

Intake Form / Client Agreement
Updated 9/21

KIDS' NIGHT in Babysitting intake form-

Each family must complete and submit their own intake form and will be billed for services separately, One parent/family may act as the primary point of contact for scheduling purposes.

Intake Form-

- Childrens' names, DOB, and ages-
- Any medical or developmental concerns including allergies and medications (please tell us anything/ everything - we are just trying to get you hooked up with the most appropriate available sitter for you)
- Parents names-
- Parents Cell number
- Parents Venmo account or PayPal account-
- Credit card info (just to hold ~~just~~ for any ~~additional~~ uncollected fees) - this will not be billed unless there is an issue with payment from Paypal or Venmo. We accept all major credit cards. Type of card, Name as written on card, card number, expiration, billing zip code, and CVV code required.
- Dates and time frames requested- (please be specific - need start time and end time)
- Name of Villa or hotel/resort where you will be staying-
- Villa Management company (in case we need to contact them for directions)
- Are children allowed to swim (or if infants or toddlers, go into water with sitter) with direct constant supervision?
- Is there any other info you think we should know prior to our sitting engagement?
- - Base rate is \$25/hr for 1 child and \$5/hour for each additional child in that family. (due to our liability policy each family has to be charged separately)
 - It is at the discretion of KNI agency to determine, due to ages and numbers of children. if multiple sitters are required, in which case multiple sitter rates would go into effect.
 - There is a surcharge if services are requested for St Thomas.

To secure and book your reservation, payment in full, via Venmo or PayPal, must be received within 72 hours after availability has been confirmed.

Venmo account - @Leslie-McKibben

PayPal account - Leslie@kidsnightin.com

Please include name of reservation and date

If you have further questions please do not hesitate to ask.

Client Agreement and Policies

**** Please review all of the following carefully before submitting. ****

You will be billed and full payment is due within **72** hours after you receive confirmation of intake / client agreement along with quote. (typically no longer than 72 hours after you send it. Please be sure to put KIDS' NIGht In in your contacts to avoid replies going to spam folders.) AmEx, Visa, MasterCard, Discover or debit card are acceptable via PayPal. Otherwise Venmo is recommended as primary payment mode.

PayPal payments are made to Leslie@kidsnightin.com
Venmo payments are revived through @Leslie-McKibben

We will request a credit card on file to hold for additional fees incurred but will not charge it unless there is a issue with PayPal or Venmo or non payment.

If you are late returning from your time away, you will be given a grace period of thirty minutes charged at the regular rate. If you are later than thirty minutes you will be billed 1.5 times the agreed upon rate for the first two hours. If you are later than two hours, the entire additional time will be billed at double the contracted rate.

Changes in original plans may make it difficult or impossible for us to be of service to you since all of our sitters have very busy schedules. Please consider that fact when doing the planning for your time away from your children. Making allowances for "island time" when planning is important!

Gratuities : Our sitters are delighted to serve you and your children and will do everything in their power to ensure that everyone has a great time. Your child(ren)s" safety will be a top priority of theirs while you enjoy you time out. They are trained and certified in CPR and first aid. Your sitters greatly appreciate and rely on tips as part of their income and industry standard for a job well done in the Virgin Islands is 20% - 25%, which may be paid however you choose (but cash is always appreciated.)

Additionally, fees apply to services provided between midnight and 7:00am (rate varies depending on number of children etc.) An additional surcharge of **\$20/hr** is required for the following holidays- New Year's Day, President's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve and special event weekends such as Eight Tuff Miles or Carnival.

Fees, policies, and procedures are subject to change without notice.

We highly recommend all communications during your scheduled time be with the sitter and not the children. This allows for accurate communications.

Reservation and Cancellation Policies -

Babysitting services are to be reserved directly with Kids Night In Babysitting after completion, reception, and acceptance of intake form, and subsequent confirmation from Kids Night In Babysitting to client. By submitting the intake form the proposed client accepts and agrees to the fees, contract, policies and procedures herein and agrees to allow Paypal or Venmo to make payment for any and all services provided..

Reservations are required 72 hours prior to scheduled start time. There will be a short notice charge of \$50 for reservations made after that time. (please note that requesting services 72 hours in advance does not guarantee availability, it only ensures that there will no late booking charge)

Each family is responsible for their own intake and client agreement form, and for services rendered for their children. Immediate family includes only siblings. Relatives and close friends must be considered separately due to liability issues.

Cancellation Policy:

There will be a minimum \$25 processing fee charged/held regardless of circumstances surrounding a cancellation.

Aside from that fee, cancellations made at least two weeks prior to scheduled start of services will receive a full refund.

Cancellations made from 2 to 13 days prior to scheduled start of services will receive a 75% refund.

Cancellations received inside of 48 hours of start of scheduled services will not receive a refund.

Please consider purchasing travel insurance that will reimburse you if medical issues prevent you from being able to travel.

100% refunds will be issued if the Virgin Islands government bans visitors for the dates of your trip.

Cancellation notices are the responsibility of the client and not that of the Conceirge, travel agent or any other party.

Changes/Adjustments/Additional Services to your original schedule after confirmation should be made via phone call or text, and are not considered scheduled until confirmed by Kids Night In Babysitting.

Sitter Duties and Responsibilities-

- Safety and well being of the children is the primary responsibility.
- Daily care (feeding, changing/hygiene , bathing when needed, monitoring during nap or nighttime sleep.)
- Supervision and monitoring of all activities and following parent guidelines.
- Entertaining of children which may include, but is not limited to music, playtime, arts , books, puzzles, pool if approved by parent.

Babysitting services **DO NOT** include the following

- Transporting children (for liability reasons, please don't even ask!)
- Cooking (except simple kid friendly foods - for example chicken tenders, hot dogs , frozen pizzas)
- Laundry
- Dishes
- Cleaning

If such assistance is provided by the sitter, it is provided at their discretion.

We will ~~automatically~~ attempt to secure the same sitter for all dates of service for your entire stay. However there may be instances where this cannot happen. If there has to be a change made to your scheduled sitter we will make every effort to give you as much advance notice as possible.

If the sitter arrives on-site to provide services and no one is present or no message received, they will remain on site for a maximum of 30 minutes before leaving. This will warrant a 100% charge of fees. NO REFUNDS when this occurs.

Sitters are on contract with KIDs' Night In Babysitting and are not allowed to work independently for you or any agent's clients at any time. Such violations will result in termination of services and a financial penalty will be imposed. All services must be processed through KNI management team.

By submitting this form, I am accepting and agreeing to the fees, contract, policies and procedures herein and agree to allow Paypal or Venmo to make payment for any and all services rendered.

Signature/ relation to children/ date

MEDICAL AUTHORIZATION FORM-

I/We , _____ , parents or legal guardians of

Hereby give our consent to proceed with any and all emergency medical services as may be required for our child(ren) in the event that I/we are not available in person to execute a Medical Authorization or Release for medical services.

The undersigned hereby assumes any and all risks for injuries sustained by the above named child(ren), while the child is engaged in recreational activities organized, performed, related or sponsored by Kids' Night In Babysitting. The parents also assume full financial responsibility for injury or accident.

In addition by executing this document below, the undersigned hereby covenants not to institute any suit, claims and actions against Kids' Night In Babysitting or its contractors as it relates to such injuries.

Signed on this _____ day of _____ (month and year)

Signatures-

Name(s) of parents/ guardian -please print
