

VII. Appendices

Appendice 1

	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April
Haverhill Baby-sitting Co-op	2003	2003	2003	2003	2003	2003	2003	2004	2004	2004	2004
Hold a focus group to discuss babysitting co-op											
Research issues regarding child care in the home (legal issues)											
Members determine membership requirements and dues											
Recruit more interested parents with help of parents and CBO's											
4-40 members have introductory meeting											
Fundraising Planning w/members											
Members establish bylaws, and conduct elections											
Home inspections											
Develop a phone tree list											
cooperative ready to start baby-sitting											
Continue to recruit and advertise											
Quarterly meetings begin											
Develop a co-op survey evaluation purposes											
Conduct evaluations											
Modify and implement recommendations											
Report results											

Appendice 2

Staffing Pattern of Haverhill Baby-sitting Cooperative

Cooperative members

Co-Directors

Secretary

Cooperative members: The membership is responsible for childcare and maintaining schedules. Each member is allotted one vote regarding bylaws and any other issues regarding the cooperative. Each member is eligible for election and expected to hold office at least one time during their membership.

Co-directors: interview new members within the co-op provide each member with a membership list and by-laws of co-op also arrange meetings and do home safety checks on all co-op members. They also hold all members accountable for following the by-laws. The Co-directors will be elected on a staggered basis and will maintain their position for one year.

Secretary/Treasurer: records all time exchanged in the secretary's book and will balance the time points by the 25th of the month and collect dues when necessary. The secretary is responsible for compiling, Xeroxing and ensuring that each member receives a copy of the quarterly newsletter. The secretary will be elected on a quarterly basis.

The Co-directors and Secretary/Treasurers paperwork has been designed by Gary Myers author of the Smart Mom's Baby-Sitting Co-op. (This can be found in Appendix 4 located behind the Bibliography or viewed in its adobe format.) The co-op will use all of this paperwork except pg 14 out of the Leader workbook. The co-op has designed it's of terms of participation.

Appendix 3

Budget for Haverhill Baby-sitting Cooperative

Supply Costs

Copies of Bylaws for existing members	\$30.00	Kinko's \$.05 per copy/est. 20 Pages/est. 30 members
Copies of Phone list for existing member's	\$5.00	\$.05 per copy/30 members/3 pagelist
Food for monthly meetings	\$120.00	\$30 per month/quarterly
Informational fliers for members and new members	\$5.00	\$.05 per copy
Supplies for meetings and elections		\$50.00 Paper, pens, funds for copies, etc.
Miscellaneous		\$30.00
Total Supply Costs		\$240.00

TOTAL PROJECT COST \$240.00

Sustainability plan

Annual membership dues	\$25.00	4-15 members = \$100/\$375
annual collection		

Annual fee will assist in purchasing healthy snacks and paper products needed. At this time DSS or HFN will donate needed copies for members.

Treasury Records

[illegible]

Operation of the cooperative is measured using a points system rather than dollars. For operational purposes, currency will be measured in time points.

Time Points

Child being supervised	1 point for first child, 1 point for siblings (earned or deducted)
Board duties (Chair position)	5 points per elected term
Points in bank at implementation	15 Points
Points allowed in overdraft	15 points
Volunteering duties	1 point per duty
Transporting children	1 point per transport
All points are usable and will rollover	

Appendice 4

Medical Release

I/We, _____, the undersigned parent or parents of _____, Birthdate: _____ and _____, Birthdate: _____ and _____, Birthdate: _____, residing at _____, home phone# _____, do hereby authorize _____ M.D. or _____ D.D.S. to perform or have performed by any physician or surgeon of his/her choice, at any time, any medical, dental, surgical, or anesthetic procedures which the said M.D. or D.D.S. may deem necessary for the well being and reasonable comfort of my/our said child or children in the event that I/we are not available. I/We agree to pay any hospital expenses incurred thereby. I/We are to be notified at the earliest opportunity thereafter.

This medical/dental authorization is being left with the person or persons in charge of my/our child/children in my/our absence, who has/have been instructed to contact _____, M.D. or _____, D.D.S. in the event of illness or injury and has/have been further instructed to deliver this medical/dental authorization to said M.D. or D.D.S. at such time. In the event said M.D. or D.D.S. is not available, this medical/dental authorization shall be extended to any licensed physician/dentist handling his/her practice in his/her absence. I/We hereby authorize any hospital or physician which has provided treatment to the aforementioned minor to surrender physical custody of such minor to the accompanying caregiver.

