



when parents need time out...

210.563.1948
www.timeoutsitters.com
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san antonio, tx 78231

Babysitter Agreement Form

Time Out Sitters is a referral agency for sitters and clients. The agency markets and advertises for sitters and clients to mutually benefit each party by meeting a childcare need and providing referrals to independent contractors to meet that need. By becoming an independent contractor for Time Out Sitters, LLC,

I _____ understand and agree to the following minimum standards of conduct and service excellence:

1. I agree to a national background check. A \$25 non-refundable fee for the background check will be collected at time of interview. If the background check or client references are unsatisfactory, I will not be given referrals for clients from Time Out Sitters and my background check fee is non-refundable.
2. I will return e-mails and phone calls within 24 hours of receiving them, regardless of whether I can or cannot babysit (it is important to let the agency know even if you cannot babysit to allow enough time to refer another babysitter).
3. I will call Time Out Sitters at least 24 hours in advance if I need to cancel for some reason. If I do cancel with less than 24 hours remaining before my scheduled job without a legitimate reason (i.e. you are sick) I must pay the cancellation fee of \$33.
4. When I commit to a babysitting job, I will mark my calendar clearly with the specific date, time, name of family, and contact information (e-mail or phone number).
5. It is my responsibility to contact the client 24 hours prior to the job to introduce myself, confirm date/time and obtain directions if necessary.
6. I will show up to babysitting jobs promptly, at the specified date and time. If I am a no-show, I will no longer be given referrals from Time Out Sitters.
7. I will NEVER use physical punishment (i.e. grabbing, slapping, hitting, spanking, etc.) If I do, I will no longer be given referrals from Time Out Sitters.
8. I will NEVER steal from a client. If I do, I will no longer be given referrals from Time Out Sitters.
9. If I receive 2 negative evaluations from clients, I will no longer be given referrals from Time Out Sitters.
10. I will follow the instructions the clients give me (i.e. rules, eating, bath, bedtime, etc.). If I am unsure about how to do something (i.e. give medication, put the child to bed), I will not hesitate to call the client.
11. I will clean up/pick up after the children and myself (toys, food, dishes, etc.), making sure the house is in the same condition as when I arrived. (It doesn't hurt to leave the house cleaner, although this is not your responsibility as a babysitter.)
12. I will be honest with the clients as to how the children behaved (good behavior and/or bad behavior).
13. Upon arrival at the client's home I will discuss with the client how to handle minor injuries (skinned knee, scratch, etc) or a serious injury (possible concussion, burn, etc.). Important issues to discuss would include allergies, if they prefer to be notified and where to call them (work, cell, etc.)
14. If something is broken or damaged while I am babysitting, I will notify the parents upon arrival.
15. I will be respectful toward the clients through all I say and do.
16. I keep all personal client information private and will not share information with others.
17. I will NOT wear inappropriate attire including but not limited to short shorts, skimpy tops, clothing with inappropriate language or messages, etc. while babysitting.
18. I will not fall asleep on the job.
19. I will ask the client upon arrival if they would like me to answer the phone. If I answer the phone, I will take detailed phone messages and relay those to clients when they arrive.
20. I will discuss with the parents the activities the child(ren) may engage in and to the extent (i.e. is there a limit on television, video games, etc.) The client may prefer that you are proactive in playing and interacting with the child(ren) as opposed to allowing them to watch TV/movies or play video games for the majority of the time.
21. I will remain current on my CPR/First Aid certification.
22. If driving child(ren), I agree to maintain current car insurance. If there is a change in the status of my insurance I will notify Time Out Sitters to update the agency's records.
23. If driving child(ren), I will discuss with the client the amount to be reimbursed for gas.
24. I will treat babysitting as an important job to which I am fully committed.
25. If babysitting for a church group and I am asked for my phone number, I will refer the parent to the agency's website, www.timeoutsitters.com, to find information about the service.
26. I understand that I am an independent contractor, not an employee. Time Out Sitters recruits sitters, markets/advertises for sitters and clients and refers sitters to clients for jobs.

In exchange for referring jobs to you, I agree to the following terms of payment to Time Out Sitters:

I understand that I must submit a 20% commission fee on each job for which I am booked. The fee for all jobs is due monthly to Time Out Sitters on or before the 15th of the month for the previous month. (i.e. January payment is due on or before February 15th). If payment is received after the 15th of the month I will incur a \$20 late fee. My signature verifies that I have read the above statements and I am willing to abide by these guidelines. Failure to do so will result in loss of referrals from Time Out Sitters.

Signature: _____
(Signature of sitter)

Date: _____