

**Babysitter Information Sheet**

(Keep this form accessible and close to the phone to refer to when necessary.)

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

**Section 1: Contact Information**

Full address of the home \_\_\_\_\_

Phone number of the home \_\_\_\_\_

Parent's full names \_\_\_\_\_

Where will the parents be \_\_\_\_\_

Phone numbers of the parents \_\_\_\_\_

Mom	cell: _____	pager: _____	work: _____	other: _____
Dad	cell: _____	pager: _____	work: _____	other: _____

What time the parents are expected home \_\_\_\_\_

Who to contact if parents can't be reached \_\_\_\_\_

Phone number for alternate contact \_\_\_\_\_

Relation to child(ren) of alternate contact \_\_\_\_\_

Name and phone number of neighbor \_\_\_\_\_

Name and phone number of grandparents \_\_\_\_\_

The family doctor's name and number \_\_\_\_\_

**Emergency Situation – CALL 911 FIRST**

**Section 2: Child(ren)'s Information**

(scratch out the answer that does not apply.)

- 1) Name \_\_\_\_\_ Age \_\_\_\_\_ Has allergies (yes) (no). If yes, see below. Taking Rx (yes) (no).
- 2) Name \_\_\_\_\_ Age \_\_\_\_\_ Has allergies (yes) (no). If yes, see below. Taking Rx (yes) (no).
- 3) Name \_\_\_\_\_ Age \_\_\_\_\_ Has allergies (yes) (no). If yes, see below. Taking Rx (yes) (no).
- 4) Name \_\_\_\_\_ Age \_\_\_\_\_ Has allergies (yes) (no). If yes, see below. Taking Rx (yes) (no).
- 5) Name \_\_\_\_\_ Age \_\_\_\_\_ Has allergies (yes) (no). If yes, see below. Taking Rx (yes) (no).

Information on allergies and medication

Child's name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If any of the children have allergies write down clearly what must not be eaten. If the babysitter must administer any medication, pre-measure the dosage before leaving and record what time it must be given. If more than one child suffers from allergies or requires medication, flip the page over and write it down in the same format as above. Warning! Administering drugs is a serious responsibility and a babysitter should not be required to do so unless absolutely necessary.

## Home Safety Checklist

The purpose of the Home Safety Checklist is to make sure the babysitter is aware of potentially dangerous areas within your household. In many cases, children react quite differently when their parents are not home and will take advantage of the situation by venturing into areas they are not normally allowed. If the babysitter is informed of these areas, the potential for accidents can be greatly reduced. We advise you walk around your home with your babysitter to point these areas out before leaving.

### Kitchen area:

- Any knives, scissors or sharp objects which can be reached by your child (yes) (no)
- Do any of the cabinets or cupboards contain strong cleaners or chemicals (yes) (no)
- Is it possible for your child to reach the sink taps and run the water (yes) (no)
- Is there a pantry the child may lock himself into, or a door which exits the home (yes) (no)

### Washrooms:

- Can the washroom door be opened from the outside if locked (yes) (no)
- Is there any drugs or medicines which can be reached by the children (yes) (no)
- Is it possible to lock the bathroom doors to keep the children out (yes) (no)

### Garage or Workshops:

These two areas are usually filled with toxic solvents, chemicals and many sharp objects.

- Is it possible to seal the entrances to these rooms (yes) (no)

### Large Windows:

- Are there large windows or openings in the house which may have a loose or missing screen that your child could fall through (yes) (no)

### Stairways:

- Do you have locking gates installed and how does the locking mechanism work (yes) (no)

### Swimming Pools:

- Is there a swimming pool in the backyard and is the entrance locked (yes) (no)

Are there other potentially dangerous areas? If so, use the back of this form to write them down and don't forget to discuss them with your babysitter.

### Security in the home:

Show the babysitter where you keep the first aid kit and any fire extinguishers. If there is a security system installed, show the babysitter how it works to avoid any false alarms. Also show the babysitter how to lock the doors and windows properly, in case they need to step out, or have been given permission to take the kids outdoors.

**Parent's Instructions for the Babysitter**

Children's Bedtime Rituals

- 1) Name \_\_\_\_\_ What time is their bedtime? \_\_\_\_\_
- 2) Name \_\_\_\_\_ What time is their bedtime? \_\_\_\_\_
- 3) Name \_\_\_\_\_ What time is their bedtime? \_\_\_\_\_
- 4) Name \_\_\_\_\_ What time is their bedtime? \_\_\_\_\_
- 5) Name \_\_\_\_\_ What time is their bedtime? \_\_\_\_\_

Are meals or snacks to be given to the children and at what times?

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Activities for the children

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(Are there activities already planned for the children? Remember, a babysitter's job is to keep the children within sight at all times. If the children are young, do not assign activities that will separate them from the

Are there any activities the children are not allowed to do?

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Rules for the babysitter

- Can the babysitter take the children outside (yes) (no)
- Can the babysitter use the computer to access the internet (yes) (no)
- Can the babysitter have visitors (yes) (no)
- Can the babysitter take personal phone calls (yes) (no)
- Can the babysitter make something to eat from what is available (yes) (no)

Additional rules to follow

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