Signed: _____

Date: _____/_____/_____

EMERGENCY CONTACTS

M.D. : _____ Phone: _____

Address: _____

D.D.S.: _____ Phone: _____

Address: _____

Dad's work phone: _____ Address: _____

Mom's work phone: _____ Address: _____

Nearest relative or friend to contact in the event of an emergency:

Name: _____ Relationship: _____ Phone: _____

Address: _____

Insurance: _____ Group # _____ Insured's name: _____

Special needs/allergies: _____

My Child's Info

(Fill out and give a copy to the sitter)

Medications: (list names, quantity to be taken, and at what time or frequency)
Permission to dispense medication:
I give permission to dispense my child's medication as instructed above.

Signature of parent/date

Food - likes/dislikes/allergies:

Books: favorites

What does child enjoy doing?

TV, Movies & Computers - likes/dislikes/not allowed

Sports - likes/dislikes/not allowed

Participant Directory

(Keep all history of past participants. Enter date (mo/yr) in the appropriate boxes.)

		Join Date: _____	Retire Date: _____				
Name: _____	Participant Fee:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					
Phone: _____	Smart Mom's Fee:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					
	Proof of Insurance:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					

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	Proof of Insurance:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					

Safety Visit Checklist

Applicant _____ Date _____ Phone _____

Address _____

Referred by _____

Co-op Mom Visitor #1 _____

Co-op Mom Visitor #2 _____

Co-op Mom Visitor #3 _____

Areas to Review

Does the child have access to any of the following:

- ☐ Busy streets
- ☐ Pools or hot tubs
- ☐ Medicines or chemicals
- ☐ Stairways
- ☐ Weapons
- ☐ Choke hazards
- ☐ Pets
- ☐ Others:

Comments _____

Leader Rotation List: Who's Next?

(Usually appointed in order of start date)

Jan-June _____ Phone _____

July-Dec _____ Phone _____

Jan-June _____ Phone _____

July-Dec _____ Phone _____

Jan-June _____ Phone _____

July-Dec _____ Phone _____

Jan-June _____ Phone _____

July-Dec _____ Phone _____

Jan-June _____ Phone _____

July-Dec _____ Phone _____

Secretary Rotation: Who's Next?

(Usually appointed in order of start date)

September _____ Phone _____

October _____ Phone _____

November _____ Phone _____

December _____ Phone _____

January _____ Phone _____

February _____ Phone _____

March _____ Phone _____

April _____ Phone _____

May _____ Phone _____

June _____ Phone _____

July _____ Phone _____

August _____ Phone _____

Participant Balance Sheet

Participant: _____ Phone: _____

Spouse: _____ Number of Children: _____

Schedule Restrictions: _____

Evenings and Weekends: (yes/no) _____

[illegible]

Terms of Baby-sitting Co-op Participation

I understand that my local Baby-sitting Co-op is not incorporated and does not have legal status as an organization. Although the Co-op materials use terms like *application* and *participation*, I understand that these terms are used to communicate ideas. The participants are not members of an organization. I agree to practice the guidelines suggested in the Smart Moms Baby-sitting Co-op materials and other rules recognized by other participants. In this way, participation in this Baby-sitting Co-op is similar to participating in other recurring group activity such as playing volleyball with friends.

I understand that I am not joining a national organization or national association. Although Smart Moms Inc. may provide a useful service like a newsletter or web site, this is done on a voluntary basis. Such service will be intermittent and may be subject to errors and omissions.

I understand the forms and materials contained in the Smart Moms Baby-sitting Co-op Handbook and associated workbooks will be treated like any other copyrighted material. I understand that the function of the local Co-op is to *facilitate* the exchange of baby-sitting among my friends.

While Co-op participants may review an applicant and their home prior to granting an invitation to participate, I agree that I will only rely on my first-hand knowledge when considering using a sitter. I will not rely on other Co-op participants, the Leader, the Secretary, the author, or the publisher when determining the proper baby-sitter or care environment for my children.

I hereby agree the duty, responsibility, and liability that is inherent with baby-sitting (either as the sitter, as the requester, or as the child) shall remain as it would be if the parties were not part of any Baby-sitting Co-op. I agree to leave intact the normal remedies and cause-of-action available to these parties in the event of an accident or worse. I agree to and hold harmless all other third parties who have facilitated the baby-sitting arrangement(s) in question. I agree to hold harmless those participants who arrange baby-sitting or do other Co-op activity. I agree the same shall not extend to a Co-op participant while acting as my sitter (or if I am the sitter, the requester).

