

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 IN HOTEL ROOMS**

- \$20.00 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.
- Tour services are available. Please call for rates.

### **II. GENERAL INFORMATION**

- 4 hour minimum
- \$20.00 transportation fee or the hotel parking fee, whichever is greater
- 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 hotel (including address) where you will be staying.
  - Number of children
  - Full name of person in which the room will be registered
  - 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. Receipt of deposit does not guarantee a sitter.
- When you check into the hotel, please call us for verification of your arrival and room number.
- 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) and you will be given a receipt for each payment.
- If you should have any questions, please don't hesitate to call me at 703-764-1542. We look forward to making your stay in the Washington, D.C. area a pleasant one.

Sincerely yours,

Barbara R. Parkerson  
Owner

10681 Oak Thrush Court    Burke, Virginia 22015

703-764-1542    703-764-8840 Fax

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