



[www.eNannySource.com](http://www.eNannySource.com)

*We are happy to provide this exclusive Nanny Success Kit. This kit contains all of the tools that professional nanny agencies use. Buckingham Nannies, one of the nation's premier nanny agencies, designed these tools to help create a complete hiring process.*

*With this kit - and your instincts - you should be able to find the perfect nanny for your family.*

*We wish you much success.*

*-Steve Lampert, owner*

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EnannySource.com's exclusive Nanny Success Kit will help you screen prospective nannies the way professional nanny agencies do. Buckingham Nannies, one of the nation's premier nanny agencies designed these tools. The Nanny Success Kit will help assure your hiring success.

## How to use the Nanny Success Kit

The Nanny Success Kit has the following forms and tools that you can print out individually or as a package:

1. Guidelines for Nanny Employers.
2. Nanny Interview Sheet.
3. Nanny Employment Application.
4. Nanny Reference Check Sheet.
5. Family and Nanny Agreement.

## Guidelines for Nanny Employers

We suggest that you start by reading through the Guidelines for Nanny Employers. This will help you with the standards for hours, work schedules, benefits and other important facts regarding being a nanny employer.

## Nanny Interview Sheet

Once you have located one or more nannies of interest the Interview sheet will be very helpful to conduct either a telephone or in-person interview. We now suggest that if the nanny is still of interest that you have her fill out the Nanny Employment Application.

## Nanny Employment Application

This application was designed exclusively for nanny job candidates and will give you useful information about your candidate that is not found on our online posting. You can also use this application to tie into her reference-checking sheet to find phony references or other inconsistencies such as amount of time or number of hours per week that she worked. Be sure to get copies of the nanny's identification.

## Nanny Reference Check Sheet

After you have interviewed the nanny either in-person or by telephone and she has filled out the application, the next step is to call her references. Be very careful that gaps in employment are explained and that she has filled out the information about each job fully. When checking her references you will find that most families are very open about sharing information about your candidate. Families know that children are at stake and want to make sure that families know whom they are hiring. Be very careful to look for phony references. They can be spotted by inconsistencies in the information that the nanny provided you and what the family tells you. Obviously not every inconsistency means the reference is phony. Often times the tone of the reference will tip you off that the reference is either a family member or friend.

## Family and Nanny Agreement

The employment contract will specify what arrangements that you have made such as salary, hours, vacation, etc. By using this contract you can avoid potential misunderstandings with your nanny.

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# GUIDELINES FOR NANNY EMPLOYERS

This guide is to be used by both nannies and families so that each knows the issues that need to be worked out before employment actually begins. Perhaps surprisingly child-related issues are a very small percentage of the problems that come up between nannies and families. Most of the issues that arise and result in either the nanny leaving, or the family letting her go, have to do with problems between the adults. Many of these problems could be avoided if they had been discussed in advance. We recommend that both the family and the nanny put in writing what they have agreed to. This guide is comprised of three sections: General issues; Live-out job issues; Live-in job issues.

## General Issues

This guide is not meant to cover interviewing questions and how a and family can make a good choice. It covers only specific, concrete employment issues that should be discussed prior to hiring.

