

2006 REUNION BABYSITTER APPLICATION

READ THIS FORM!

THIS APPLICATION REQUEST FORM IS OUR CONTRACT WITH YOU.

The application form must be received by May 5, 2006

If you are planning to bring children to your reunion this June, and will be requiring the services of a sitter, please read this carefully and return the following form as soon as possible.

- **Our service is for those Alumni staying in the COLLEGE DORMS or THE HANOVER INN.** We are not a referral service for the condos or other hotels in the area. Please call the hotel directly to see if they have a sitter list.
- Please be aware that class dinners are **ADULT ONLY** affairs. Make your sitter arrangements accordingly.
- We fill approximately 140 requests on a first-come, first-serve basis, and will guarantee a sitter, if this request is received in our office by **May 5, 2006 @ 5PM EST.**
- **If received after May 5, 2006, applications will only be accepted with an additional \$25 fee, paid in advance, to Belinda Banchik/Day Care Coordinator. We cannot guarantee a sitter to those who send in their application late. If we do not find a sitter your \$25 will be refunded. If application is faxed in, it will be held, until a check is received in our office for the late fee.**
- Both boys and girls (as well as a few adults) from the Upper Valley are part of our Reunion Child Care Service. They range in age from 13 years old through Adulthood. If you have a strong objection to having a male sitter, this must be stated on the application request. We will not change sitters, once you arrive.
- We try to assign the same sitter to your family for your entire requested time(s) and day(s). Each request is handled with care, taking into consideration your children's age(s), needs, and the sitter's ability and experience. We do not assign our younger sitters to families with infants and/or more than 2 children.
- We are unable to set up any group day care, but rather provide individualized family care, similar to a sitter coming into your own home. We believe that having one sitter, for children from more than one family, can be confusing and unsafe.
- Our sitters provide their own transportation and many have parents picking them up at a specific time, based on your written request for an ending time. If you do not return to your room at the ending time, specified on your request, the sitter may have to leave your children in our office. If this happens, you will be surcharged for that service. The minimum request is for three hours per assignment. *The minimum time off between sittings is three hours, so that sitters have time to get home, eat and rest before beginning again!*
- Sitters must begin assignments no later than 8:00 p.m. (earlier is fine, of course) and must be finished by 1:00 a.m. We are very strict on this 1:00 am deadline. If you are not back to your room by 1:00 am, your sitter will wake your children and bring them to our office for your pickup. You will be surcharged by the Reunion Child Care Office \$50 for each 15 minutes past 1:00 am.
- Sitters must be paid at the end of each assigned day. Again, there is a 3 hour minimum for each sitting. Rates have been established in advance and your request for one of our sitters is your acceptance of these fees.

1 child family \$9.00/per hour
2 children family \$10.00/per hour

3 children family \$11.00/perhour
4 children family \$12.00/per hour

IF YOU PICK UP YOUR SITTER LATE OR IF YOU COME BACK EARLY, YOU WILL STILL PAY FOR THE SCHEDULED TIME IN FULL. You may negotiate with your sitter to add hours, and if the sitter is available that is fine. Of course you will pay the appropriate hourly rate for the additional hours added. Please call the Reunion Child Care Office to let us know what your additional hours are.

- If you must cancel your sitter, please notify us as far in advance as possible. Cancellations prior to, June 10, 2006, 10am EST will not be charged for. If canceled after this timeframe, you will be obligated to pay for the entire scheduled time. Please send a check to our office address by **June 20, 2006** for the entire amount due. Checks are to be made payable to "Reunion Child Care". If a check is not received by the above date, your credit card will be billed for the contracted amount.

***Important Note:**

If you are running late, and unable to meet your sitter at the requested starting time, please call us at our on-campus phone line, 603-646-0784, to let us know if you want your sitter to wait or if you would rather let the sitter go for that night. (You will still need to pay for the contracted time). If you do not call, we will ask your sitter to remain for the first scheduled 45 minutes of your requested starting time. If we have not heard from you by the end of those 45 minutes, your sitter is free to leave or to accept another assignment. There will be voice mail on the campus phone (above #), so even if the line is busy you will be able to leave us a message. You are still obligated to pay for the **entire** contracted hours of the weekend. If your sitter is released, due to no show/no call on your part, we cannot promise a sitter for any of the remaining time of the reunion.

