitter's account.

###### *RULES FOR SITTER AND HOST*

* Sitters should arrive 5 minutes early to go over procedures. The host should familiarize the sitter with any bedtime rituals such as snacks, lights on, bedroom doors open, etc.
* Host must notify sitter before sitter arrives if child is sick so that the sitter may have the option of declining the sit.
* Children should be fed and ready for bed when a sitter arrives for an evening sit.
* The host must leave a phone number where to be reached in case of emergency, as well as numbers of the family doctor and a neighbor.
* For late sits, the host should leave a blanket and pillow for the sitter.

# *COORDINATORS*

**Duties of the Coordinators** Two Coordinators (lead and assistant) run the day-to-day operations of the Babysitting Co-op. Their duties include:

* Manage the point-tallying system (website or other)
* Follow up on requests for information
* Orient new members
* Monitor sit requests and make efforts to ensure the most possible are filled
* Keep a roster of current members
* Publicize the Co-op to the PCA membership
* Recruit new members as needed
* Organize quarterly business meetings/parties
* Take notes at business meetings and disseminate information
* Maintain the Guidelines (and revise them when agreed upon by a majority vote)
* Issue warnings to members not following guidelines
* Settle disputes
* Arrange social gatherings to increase group unity and attract new members
* Attend PCA Board meetings

**Coordinator Compensation** In return for fulfilling the above duties, the Coordinators are compensated with babysitting tokens: 10 per quarter for the Lead Coordinator, and 5 per quarter for the Assistant Coordinator. Coordinators are paid for the previous quarter immediately following each quarterly meeting. (The Lead Coordinator will make token adjustments via the web service.)

**Rotation of Coordinators** Before the Spring quarterly meeting, the Coordinators will make a call for new volunteers for the Coordinator positions. The transfer of duties will be made after the Spring quarterly meeting, where the new Coordinators will be introduced. If no volunteers come forward, the current Coordinators may continue if they are willing and able.