Signature_____ Date_____ Please print
name_____

Address:_____ Phone:_____

This information will not be sold. Your address may be used to mail a newsletter.

By-Laws

The Haverhill Babysitting Cooperative is a culturally inclusive, diverse group of individuals who share the common goals of addressing childcare in the Haverhill Community.

1. Name

The name of the non-profit cooperative shall be known as the Haverhill Informal Babysitting Cooperative, HIBC.

2. Membership

The membership is opened to all residents in the Haverhill community. The membership is inclusive of the community diversity, cultural and linguistic groups and professionals from all fields.

3. Mission

The mission of the Haverhill Babysitting Cooperative, HBC is to emancipate parents to work and grow through free dependable childcare. The democratic centralized structure of the cooperative will allow for duplication of the cooperative to serve the needs of parents in other geographic locations within Haverhill and adjoining communities.

4. Purpose

The purpose of the HBC is to bring parents in the Haverhill community together to address the expenses and inadequate childcare that is provided or lack of provision in the Haverhill community. The activities and initiatives of this group are:

- Provide affordable and dependable childcare to the residents of Haverhill.

- Provide home safety inspections of parents interested in being part of the HBC.
- Collaborate with Community Based organizations such as; Haverhill Family Network, Haverhill Family Connections and Head start.
- Organize community events to educate general public.
- Assist with providing information and parent training of those who are interested in becoming a private home based childcare provider.

5. Governance

The organizational management of the HIBC is the responsibility of the elected officials of the cooperative. The officers shall be elected by the full membership with a simple majority vote who is present at the meeting. The two co-directors will serve a one year term and the secretary will rotate on a quarterly basis.

Officers

- The officers of the HIBC consist of two Co-directors and a Secretary.
- The officers will be elected by the full membership with a simple majority who are present at the meeting.
- The term of the co-directors will be 1 year effective beginning the new fiscal year starting in January and the secretary's term will be quarterly.
- The cooperative meets monthly at a designated location and time mutually agreed upon by the members except for the month of December. There will not be any regularly scheduled meetings in the month of December; however special meeting may be called at the request of the membership.

Duties

- **Cooperative members:** The membership is responsible for childcare and maintaining schedules. Each member is allotted one vote regarding bylaws and any other issues regarding the cooperative. Each member is eligible for election and expected to hold office at least one time during their membership.
- **Co-directors:** interview new members within the co-op provide each member with a membership list and by-laws of co-op also arrange meetings and do home safety checks on all co-op members. They also hold all members accountable for following the by-laws. The Co-directors will be elected on a staggered basis and will maintain their position for one year.
- **Secretary/Treasurer:** records all time exchanged in the secretary's book and will balance the time points by the 25th of the month and collect dues when necessary. The secretary is responsible for compiling, Xeroxing and ensuring that each member receives a copy of the quarterly newsletter. The secretary will be elected on a quarterly basis.

6. Financial Structure

All funds are kept by the secretary/treasurer and maintained for the sole use of the HIBC. The funds are received through membership dues and community donations.

7. Miscellaneous

By-law revision and recommendations are presented as necessary and reviewed annually. The annual review of the by-laws will be held at the first meeting of the new fiscal year in January. A two third majority vote of the members present at the meeting is necessary to amend the by-laws and the secretary of the organization will furnish an amended copy of the by-laws to the full membership no later than the next regularly scheduled meeting.

In the event of dissolution of the cooperative, any remaining funds in the cooperative account will be set aside to assist any other group that provides similar services. Or divided evenly and split among cooperative members.

