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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

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.



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What taxes are family not nanny tax

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- 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

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 - 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

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