

BABYSITTER'S CHECK-LIST



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Before you leave home

- (1) Check you have packed all the essentials that you may need:
Client Information Sheet, terms and conditions forms
Activities for the children to play with e.g. colouring in book and pencils
Medication Forms
Accident Report Forms
Tax invoice, receipt book and pen.
Also, you may need maps, and disposable gloves for nappies.
- (2) **Telephone the client** to confirm the booking (at least two days before) and introduce yourself. Confirm time, address, hotel room no, etc.

Upon arrival

- (1) If going to a hotel / resort, **introduce yourself** at the front desk.
(Remember, the desk clerks are the people who recommend you to clients.)
- (2) Greet the parents and children cheerfully.
Ask the parent/guardian if there are any special requirements for any child.
- (3) The parent/guardian **MUST** fill out the **Client Information Form** –ESSENTIAL!
Ensure the client leaves a **contact telephone number**.
- (4) The parent/guardian also needs to fill out the **Medication Form** if they wish you to administer medication. You cannot give medicines without this form filled out.

Before Leaving the Job

Receive payment from the client. Fill out a receipt if the client requests it.

After leaving the job

Payment to Kiddicare (\$14 or \$20 per booking) at any St George bank, or post office within 3 days