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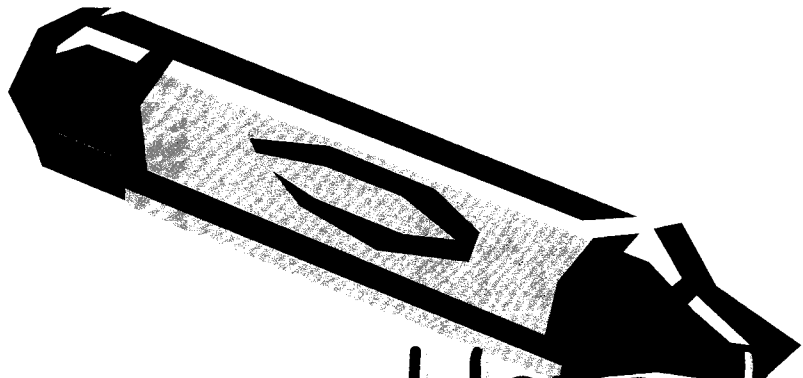
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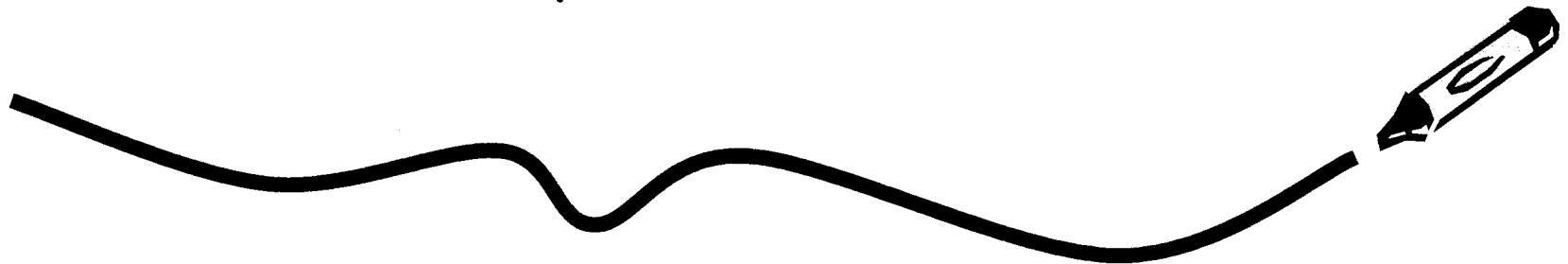
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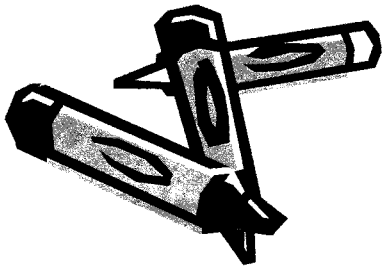
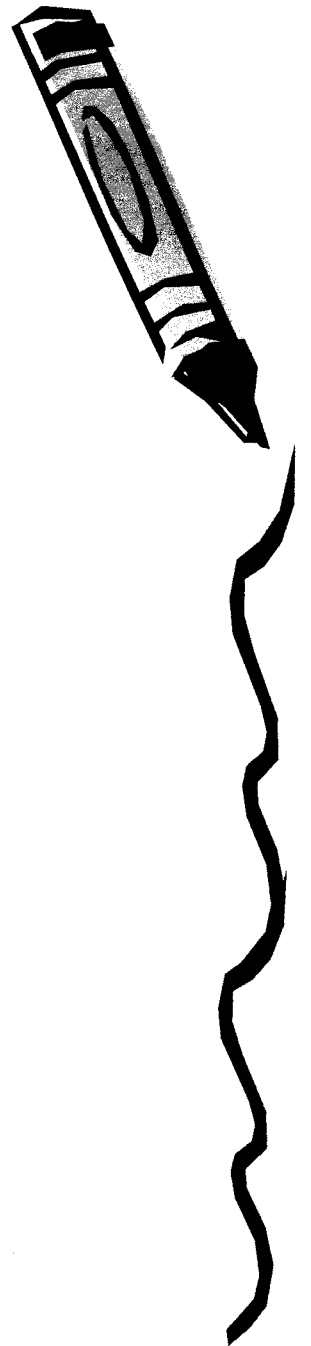
Haverhill's Informal Baby-sitting Cooperative