- Salary. What is the weekly rate of pay? Is it gross or net? taxes will the family be paying for the nanny? The major income, Social Security and Medicare. When does the pay? Weekly is typical. Household help are employees, independent contractors. Please consult your accountant or a preparer for more information.
- What are the nanny's responsibilities? Professional nannies normally are responsible for all the child-related cleaning, laundry, tidying the kitchen and cooking for the children. Tasks that some nannies will do and others will not are: the family laundry; lite cooking for the family; grocery shopping; making the beds. Adding housekeeping chores to the job is a major cause of nannies leaving their positions.
- What does the family expect the nanny to do with the children? For example, will she be taking the child to the park, play dates, etc. Will she help potty train the child? How much TV can be watched daily? What programs?
- How detailed a "debriefing" is expected at the end of the day? Does either the nanny, or family want to keep a diary of what happened?
- Vacations and holidays. Most families give the nanny one to two weeks paid vacation at the end of the first year. All major legal holidays are paid days off. We suggest Memorial Day, 4th of July, Labor Day, Thanksgiving (Thursday & Friday), Christmas and New Years Day.
- When the family travels. When the family travels without the nanny, she should be paid for this time since it wasn't her choice and she needs to count on a set income. This issue is another major cause of nannies quitting. With mutual agreement it's OK for the nanny to take her vacation at the same time as the family's.
- Travelling with nanny. Families tend to think of travel as a perk for the nanny, and nannies think of travel as particularly difficult and stressful. As most parents know, children do best with the familiar and travelling can very much upset a child's schedule. Nannies also often feel very isolated and lonely when travelling because they're away from their friends and family. It's important to remember to define in advance what hours and days the nanny will be working when travelling. If she is going to be working more hours, her compensation should be agreed to before the trip. When interviewing the family should be as clear as possible about their travel schedule so that the nanny can decide if it fits her needs.
- Use of the nanny's car. How often will the nanny need to use her car? How far will she be driving? If the driving is for more than a mile or two, the family should pay mileage at the prevailing rate of .33 per mile.
- Raises. Families generally give at least a 5% raise after each year of service. Holiday bonuses are given by a high percentage of families.



nanny

What taxes are family not nanny tax

# GUIDELINES FOR NANNY EMPLOYERS

PAGE 2

- All of these issues apply to part-time as well as full-time nannies.
- What will her starting and ending time be? When does an hourly rate for overtime begin?  
Most nannies are paid \$10-\$15 per hour for time worked after the regular schedule.
- How flexible is the nanny's schedule? Is she available for babysitting or overnight stays?  
How much will she be compensated for this work?
- Live-in jobs have a starting and ending time. Normally it is up to a 12 hour day. The hours are consecutive and any "downtime" during the day for napping children, etc. count towards the 12 consecutive hours.
- Live-in nannies don't expect schedules to be real rigid, so if you arrive home 30 minutes late most live-ins will accept that. However, it is very important to be respectful of the nanny's time.
- Live-in nannies normally have several evenings off per week. How many nights of babysitting will she be expected to work?
- Live-ins are not normally expected to get up at night or to sleep with the children.
- A private bedroom and preferably a private bath are given.
- The nanny's food is provided. Try to be sensitive to her diet--e.g. if you are vegetarians and she is a meat eater her diet needs to be considered.
- Is the family providing the phone? This is commonly done. However, only local calls are paid for.
- Car. Is the family providing one? The majority of live-in jobs offer a car. Is it for full-time usage or just for work? If full-time how far can the nanny take the car when she's not

## Live Out Positions

- Most nannies are paid \$10-\$15 per hour for time worked after the regular schedule.
  - What will her starting and ending time be?
  - When does an hourly rate for overtime begin?
  - How flexible is the nanny's schedule?
  - Is she available for babysitting or overnight stays?
  - How much will she be compensated for this work?

## Live In Positions

- Live-in jobs have a starting and ending time that should be agreed upon prior to beginning employment.
- Live-in nannies don't expect schedules to be real rigid, so if you arrive home 30 minutes late most live-ins will accept that. However, it is very important to be respectful of the nanny's time.
- Live-in nannies normally have several evenings off per week. How many nights of babysitting will she be expected to work?
- Live-ins are not normally expected to get up at night or to sleep with the children.
- A private bedroom and preferably a private bath are given.
- The nanny's food is provided. Try to be sensitive to diet--e.g. if you are vegetarians and she is a meat eater her diet needs to be considered.
- Is the family providing the phone? This is commonly done. However, only local calls are paid for.
- Car. Is the family providing one? The majority of live-in jobs offer a car. Is it for full-time usage or just for work? If full-time how far can the nanny take the car when she's not working?

