

Dear

Thank you for expressing an interest in the child care services that can be provided by **weeSIT**. The following is information that you may find helpful:

I. RATES FOR FAMILY CARE

- \$15.00 per hour for one child, \$1.00 per hour additional for each sibling (for rates for children from more than one family, please call).
- A maximum of three (3) children are allowed per sitter, with a maximum of two (2) if any of the children are under 2 years old.

II. GENERAL INFORMATION

- 4 hour minimum
- \$20.00 transportation fee per day (additional fee if outside of service area)
- If the Sitter's car is used to transport children, they will be reimbursed at \$.35/mile
- Deposit required: 50% of the total hours reserved for each assignment, which is non-refundable within 10 days of the assignment.

III. PROCEDURES

- Fill out the attached form with the following information:
 - Times, dates and address
 - Number of children
 - Any special needs the child(ren) may have
- Send a check made out to **weeSIT** for 50% of the total costs
- Send the form, along with the check, to **weeSIT** as soon as possible. Sitters will not be assigned and confirmed without the deposit check.
- Once the assignment has begun, you are required to pay the sitter(s) in full for the time scheduled each day, whether all of the reserved hours are used or not. All payments are to be in cash (deposit will be subtracted at the end of the sit) and you will be given a receipt for each payment. Sitters will be paid at the end of the assignment or at the end of each week, whichever is shorter.
- If you should have any questions, please don't hesitate to call me at 703-764-1542. We look forward to working with you

Sincerely yours,

Barbara R. Parkerson
Owner