

# BABYSITTER'S CHECK-LIST



Post Office Box 22  
Lochinvar NSW 2321  
Phone: 1300 875 557  
[W www.kiddicare.com.au](http://www.kiddicare.com.au)

## 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