# NANNY INTERVIEW SHEET

PAGE 1

Nanny's first name: \_\_\_\_\_ Nanny's Last name: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Tell me/us about yourself.

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Why have you chosen this field?

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What are your strengths and how do you see them relating to childcare?

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What are your personal goals for the next five years?

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What are you doing now?

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What are your biggest challenges?

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What makes you like your job?

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Tell me/us about your previous job (child-related):

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What is important to you in a job?

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How do you react to directions given by a parent when you agree with them and when you disagree?

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How would you feel if a parent asked you to do additional work?

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What was the most difficult task you had to learn on the job?

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What skills do you think you acquired from your past experience that you can use in your next position?

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What is your philosophy on child rearing?

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Would you consent to a thorough background check?  Yes  No

Is there anything else that you think we should know?

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# NANNY EMPLOYMENT APPLICATION

PAGE 1

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Referred By: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at this address: \_\_\_\_\_ (if less than 2 years please enter Previous Address below)

Previous Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Do you own a car?  Yes  No

## Job Preferences

What is your desired weekly salary? \$ \_\_\_\_\_ Minimum acceptable: \$ \_\_\_\_\_

What is your desired hourly salary? \$ \_\_\_\_\_ hr

### Type of Position Desired

Live-In  Live-Out  Full-Time  Permanent  Mon-Fri

Part-Time  Temporary  Tue-Sat  Weekends

Other (please specify) \_\_\_\_\_

If you are live-in do you require that you are able to stay on the weekends?  Yes  No

### Are you Flexible on Days & Hours?

Very Flexible  Somewhat Flexible  Not Flexible

### How long do you want to work in this position?

6 months  1 year  2 years  3 or more years

### Type of Job Applying For:

Nanny  Nanny/Lite Housekeeping  Nanny/Houskeeper  Housekeeper  Chef

Personal Assistant  Elder Care  Companion  Estate Manager

Are you willing to Travel with the Family?  Yes  No

Do you Smoke?  Yes  No

Can you Swim?  Yes  No

# NANNY EMPLOYMENT APPLICATION

Is working in a house with pets OK?  Yes  No

Are you allergic to dogs?  Yes  No                      Cats?  Yes  No

Are you willing to handle the following (check all that apply):

Pet Care    Errands    Marketing    Carpooling

Do you know CPR?  Yes  No    Are you certified?  Yes  No

What is your favorite age group? \_\_\_\_\_

Why? \_\_\_\_\_

Maximum number of children you are willing to care for: \_\_\_\_\_

Would you care for twins?  Yes  No    Triplets?  Yes  No

Will you work with children that have Special Needs?  Yes  No

Please check the family situations you would like to work in:

Two working parents    At home mom    At home dad    Single mom    Single dad

What languages do you speak? \_\_\_\_\_

## Previous Employment Experience

How many years of childcare experience do you have? \_\_\_\_\_

### List Previous Employers, Most Recent First:

#### Employer #1:

Family's Last Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_                      Father's Name: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_                      Father's Occupation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you find this job? \_\_\_\_\_

Date job started: \_\_\_\_\_ ended: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Live-In                       Live-Out                       Full-time                       Part-time

Days & hours of job: \_\_\_\_\_

Children:

1. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_ 2. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_

3. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_ 4. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_

Responsibilities:  Childcare  Housekeeping  Driving  Cooking  Homework

Reason for Leaving: \_\_\_\_\_

**Employer #2:**

Family's Last Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Father's Occupation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you find this job? \_\_\_\_\_

Date job started: \_\_\_\_\_ ended: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Live-In  Live-Out  Full-time  Part-time

Days & hours of job: \_\_\_\_\_

Children:

1. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_ 2. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_

3. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_ 4. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_

Responsibilities:  Childcare  Housekeeping  Driving  Cooking  Homework

Reason for Leaving: \_\_\_\_\_

**Employer #3:**

Family's Last Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Father's Occupation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

