

# Student Handbook Preview



# cabs

Child And Babysitting Safety

## You're in Charge — Be Prepared

Safety, Prevention, & Basic First Aid

## 7 Rules

for handling that knock at the door

## STARTING YOUR BUSINESS

and figuring out what to charge

## Resolving Conflicts

To text or not to text?  
Setting your boundaries

## Preface

ASHI is a member of the National First Aid Science Advisory Board co-founded by the American Red Cross and American Heart Association®, Inc., and a contributor to the 2010 Consensus of First Aid Science and Treatment Recommendations. ASHI offers training and certification programs in emergency care and occupational safety and health for corporate America, government agencies, and emergency responders. To learn more about ASHI, visit [www.ashinstitute.org](http://www.ashinstitute.org).

**ASHI has used reasonable effort to provide up-to-date, accurate information that conforms to generally accepted recommendations at the time of publication.**

Science and technology are constantly creating new knowledge and practice. Like any printed material, this publication may become out of date over time. Guidelines for safety and recommendations for treatment cannot be given that will apply in all cases, as the circumstances of each incident often vary widely. These recommendations supersede recommendations made in previous ASHI programs.

**Alert Emergency Medical Services (EMS) or activate your emergency action plan immediately if you are not sure an emergency exists or when any victim is unresponsive, badly hurt, looks/acts very ill, or quickly gets worse.**

Signs and symptoms may be incomplete and can vary from person to person. Do not use the information in this program as a substitute for professional evaluation and diagnosis from an appropriately qualified and licensed physician or other health care provider. Local or organizational physician-directed practice protocols may supersede recommendations in this program.

**Most states do not have regulations or laws about when a child is considered old enough to care for him/herself or to care for other children.** States may have guidelines or recommendations. These guidelines are most often distributed through child protective services and are administered at the county level. Child and Babysitting Safety is not designed to meet state regulatory requirements for child care workers and should not be used for this purpose.



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## Child and Babysitting Safety (CABS)

When you're watching other people's children, the most important thing you can do is keep those children safe. It doesn't matter if they're members of your extended family or children from your neighborhood. As a babysitter, they are your responsibility.

By taking this class, your parents and the parents of the children you watch will be pleased with how prepared you are. It's a big job and you should look at it that way.

## Babysitting as a Business

When you decide to start babysitting, you are opening a small business. You are the owner and the main employee. It's up to you to decide how successful your business will be. If you work hard and take your job seriously, you'll do well. If you don't take it seriously, you probably won't be in business very long.

## Starting Your Business

With any business, getting started is the hardest part. Taking this course is your first step in getting started. For most new babysitters, building a babysitting business starts with family friends, then neighbors. Even though they may already know you, there are a few things you should do to get ready for your first job.

## Figuring Out What to Charge

Talk to your parents about how much to charge and what is fair. You can also talk to some older children who have been babysitting for a few years to see what they get paid. When you approach parents about caring for their children, you will want to have a price in mind. Often, babysitters have an hourly rate that changes depending on how many children they are watching and their ages.



## Help the Parents Get to Know You

One way parents can learn more about you is by providing them with your resume. A resume is an information sheet, usually one page long, that lists your qualifications to do a job. It helps the parents to get to know you better. You're a kid, so no one expects you to have a lot of stuff on your resume, but having one is still a good idea. You'll use it to introduce yourself.



### Things to mention on your résumé might include:

- Scouting/4H
- Church groups
- Organized sports you play
- Any activity that you do that shows you are responsible
- Activities that show you have experience as a leader
- Completion of this course
- Any other safety training/first aid classes you have taken

You should also include your contact information and your parents' names. This will be useful so the parents can speak to your parents, if needed.

## Letting People Know You Are Open for Business

As you get started with your new business, you have to let people know you are available. Even if you are starting with family and friends, having a flyer to give them can show them you are serious.

Make up flyers with your business name and your phone number, but don't include your street address, your age, or gender.

- a. Don't use your name in your business name
- b. Think of a name that sounds like a parent can trust it

*Just remember to be careful about how much information you make available.*

Post flyers at your church, at clubs, and give them to friends with younger brothers and sisters. Ask your parents to post them at their work. Be careful though, about posting them in public places like grocery stores or at the mall.

You should also be careful posting your personal information online where anyone can access it. There are online referral services that allow babysitters to advertise and can include recommendations.

**The best way to grow your business is to do a great job.** When you do a great job, your customers will tell their friends. Sometimes this will provide more than enough babysitting jobs for you. Word of mouth and referrals are by far the best way to grow your business. Don't be afraid to ask the people you babysit for to pass along your information to their friends who need babysitters.



## Getting to Know the Family You Are Babysitting For

Before you babysit for a family for the first time, you should learn more about the parents and the children you will be babysitting. You should do this even if you are babysitting for friends or neighbors. This can be done by interviewing the parents and meeting the children. Ideally, this would happen in a meeting before the first time you show up for the job. By interviewing the parents, you will have a better understanding of their expectations of you as a babysitter. By meeting the children beforehand, you can get a better idea of what they are like and it can help you plan your activities when you babysit them.

During the interview, you should also collect important information about caring for the children while the parents are away, including emergency contact information.

*This handbook will address some of the other specifics you'll want to ask and things to look for when you talk to the parents.*



### Some of the basic questions will include:

- The number of children and their ages
- The length of job and the time of day
- Any children with special needs
- Any specific activities you need to discuss
- Any rules or restrictions to follow
- Pets and whether they are friendly
- Any diet/food restrictions or preferences
- Restrictions or preferences regarding such things as cooking for or bathing children



## Job Information Sheet

To help make sure you collect all the important information, a Job Information Sheet is included in this handbook. Make copies of the form and fill it out when you are interviewing parents about caring for their children.

Fill out a separate Job Information Sheet for each child you'll be watching. It may seem like a lot of extra work, but it will pay off later. The sheet includes places for you to record any allergies or medical problems as well as suggested snacks and things they like to do. You can also make notes of things they like and don't like.

**★ If you ever have a serious problem while babysitting and have to call 9-1-1, have the Job Information Sheet available to give to the emergency responders while the parents are on their way.**

And remember, you are interviewing the parents as much as they are interviewing you. If you get an uncomfortable feeling about a child or a situation while talking to the parents, it's better to turn the job down.

## Babysitter's Parents

Your parents may want to be involved in this interview. They may want to take a quick look at the place where you will be working to make sure it is safe for you. Your parents will also want to check the date and time to make sure there aren't any conflicts on the family calendar. They will also want to make clear who is responsible for transportation. (Are your parents going to pick you up when you're finished, or will the children's parents take you home?)



## Before the Parents Leave

When you arrive for a job, take a few minutes to talk to the parents and update the Job Information Sheet. Ask if anything has changed or if there is anything special you need to know.

### Ask about:

- Homework
- Computer use
- Playtime
- Walks
- Naps
- Pets
- Leaving the house/property
- When they expect to be home
- Details about meals and/or snacks
- Safety walk-through
- Child's bathroom habits



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## **Child and Babysitting Safety**



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