Tuesday L. Sellards Orluk



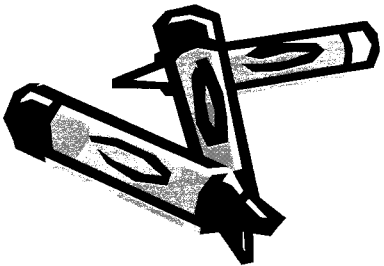
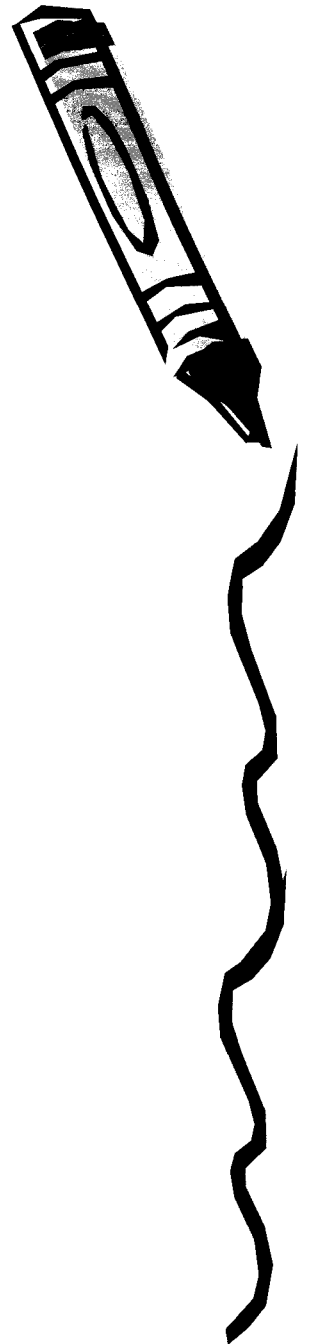
Problem/Needs

- Haverhill
- Per Capita - \$23,280
- Avg. Childcare Cost - \$275 per week
- Avg. rent - \$1100
- 12,942 children
- 132 childcare providers
- 1042 childcare slots
- Leaves families with a deficit of \$3000 a year



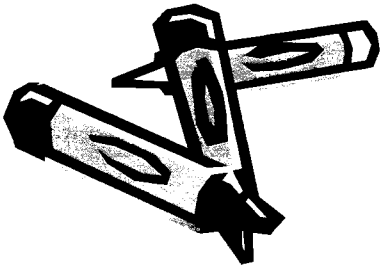
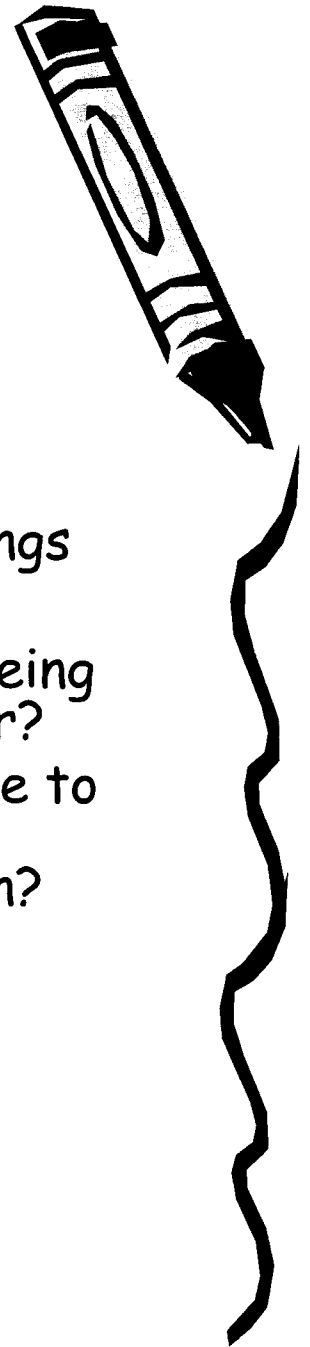
Haverhill Baby-sitting Cooperative

- Members 4-25
- 15 mile radius from Haverhill Family Network
- 2 Co-directors, 1 Secretary
- By-laws established by democratic methods
- Meetings quarterly
- Quarterly evaluations
- \$25 annual dues
- Time points system