# NANNY EMPLOYMENT APPLICATION

PAGE 3

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you find this job? \_\_\_\_\_

Date job started: \_\_\_\_\_ ended: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Live-In       Live-Out       Full-time       Part-time

Days & hours of job: \_\_\_\_\_

Children:

1. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_ 2. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_

3. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_ 4. Beginning Age: \_\_\_\_\_ Final Age: \_\_\_\_\_

Responsibilities:  Childcare  Housekeeping  Driving  Cooking  Homework

Reason for Leaving: \_\_\_\_\_

## Education

High School Attended: \_\_\_\_\_

Did you Graduate?  Yes  No      What year? \_\_\_\_\_

College Attended: \_\_\_\_\_

Degree: \_\_\_\_\_

Child related courses taken in college:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

List extracurricular activities in college: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# NANNY EMPLOYMENT APPLICATION

PAGE 3

## Hobbies and Interests

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Do you have any other skills (dance, music, crafts, sports, etc.) that relate to children's activities?

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Describe your future goals:

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What do like most about being a nanny?

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What do like least about being a nanny?

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Is there anything else you would like us to know?

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## Medical/Mental Health Information

*In order to assure safe child care we must know about medical and psychiatric conditions that could affect your ability to perform the job.*

Are you presently suffering from any communicable disease(s) that could be transmitted to a child you are caring for?  Yes  No

If yes please describe:

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# NANNY EMPLOYMENT APPLICATION

PAGE 4

Are you presently taking any medication(s), prescribed or not, that affect your judgment, coordination, levels of alertness and ability to respond in an emergency?

Yes No

Do you have any physical condition that might impair or prevent your ability to perform any reasonably physical act normally required in the care of children? Yes No

Do you have any mental condition that might impair or prevent your ability to protect a child from harm or that could impair your judgment? Yes No

## Emergency Contact Information

Who do we call in an emergency?

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

I hereby certify that the information contained herein is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# REFERENCE CHECK FORM

PAGE 1

**How to use this form:** *This form is designed to get important information about your prospective nanny's performance. It is also designed to find phony references when used with the nanny application that is provided for you to print out. To find phony references check to see that the following information matches: dates (they don't need to be exact just close enough); children's ages; children's sex; zip code of employer; how they met; and reason employment ended.*

**Candidate Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reference Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone: (H)** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Zip** \_\_\_\_\_

### How did you meet?

Agency  Friend Referred  You placed Ad **Other:** \_\_\_\_\_

### Dates Worked:

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

### Type of Position:

Live In  Live Out  Full Time  Part Time

**Days & Hours:** \_\_\_\_\_

**Salary:** \$ \_\_\_\_\_

### Children-ages at end of job:

Child 1:  Male  Female Age \_\_\_\_\_

Child 2:  Male  Female Age \_\_\_\_\_

Child 3:  Male  Female Age \_\_\_\_\_

Child 4:  Male  Female Age \_\_\_\_\_

### Duties:

Childcare  Drive Kids  Homework  Housekeeping  Laundry  Cooking

Read to Child(ren)  Manage Play Dates  Pet Care  Take on Outings (library, zoo, etc.)

**Other:** \_\_\_\_\_

**Reason for leaving:**

Did this employee leave:  Yes  No

Did you let the employee go:  Yes  No

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Employee Attributes – Please Rate:**

- |                    |                                    |  |                                  |                                       |
|--------------------|------------------------------------|--|----------------------------------|---------------------------------------|
| Reliable:          | <input type="checkbox"/> Extremely | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Unacceptable |
| Helpful:           | <input type="checkbox"/> Extremely | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Unacceptable |
| On Time:           | <input type="checkbox"/> Extremely | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Unacceptable |
| Judgment:          | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good          | <input type="checkbox"/> Average | <input type="checkbox"/> Poor         |
| Follows Direction: | <input type="checkbox"/> Very Well | <input type="checkbox"/> Well          | <input type="checkbox"/> Average | <input type="checkbox"/> Poor         |
| Housekeeping:      | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good          | <input type="checkbox"/> Average | <input type="checkbox"/> Poor         |

