

Norris Crescent Housing Co-operative Inc.

Baby-Sitting Policy & Procedures

Adopted by General Membership:
March 20th 1985

Amended by General Membership:
April 11th 1991

Norris Crescent Housing Co-operative Inc. has allocated a small budget for baby-sitting fees.

1. Entitled

- a. For single parents and when both parents are attending the same meeting or different meetings at the same time.
- b. The baby-sitting fees apply to those single parents or as mentioned in the above paragraph having children 12 years of age and under.
- c. Children age 0 - 36 months can have paid baby-sitting when both parents are attending the same meeting if volunteer baby-sitting is not available.

2. Purpose

- a. To attend General Meetings
- b. Committee Meetings
- c. Federation Courses
- d. Committee working functions (i.e. supervised outings

PROVIDED THAT FREE BABY-SITTING IS NOT AVAILABLE

3. Amount

An amount to be paid per hour will be set annually and approved by the members with the annual Operating Budget. (As of April 16, 1991 the amount to be paid per hour is \$4.00.)

4. Procedure

- a. \$20.00 petty cash will be allocated in advance to any Committee who needs it.
- b. Petty Cash Voucher must be completed before giving money to the Committee Member.
- c. Two signatures are required, i.e., Chairperson, Treasurer or Secretary of the Committee, to, the affiliated Committee . The Baby-sitter's and also the Member's signature is required.
- d. The Voucher must be completed fully before the office will reimburse the Chairperson.

President

Secretary