



Babysitters Guideline

PART 1

Introduction:

You're excited about beginning your new babysitting career and have started to receive inquiries from parents in regards to your babysitting service. This is fantastic you say!! But at the same time, you're not really sure how to reply to these inquiries. Well don't worry, we are here to help you out. Listed below are a number of tips to prepare you for your initial meeting, along with a list of subjects you will want to discuss with the parents.

Getting prepared:

Getting prepared for your meeting will be the first step. Following, are three items you should have in your possession each time you head out to meet potential new clients.

- 1) Copies of references letters from past or present employers who you have babysat for
- 2) Additional copies of our Safety First Program webforms to leave with them.
- 3) A personal organizer and some form of business card listing your information

Parents want to feel confident the person they are hiring is capable of taking care of their kids. The best way to achieve this, is by offering reference letters and phone numbers from parents willing to discuss your past performance. You should also pick yourself up a personal organizer from a local office supply store. Make sure it has a section to enter in names, phone numbers and addresses. The organizer should also have a built in calendar along with open area's to write down notes. This booklet will become indispensable in keep you babysitting business organized. Having business cards can be valuable as well, you do not want to see your phone number which was written down on a scrap piece of paper, accidentally thrown out by your client. If you're a member of Phone a Babysitter.com, this will not be such a concern because your contact information will be available for as long as the internet is around.

How will I use the organizer:

If you're new clients have expressed their willingness to hire you in the future. You should record the following information into your organizer. The parents full name and mailing address, as well as their home, cell and workplace phone numbers. When one of your clients calls to set up a babysitting job, write down the persons name and starting time in the calendar section. If for some reason you cannot make it to a scheduled babysitting job, call them as soon as possible and not at the last minute to advise them. But be careful! You do this to often; the parents will be disappointed and will start looking for someone more reliable. The notes section of your organizer can be used to write down information about the kids or things you need to remember about your clients.

It's time to meet the parents:

You have taken your precautions for meeting new clients as discussed in our Safety First program and are ready to meet them with confidence armed with your reference letters, web forms, and personal organizer.

Why you should hire me:

The first thing parents will likely want to hear about is how much babysitting experience you have and what makes you right for babysitting their children. You should respond first giving them copies of your reference letters, along with phone numbers from parents willing to give you a reference over the phone. Tell them about other families which you babysit for, including the number of children they have, what age the kids are and for how many hours you usually stay. Bring up what type of activities you usually partake in to keep the kids busy and happy. If you are new to babysitting be honest and tell them so. A parent looks for someone who is honest and mature when choosing a babysitter. If you have these qualities you will still get the jobs. Offer to the parents at no charge the opportunity to have you over for a few hours so they can see how you interact with the kids.

Availability, transportation and babysitting fees:

Give the parents clear information on what times you are available to babysit, as well as your transportation requirements. Make sure your parents have already approved these hours. When it comes to what you will charge for your services, you will want to make sure you're near the market rate for your area. If your not sure what the amount should be, do a search at our website or discuss what would be an acceptable rate with the parents.

Safety issues:

Show the parents how you are very concerned about safety issues by handing them copies of the babysitters information sheet and the home safety checklist. Discuss issues about their children particularly if they have allergies or require medication. If one of the children does suffer from allergies, find out what type is there a reaction or symptom to look out for and is there any products in the home that could cause an outbreak. If a child requires medication, discuss it in detail with the parents and find out if it is absolutely necessary for you to administer drugs. Another good question to ask would be, if there is any one child in particular which is more likely to cause you problems. If there is, make a note of it in your organizer. Next you should review the home safety checklist with the parents and ask them to walk you around the home to highlight any area's where the kids could get into trouble.

Give them a copy and discuss the items listed on the parents instruction sheet. By doing this you are showing the parents that you plan on maintaining the rules of the house while they are out. Ask questions on what you are allowed to do after the kids are in bed and fast asleep.

Conclusion:

Bringing up the above mentioned topics during your initial meeting with the parents, should impress them and will get you meeting off to a great start. There are many more issues which could be discussed! not listed here and you should some spend time thinking about them. Practice also makes perfect, ask a parent or a friend to role-play an actual interview with you. This simulation of a real interview, will also lead to discovering additional questions parents are likely to ask, which will only you make better prepared.

You can access a large resource of additional information from the babysitters control panel.

We wish you great success in your babysitting business! And always remember **Safety First!**