**Were there any obstacles that prevented her/he from performing the duties of her job?**

Yes  No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Select the qualities that best describe this person:**

- Honest  Warm & Loving  Organized  Energetic  Enjoys Work  
 Playful  Responsible  Careful  Quiet  Talkative

**Comment:** \_\_\_\_\_

\_\_\_\_\_

**Would you trust this person in an emergency?**  Yes  No

**Comment:** \_\_\_\_\_

\_\_\_\_\_

**English skills:**  Fluent  Semi-fluent  Poor

**Comment:** \_\_\_\_\_

\_\_\_\_\_

# REFERENCE CHECK FORM

PAGE 3

## How did this employee work with your children?:

- Extremely Engaged    Somewhat Engaged    Average    Just a job

## How well did this employee handle discipline?:

- Too Strict    Firm but Fair    Not Firm Enough

What was her greatest strength? \_\_\_\_\_

\_\_\_\_\_

Any Shortcomings? \_\_\_\_\_

\_\_\_\_\_

## Do you recommend this person?

- Highly    With Reservations    No

###

## Reference Evaluation

Tone of reference: Glowing    Good    Average    Poor

Was the person: Communicative    Hesitant    Enthusiastic    Rushed    Rude

How would you rate the evaluation overall?:

- Excellent    Average    Poor

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# FAMILY AND NANNY AGREEMENT

PAGE 1

*This agreement is subject to change upon mutual consent and signature of both parties*

Parent(s) Last Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent(s) First Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent(s) First Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nanny's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Child(ren) Gender Date of Birth School Age and Grade

Male  Female DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Male  Female DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Male  Female DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Male  Female DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

## Nanny's Work Schedule:

Monday \_\_\_\_\_ to \_\_\_\_\_

Tuesday \_\_\_\_\_ to \_\_\_\_\_

Wednesday \_\_\_\_\_ to \_\_\_\_\_

Thursday \_\_\_\_\_ to \_\_\_\_\_

Friday \_\_\_\_\_ to \_\_\_\_\_

Saturday \_\_\_\_\_ to \_\_\_\_\_

Sunday \_\_\_\_\_ to \_\_\_\_\_

*Nanny and family agree to make every effort to adhere to the above schedule. Both parties agree to understand and adapt to emergencies if they should occur.*

# FAMILY AND NANNY AGREEMENT

PAGE 2

## Job Requirements:

- Plan and provide age-appropriate activities (e.g. strolls, reading, games, playground, etc.)
- Read age-appropriate books to the children every day.
- Launder the children's clothing and linens.
- Prepare nutritious meals and snacks for the children (mindful of special dietary needs or allergies.)
- Clean up cooking and eating area after meals.
- Tend to the children's hygiene.
- Bathe the children.
- Clean the children's nursery, bathroom and playroom daily.
- Run child-related errands (e.g., grocery store, clothing store, birthday party gifts, etc.)
- Transport the children when and where needed.
- Plan and carry out play dates.

b.) Who is responsible for housekeeping duties?  Housekeeper  Nanny

If housekeeper, what is the schedule? \_\_\_\_\_

Laundry:  Family's  Household (towels, bed lines, etc.)  Children's How Often? \_\_\_\_\_

Floors:  Sweep  daily  weekly Specify: \_\_\_\_\_

Mop  daily  weekly Specify: \_\_\_\_\_

Vacuum  daily  weekly Specify: \_\_\_\_\_

Kitchen:  Tidy after meals  Empty dishwasher  Clean appliances

Cooking:  Prepare children's meals and snacks

Prepare evening meal for the family

Who will plan meals?  Nanny  Family

Notes regarding Meal Planning: \_\_\_\_\_

\_\_\_\_\_

# FAMILY AND NANNY AGREEMENT

PAGE 3

Errands (upon request):  Grocery Store  Dry Cleaning  Pharmacy  Children's clothes shopping