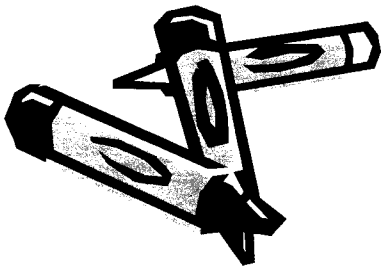
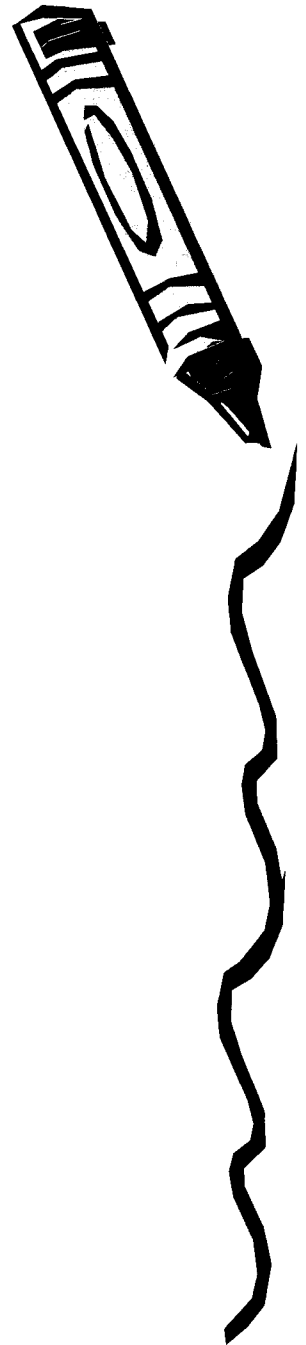
Centralized Baby-sitting Co-op Method

- Membership Determination
 - CORI(criminal background) check
 - Home safety inspection
 - Geographic location
- Fundraising Efforts
 - Community Base Organizations (CBO) donations
 - Grant writing
- Implementation
 - Chair elections: 2 Co-directors, 1 Secretary/Treasurer
 - Establish By-laws
- Maintenance
 - Recruitment
 - Scheduled meetings
- Evaluation
 - Are all aspects being met in a timely manner?
 - Are members able to search for and obtain employment/education?

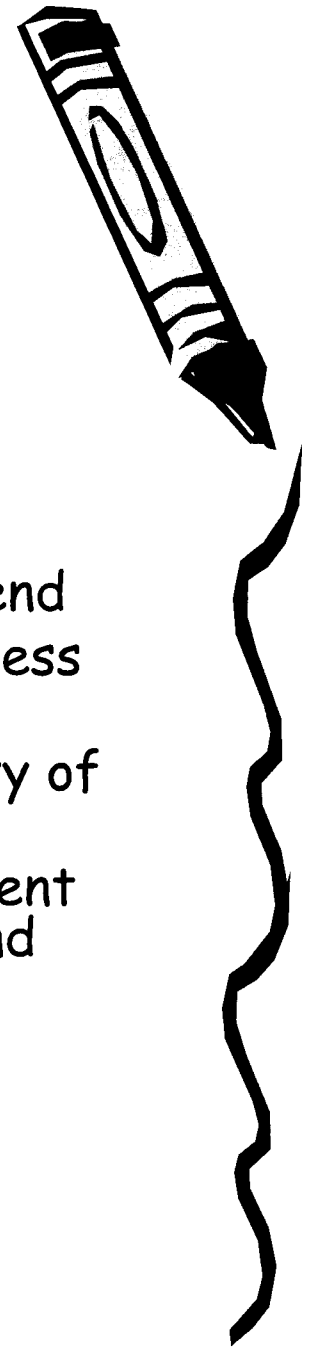


Gains

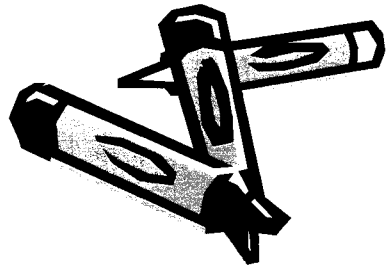
- Greater sense among parents of their rights in the childcare process
- Increased sense of confidence and assertiveness in childcare expectations
- Employment and or education obtained
- Financial situation improved due to involvement in cooperative
- Social connection improved
- Decreased dependence on Dept. of Social Services and Dept. of Transitional Assistance and increase family stability (if applicable)



