



## Member Childcare Co-op Agreement Form

Our Childcare Co-op shifts are 2 hours.

The times are from 9:30am-11:30am & 5:30pm-7:30pm. (5pm-7pm in Farmington)

The manager will schedule you for 4 months at a time. This allows for advance notice and planning.

It is the member's responsibility to know when they are scheduled to work and to check the emails and calendars regularly.

As a reminder there will be a weekly email sent with the weeks co-op schedule. This will be sent on Sunday evening of each week.

It is the member's responsibility to call the manager in the event that you do not know when you are scheduled for that month or in the event that you need to make a change.

### Co-op Duties Include:

1. Signing your family "in & out" on the sign-in sheet each shift
2. Making sure that the staff marks that you were there for your scheduled shift.
3. Help in running the childcare while the staff run the kids to the bathroom
4. Helping all children to toys, crafts and coloring sheets and just getting comfortable.
5. It is your responsibility to notify the manager when you are unable to fulfill your scheduled shift by a phone call or email.
6. If you no-show for your scheduled co-op shift your account will be automatically charged \$20.00, if you have 2 no-shows then you will be taken off the co-op program and may use the childcare as a paid program.
7. Please notify Melanie (Rosemount) on cell phone 651-249-3005 or Jody (Farmington) on cell phone 651-295-0275 at least 24hrs in advance if possible to ensure that there is enough coverage for the scheduled shift.
8. It is your responsibility to sign up for another shift when making a change to the original scheduled shift in that current month.
9. When you are unable to work your co-op shift for the month, your options are to take 2 shifts in the next month or pay the \$20.00 unlimited fee for that month.
10. Please advise the childcare manager when you would like to be taken off the co-op program.

\_\_\_\_\_ (initial) I understand that during my shift I am needed to help the staff and tend to all the kids needs and requests. To help with picking up toys as seen needed and to direct and re-direct the kids that are encountering rough play to other activities. Your help is so important to us. Working with 2 people makes all the difference with the flow and organization of the childcare. It helps with bathroom time, running the shift and keeping our children happy....☺

\_\_\_\_\_ (initial) I have read the above information and understand that it is my responsibility to call the manager if I am unable to fulfill my scheduled shift. I agree and understand that if my scheduled shift is left as a "no-show", that my account will be automatically charged a \$20.00 fee.

Members Signature & Date \_\_\_\_\_

Thank you for Joining Our Kozmic Kidz and Kids Club Co-op Program!