Projects (upon request):  Birthday party planning and helping

Organizing closets cabinets

Bathrooms:  Tub/Shower  Vanity/sink  Toilet

Whose?  Own  All How Often? \_\_\_\_\_

Maintenance:  Take trash out

Schedule/oversee household repairs and maintenance (upon request)

Who is responsible for pet care?  Nanny  Family

If nanny, please describe pet duties: \_\_\_\_\_

## 2.) Family's Expectations of the nanny (*nanny please initial*):

\_\_\_\_\_ To promote physical, emotional, intellectual and social development of the children.

\_\_\_\_\_ Comply as closely as possible with family's preferences regarding child rearing and discipline.

\_\_\_\_\_ Tend to children's personal hygiene, health, welfare and physical safety.

\_\_\_\_\_ Be reasonably flexible regarding emergencies and unexpected changes in the family's schedule

\_\_\_\_\_ Maintain a daily log and or daily communication with family concerning the children.

\_\_\_\_\_ Be responsible, reliable and punctual at the start of the day and for appointments and activities.

\_\_\_\_\_ Have efficient time management of child care tasks and all other related duties.

\_\_\_\_\_ Promote feelings of security and warmth by enjoying daily cuddle, read, and talk time.

\_\_\_\_\_ Read/review any pertinent literature provided by employer in order to promote broader knowledge of child rearing philosophy, education, and child psychology.

\_\_\_\_\_ Actively participate in understanding each child's special problems and interests. Providing solutions to the former and enhancing the latter.

\_\_\_\_\_ Be supportive of the parent-child relationship.

3.) The family will provide for the Nanny (*family please initial*):

\_\_\_\_\_ Access to the children's pediatrician or family physician and teachers for information on children's well being and development.

\_\_\_\_\_ Adequate funds to cover developmentally appropriate games, books, learning, aids and/or outside activities.

\_\_\_\_\_ Meet with Nanny \_\_\_\_\_ times per month to discuss job performance and the events of the past week. (Nanny describes activities of preceding period, plans for upcoming period and any item with which parent's assistance may be needed.)

4.) Nanny's Expectations of Family:

\_\_\_\_\_ Respect the hours, days, and compensation outlined in this agreement.

\_\_\_\_\_ Have regular communication from parents regarding job performance, schedule changes, etc.

\_\_\_\_\_ Support of nanny's authority in setting limits with children.

\_\_\_\_\_ Provide a safe childproofed home.

\_\_\_\_\_ Respect the nanny's privacy outside of the job.

\_\_\_\_\_ Respect the fact that the nanny has a life beyond the job.

5.) Household Information:

a. The nanny may have visitors in the family home.  Yes  No

If yes, 24 hour advance notice must be provided and number of guests should be limited to no more than \_\_\_\_\_ at a time.

b. We would like the nanny to answer the telephone in the following manner:

\_\_\_\_\_

c. We would prefer that the nanny address us by our:

Family name (i.e. Mrs./Mr.)  First names

d. The following areas are off limits to the nanny and children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FAMILY AND NANNY AGREEMENT

PAGE 5

e. Our home is childproofed. Yes No Mostly

f. We expect the nanny to help childproof our home and family will respect her decisions.