- When you arrive in Hanover, please stop by the Reunion Child Care Office at Tindle Lounge, Thayer Hall. We will review and complete all necessary paperwork at that time, including re-confirming your room number and your time commitment. All questions about housing should be addressed to the Reunion Housing Office at 603-646-3288. When meeting your sitter for the first scheduled time, you or your partner must come to Tindle Lounge to greet the sitter. There will be no exceptions to this rule. Not all our sitters are familiar with the layout of the campus and we would like you to take the sitter to the dorm or hotel room, where your family is staying.
- **Please consult your class schedule for times of events before completing this form.** When requesting a babysitter, please allow time for meeting the sitter at Tindle Lounge, walking them back to where you are staying, child adjustment, and a few minutes to get to your function.
- You need to bring all equipment needed for your children. Cribs will be supplied in the residence hall rooms, if available at the time of your request on the housing application form. Please consider providing some familiar toys for your children to play with in the rooms. Additionally, food is something else you will need to provide for, depending on the timing of your sitting request. Many alumni give the sitter money to take the kids to the HOP or for ordering food from downtown Hanover. Some meals are provided for, check your class information! Sitters are not allowed to eat with the children at mealtime, unless you have purchased a meal pass for them.
- We would like to make this as comfortable and safe of an experience as possible, for both you and your child(ren). If you have any questions, special concerns or would just like to discuss your particular childcare needs, please do not hesitate to call or email me. We are happy to help in any way possible. Our service is for babysitting during the reunion only. A confirmation with your assigned sitter will be sent to you in early June. Please print and make sure we can read your writing on the enclosed form.

Belinda Banchik
Reunion Child Care Coordinator

(603) 252-5979
Office hours Wednesday and Friday
2pm-5pm EST

Email: ReunionChildCare@Alum.Dartmouth.ORG

After 6/14 call: 603-646-0784

REMEMBER: CHECK-IN AT TINDLE LOUNGE

This form must be received by

Friday May 5, 2006

Return to Belinda Banchik
Reunion Child Care Office
10 Chelsea Circle
West Lebanon, NH 03784

or fax to 603-298-5979

PLEASE PRINT LEGIBLY
Valid Phone Number Required!

Alumnus/Name: _____ Class: _____

Day Phone: _____ Evening Phone: _____

Cell Phone #1: _____ Cell Phone #2: _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Email Address: _____

Credit Card Number for use ONLY in the case of non-payment

Card #: _____ Exp: _____

Visa ___ Master Card ___ Discover ___ Amex ___

WHERE ARE YOU PLANNING TO STAY? Dorm _____ Hanover Inn _____

Total Number of Children for this request? _____

Children's Names	_____	Age _____	Please Circle	
			Male	Female
_____	_____	Age _____	Male	Female
_____	_____	Age _____	Male	Female
_____	_____	Age _____	Male	Female
_____	_____	Age _____	Male	Female
_____	_____	Age _____	Male	Female

Times requested (please include starting and ending times):

Thursday, June 15: _____

Friday, June 16: _____

Saturday, June 17: _____

I agree to the following:

- I will pay my sitter at the end of each scheduled day.
- I understand the sitters are providing their own transportation and will adhere to the times of each request, unless a time change is approved in advance.
- If I need to cancel and do not notify the Reunion Child Care Service **PRIOR TO JUNE 10TH, 10:00 AM EST**. I am responsible for payment for the entire reunion weekend contract and understand my credit card will be charged, if I do not make payment by June 20th.
- If I do not call or arrive within 45 minutes of the scheduled starting time, my sitter may be allowed to leave.
- If I do not arrive in Hanover at all, I will pay for the entire scheduled time on this request form, even if the sitter is reassigned.
- If payment is not made because of extenuating circumstances, a check will be received no later than **June 20, 2006** in the Child Care Office. The fees are established in advance and are non negotiable.

Signed: _____ Date: _____