



WE'RE RUNNERS, JUST LIKE YOU

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# TRI-STATE RUNNING

## C O M P A N Y

### **BABY SITTING HANDBOOK**

We understand that having children can disrupt your running schedule. We can help. On our scheduled Tuesday and Saturday runs out of the Mariemont store, we will offer baby sitting services for your children aged 2 to 12.

We are here to watch over your child while you run. We will ensure a safe environment. However, we are not a daycare service. As a result, we will not engage in arts and crafts or other activities to stimulate your child. Any devices or toys that will keep your child occupied is encouraged and recommended. We have wireless access and your child can connect to the internet. We have a television in our store where child appropriate programming will be on.

There is a refrigerator in the building where any choke free snacks and drinks can be stored.

#### 1. SCOPE OF BABY SITTING

- No diaper changing
- No babysitter feeding of children
  - Choke hazard free snacks are welcome
  - Parents may not bring any food items that have peanuts or peanut butter.
- Medicine will not be administered by babysitter

All parents must fill out Emergency contact form before releasing children to baby sitters at the store.

#### 2. TRIAL PERIOD AND TERMINATION

All new children will be cared for on a two-week (4 training runs) trial period, beginning on your child's first actual day of care, but we reserve the right to terminate at any time. Failure to comply with policies may result in termination of service:

- Failure to complete forms in a timely manner
- Child not adjusting to baby sitter.
- Child excessively biting or hurting another child or adult.
- Behavior from an uncontrollable child that is harmful to themselves or others will be terminated
- Verbal or physical abuse of any person or property by child, parent, relative or friends

- False information given by parent or guardian either verbally or in writing

### 3. PARENTS' RESPONSIBILITIES

Parents have the responsibility to:

- Observe the rules of the program as set forth by Tri-State Running Company.
- Listen to concerns that staff members have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
- Replace any equipment that their child is responsible for misusing
- Provide linens for quiet time (if applicable).
- To sign their child —in and —out
- To notify a staff member when another authorized person is picking up a child.
- Inform staff if their child has been exposed to a contagious illness
- To keep the child's records up-to-date with changes in phone numbers and addresses.
- Pick up children on time – immediately after the run

### 4. PERSONAL BELONGINGS

- If your child brings an item to the store, it may be lost or damaged. The risk is yours and Tri-State Running Company cannot be responsible for personal belongings.
- Your child must not bring to the store any weapon or replica of a weapon or any other item that may encourage overly aggressive play.
- Small or delicate items, such as coins and china, which could be easily swallowed or broken, should never be brought to the store.
- All items brought to the store should fit in your child's backpack.

### 5. EMERGENCY INFORMATION

Parents must complete an Emergency Information Card including the names and phone numbers of at least three (3) emergency contacts, other than the parent/guardian, completed and signed by the parent/guardian. Emergency persons should be available during the hours that the parent is running. Parents should inform these persons that they have been designated as an emergency "backup" person for the child and inform them of the above mentioned responsibilities. Parents should keep the store informed of any and all changes to information provided on the Emergency Information Card.

### 6. MEDICATION POLICIES

- Baby sitters will not administer medicine or ointment to children

## 7. ILLNESS

For children who become ill while at the store: parents or emergency contacts will be contacted and the child could be sent home for the following reasons:

- Oral temperature of 100 degrees or greater
- Vomiting
- Liquid stools
- Uncontrollable and persistent cough
- Appearance of acute illness or complaint of severe pain
- Onset of any suspicious rash

## 8. PARENTS MAY NOT BRING A CHILD TO THE STORE IF:

- The child has an oral temperature of 100 degrees or greater within the previous 24 hours. (The child must be fever free without the aid of any fever reducing substance)
- Persistent vomiting and/or diarrhea in the 24 hours before the child come to the center
- The child has any rash or acute onset associated with fever or symptoms of illness

## 9. PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

If your child becomes critically ill or has an injury that requires immediate attention of a physician, Tri-State Running Company will:

- Contact emergency medical services to take the child to the nearest emergency room
- Contact the physician identified in the child's record
- Contact the child's parent or emergency contact
- Ensure supervision of other children in the group.

## 10. STAFF INFORMATION

We will have a high school aged baby-sitter directly supervising the children. Additionally, we will have an adult over the age of 25 years old supervising the child. Our babysitters and staff are not accredited or certified by the state of Ohio or any other organization.

## 11. LIABILITIES

Children will never be left unsupervised nor will they be abused or neglected while in the store. However, accidents do happen. Parents will be responsible for any medical expenses incurred should an accident requiring emergency medical treatment occur. Parents will also be responsible

for any damage, beyond the normal everyday occurrence, to property or equipment. Parents also waive, release and forever discharge Tri-State Running Company from any and all claims against us.

12. Costs

- 1 Child: \$5
- 2 Children: \$8
- 3 Children or more: \$10

**BABY SITTING HANDBOOK ACKNOWLEDGEMENT PAGE**

Parent acknowledges that she/he has read the handbook and that she/he understands its meaning and effect.

Date: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Printed: \_\_\_\_\_