Yes No

Comments: \_\_\_\_\_  
\_\_\_\_\_

g. The nanny will receive a set of keys to our house?  Yes No

h. What is the procedure to follow if the nanny is locked out of the house? \_\_\_\_\_  
\_\_\_\_\_

i. The nanny will be expected to set our house alarm?  Yes No

j. Our smoke detectors are located: \_\_\_\_\_  
\_\_\_\_\_

k. Our fire extinguisher is located: \_\_\_\_\_

l. Rules regarding extracurricular activities such as:

- Television: \_\_\_\_\_
- Music: \_\_\_\_\_
- Computer: \_\_\_\_\_
- Electronic Games: \_\_\_\_\_
- Misc.: \_\_\_\_\_

## 6.) Health and Emergencies:

a.) Where are the emergency phone numbers kept? \_\_\_\_\_

b.) What is the emergency escape plan?(attach separate sheet)

c.) Preferred hospital (name and location): \_\_\_\_\_

d.) Where are Emergency Phone numbers and contacts: \_\_\_\_\_

e.) Where are the first aid supplies kept? \_\_\_\_\_

# FAMILY AND NANNY AGREEMENT

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f.) Should the nanny take the children's temperature when necessary?

Yes  No Thermometer is located: \_\_\_\_\_

g.) Does child(ren) take daily medication?  Yes  No

h.) Written authorization to give medication will be supplied.  Yes  No

Note: Written authorization for the nanny to take the child for medical treatment should be on file with pediatrician and preferred hospital.

i.) Name and phone # of pediatrician: \_\_\_\_\_

j.) Where is the health insurance identification kept? \_\_\_\_\_

## 7.) Live-in Nanny Position (if applicable)

a.) Nanny's quarters are private. Family should not enter unless invited or in case of emergency Agreed?  Yes  No

b.) Artwork is allowed on the walls of the nanny's quarters. Agreed?  Yes  No

c.) The nanny may rearrange the furnishings in the quarters. Agreed?  Yes  No

d.) All food consumed by the nanny will be furnished by the family?  Yes  No

Specially requested items up to \$\_\_\_\_\_ per month will be provided by the family.  
 Yes  No

Comments: \_\_\_\_\_

e.) The nanny is to provide any specialty foods or snacks herself. Agreed?  Yes  No

f.) The nanny will eat her evening meal with:  
 The family  The child(ren)  By her/himself  Often varies

g.) The nanny will eat her evening meal:  Before the parents eat  After the parents eat

h.) Specific food items that the nanny may not consume or bring into the home:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FAMILY AND NANNY AGREEMENT

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i.) Television and music rules in the nanny's quarters are: \_\_\_\_\_

j.) The nanny will have a private telephone line in her room.  Yes  No

k.) The telephone and the telephone connection will be paid for by:  Family  Nanny

l.) The nanny will pay for all her personal long distance phone charges:  Yes  No

m.) The nanny will pay the telephone company directly?  Yes  No

n.) Toll call charges will be deducted from the nanny's paycheck.  Yes  No

## Nanny's Compensation:

Gross Salary: \$ \_\_\_\_\_  Per Hour  Per Week  Per Month

Salary will be paid:  Weekly  Bi-Monthly  Monthly

The Nanny's obligation for Social Security/Medicare(7.65 % gross pay) will be withheld from gross salary.

Federal and State (if applicable) income taxes  will  will not be withheld by the family.

*Flextime are the hours an employee works beyond the normal schedule to accommodate the employer's schedule. This can be treated as comp time if agreed to by both parties or can be treated as overtime.*

1.) Flextime will be handled in the following manner:

\_\_\_\_\_  
\_\_\_\_\_

2.) Additional childcare will be compensated as follows:

Per Hour: \$ \_\_\_\_\_ Overnight: \$ \_\_\_\_\_ Weekend: \$ \_\_\_\_\_

Additional children to be cared for: \$ \_\_\_\_\_ per child per  hour  day

3.) Out of town travel with the family: \$ \_\_\_\_\_ per day.

## IV. Benefits:

### 1.) Insurance:

Please check where appropriate:

Health insurance provided by the family. Type: \_\_\_\_\_

Automobile insurance coverage provided by family: Percentage Paid \_\_\_\_\_ %

Nanny's car  Family's Car

In case of an accident, the deductible will be paid by:  Nanny  Family  Both  
\_\_\_\_\_ % Nanny \_\_\_\_\_ % Family

Amount of the deductible \$ \_\_\_\_\_

Homeowner's and Worker's Compensation (if applicable) insurance is in effect.  
(Family will review the policy to see that it covers bodily injury and property damage if it occurs in the home).