Who Benefits

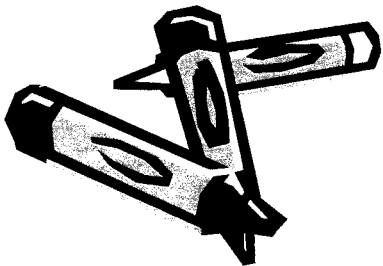
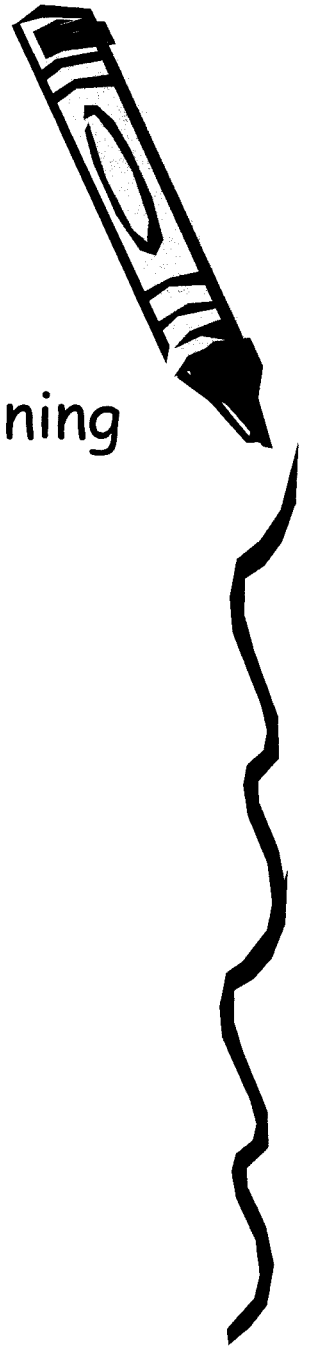


- Parents - comprise cooperative / supply and receive services
- Children - receive supervision and social interaction
- Employers - hire members / members consistently attend
- Educators - higher student enrollment / members are less distracted
- Dept. of Social Services - family stabilization / quantity of specific neglect cases reduced
- Dept. of Transitional Assistance - families less dependent on public assistance / volume of requested childcare and welfare vouchers decrease
- Community Base Organizations- in Haverhill- assist in recruitment and fundraising / added success stories



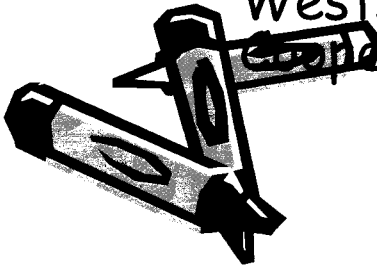
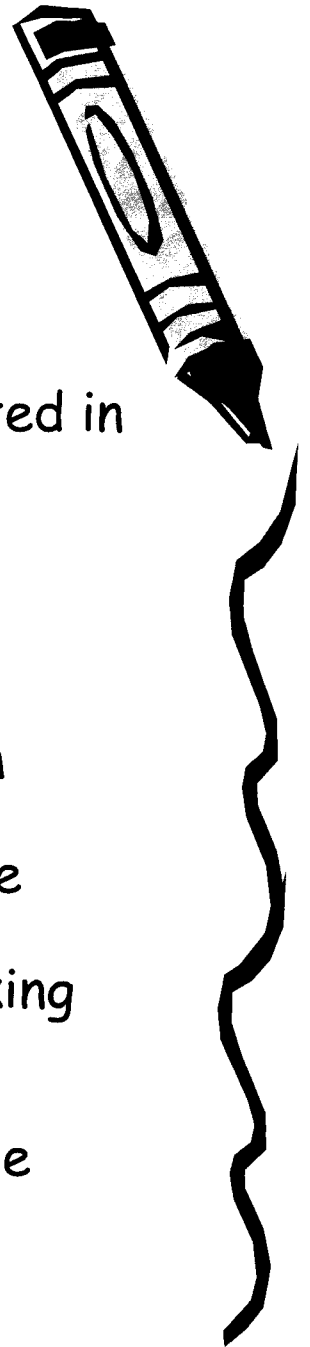
Measuring Success of Baby-sitting Cooperative

- **Recruiting:** Initial membership of 4-25/sustaining through new membership
- **Retention:** Maintain membership
- **Measurable Economic goals:**
 - employment secured and retained
 - further education
 - financial stability
- **Community:**
 - Community Networking
 - Commitment of CBOs



Best Practices

- Baby-sitting cooperatives have historically been created in response to lack of childcare options
- Co-ops provide childcare outside of conventional 9 - 5 timeframe
- Members are able to seek and secure employment and educational opportunities
- Members feel sense of community and are able to form secure networks
- Financial stability becomes attainable due to affordable childcare and flexible scheduling
- Co-ops offer simplicity in the complicated lives of working parents
- Examples are Tewksbury Baby-sitting Cooperative, Westside Baby-sitting Cooperative, and University Place Cooperative



Thank You!!!