Comments: \_\_\_\_\_  
\_\_\_\_\_

### 2.) Vehicle:

Please check where appropriate:

Nanny provides own vehicle with mileage compensated for work related use at the rate of:  
\_\_\_\_\_ cents per mile.

Nanny provides own vehicle and is paid \$ \_\_\_\_\_ monthly by the family toward insurance and upkeep.

Family provides for work-related use only.

Family provides for occasional personal use.

Family provides for personal use with employer's permission.

Family provides for full personal use with a \_\_\_\_\_ mile limit per month.

Comments: \_\_\_\_\_  
\_\_\_\_\_

# FAMILY AND NANNY AGREEMENT

### 3.) Meals:

Family will provide all necessary food to prepare nutritious meals, snacks and beverages for nanny and child/ren during normal working hours.

Food items requested by Nanny:

_____	_____	_____
_____	_____	_____
_____	_____	_____

### 4.) Paid Time Off:

a.) Vacation: Family agrees to provide the nanny \_\_\_\_\_ week(s) of paid vacation.

Paid vacation may be taken after \_\_\_\_\_ months of employment.

Other/Comments: \_\_\_\_\_

b.) When the family travels or has personal days and does not need the nanny to work, nanny

will  will not be paid full salary.

c.) Sick days:  Paid  Not paid How many \_\_\_\_\_  Per Month  Per Year

Conditions: \_\_\_\_\_

d.) Personal days:  Paid  Not paid How many: \_\_\_\_\_

Conditions: \_\_\_\_\_

e.) Holidays (Please check where appropriate):

New Years Eve	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
New Years Day	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Memorial Day	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
4th of July	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Labor Day	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Thanksgiving Day	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Day After Thanksgiving	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Christmas Eve	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Christmas Day	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Other: _____	<input type="checkbox"/> Off	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

# FAMILY AND NANNY AGREEMENT

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5.) Additional Expenses Family is willing to Pay for: (such as INA membership(tax deductible), conference attendance, health club membership,train pass, nanny support group membership, education, etc.)

Please specify: \_\_\_\_\_  
\_\_\_\_\_

## IV. Typical Daily Schedule:

7:00am \_\_\_\_\_  
8:00am \_\_\_\_\_  
9:00am \_\_\_\_\_  
10:00am \_\_\_\_\_  
11:00am \_\_\_\_\_  
12:00pm \_\_\_\_\_  
1:00pm \_\_\_\_\_  
2:00pm \_\_\_\_\_  
3:00pm \_\_\_\_\_  
4:00pm \_\_\_\_\_  
5:00pm \_\_\_\_\_  
6:00pm \_\_\_\_\_  
7:00pm \_\_\_\_\_  
8:00pm \_\_\_\_\_

## V. Termination/Renewal (*nanny initial*)

\_\_\_\_\_ Either party may terminate the agreement upon \_\_\_\_\_ days notice.

\_\_\_\_\_ Renewal of the agreement will specify any changes in the salary or changes in the job description or schedule.

\_\_\_\_\_ If the family must terminate the nanny's employment unexpectedly, the nanny will be paid severance pay.  Yes  No

\_\_\_\_\_ If severance will be paid, how much? \$ \_\_\_\_\_

\_\_\_\_\_ At the time of termination, if the nanny has any expenses owed to the family (such as long distances charges) those amounts may be deducted form the nanny's pay.  Yes  No

# FAMILY AND NANNY AGREEMENT

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There are \_\_\_\_\_ additional pages attached that are part of this agreement.

We have read, discussed and agreed to the aforementioned terms and conditions.

\_\_\_\_\_  
Nanny's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

*Nanny and family should each receive a copy of this agreement.*

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