



*happifamli*

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*Nanny  
Know  
How*

Everything you need to know about hiring  
and managing a nanny for your children.

## WELCOME.

Leaving your child in the care of others is one of the hardest things parents face, and it's important to make the right decision for your family. One of the most commonly asked questions is, "I think I want a nanny, but how do I know if it is right for my family?"

To help answer that question, HappiFamli has put together this resource to help parents learn about what it takes to find, choose, hire, and employ a nanny.

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# Types of In-Home Nannies

## A COMPARISON

AN IN-HOME CARE GIVER WORKS AT YOUR PERSONAL RESIDENCE AND CAN EITHER COMMUTE TO OR LIVE IN YOUR HOME.

### PROS:

- Care in your own home
- More control over routine, activities and kind of care child receives
- Very individualized attention
- May provide more flexibility. Easier to find care for evenings & weekends than other options

### CONS:

- Can be most expensive option (typically \$15-\$20/hr)
- Will need back-up child care plan for nanny vacation or sick days



### BABYSITTER

As-needed child care providers that work in your home or occasionally out of their own home. Usually work less than 20 hours per week for an hourly rate.



### MOTHER'S HELPER

Similar to nannies except the parent is in the house while the sitter is watching the children. May assist with errands, cooking, cleaning & child care.



### NANNY

A nanny typically works more than 20 hours a week and is paid a salary at a regular interval (e.g. weekly). The cost is anywhere from \$15 and \$20 an hour. Nannies are seen as household employees and you are required to pay federal and state taxes. They should have solid child care experience and/or training.



### AU PAIR

An Au Pair is a foreign male or female that enters the U.S. on a specific type of work visa to be a nanny for an American family. Their work can be for a few months, but no more than a year. They receive room, board & a stipend in exchange for child care services. Their fees and programs are government regulated and you are not required to pay federal and state taxes. They cannot care for infants younger than 3 months and must have at least 6 months of training to care for children under 2 years of age.

# Is Hiring A Nanny Right for Your Family?

GREAT QUESTION.

HERE ARE FIVE QUESTIONS TO ASK YOURSELF WHEN YOU ARE THINKING OF HIRING A NANNY:



## 1. Do you prefer to have your child with a single nanny?

A huge plus of having a nanny is that your child can have individualized attention. You will also have more control over their routine, the activities they do, and any specific parenting philosophies you prefer. Intense screening of a nanny is a must – detailed interviews, reference checks, national, state and county background checks as well as a driving-record check should always be done before hiring a nanny.

## 2. Do you need things done around the house other than child care?

There are different types of nannies – some nannies only want to focus on the care of your child, but other ‘nanny household managers’ can do much more – laundry, errands, dinner prep, grocery shopping, etc. You will certainly have to pay more, but for some families it is worth it!

## 3. What hours do you really need?

When thinking through the hours you need, remember to factor in time in the morning to finish getting yourself ready to leave, commute time to and from work, and time to talk to the nanny when they arrive and at the end of the day. One of the great things about nannies is their flexibility. Nannies can be a great option for families whose work schedule fluctuates or who have non-traditional hours.

## 4. Do you have a back-up plan if your nanny is sick or on vacation?

If your child is sick, a nanny is there to take care of them so you can go to work. However, if the nanny gets sick or is on vacation you will need to be able to stay home yourself or have back-up care. That might be a fill-in nanny, grandparents or friend, but it is important to know how you will handle these situations when they arise.

## 5. What is your budget for child care?

You can assume that the cost of a nanny is relative to the city you live in. The higher the cost of living, the more you will pay. Most parents budget \$15-\$20/hr. depending on their needs. Assume ~\$2-3/hr. increase for each additional child. That is \$600-\$800 per week for a 40 hour work week. Employer taxes are also required by the IRS, so be sure to factor that in. Make sure to budget and plan for babysitters too, as date nights for Mom and Dad are important!

# Can I Share A Nanny With Another Family?

## WHAT IS A NANNY SHARE?

MANY PEOPLE HAVE SEVERAL QUESTIONS ABOUT WHAT A NANNY SHARE REALLY IS AND HOW TO MAKE IT WORK WELL FOR THEIR FAMILY.

Achieving a work/life balance is important to many families, the key of which is finding safe, reliable care for their children. Hiring a nanny is an option that interests many parents. There are definite pluses to nannies, but unfortunately hiring a full-time nanny is cost-prohibitive to many families. In such situations where flexible care is more of an option, consider a nanny share with another family.

### There are 3 typical ways a nanny share can be set-up:

1. Family A has the nanny in the morning, Family B has the nanny for the afternoon
  - Care typically takes place at each family's home
  - The nanny has an hour or so break during the day to travel between homes
2. Family A has nanny certain days of the week, Family B has the nanny for the others
  - Ex. Family A needs care Mon, Wed & Fri; Family B needs care Tues & Thurs
  - Care typically takes place at each family's home on a given day
3. Family A & B share a nanny full-time
  - Care typically takes place at one of the homes

### The advantages of a nanny share

Shared cost is the biggest advantage of a nanny share. However, in order for a nanny share to work well there are several things that need to be considered ahead of time, especially for a full-time nanny share situation. These are:

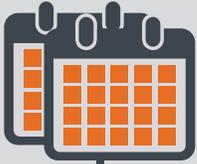
- Good communication between the families is essential
- Both families should be looking for similar qualities/qualifications in a nanny
- Families should interview the nanny separately to ensure they are a good fit
- Child-rearing philosophies should be similar
- Food & nutrition
- Discipline
- TV, computer, video games
- Driving, mobility, activities
- Each family needs to have a contract with the nanny as well as a contract with each other. Each family is considered an employer & must pay taxes accordingly.
- Whose house will be used? Only one or will you trade off?
- What if someone gets sick (parent) & everyone is at that house?
- Who pays for supplies & equipment?
  - › Extra cribs, double stroller, etc
  - › Food, diapers, etc
- How will illnesses be handled? When are the children still allowed to come?
- How will vacation time be handled? If one family is on vacation will they still pay?
- How will it be determined when the nanny can take vacation?
  - › Typical: 1 week scheduled with family & 1 week of nanny's choosing
- How will nanny performance reviews and raises take place?
- What if one family wants to leave the nanny share or needs a decrease in hours?

Again, a nanny share arrangement can be a wonderful way for families to afford a nanny. However, it is best to ensure that both families are in agreement up-front on how things will be arranged so there are no surprises.

# Timeline To Your Nanny

TIMING IS EVERYTHING

NOW THAT YOU'VE DECIDED ON HIRING A NANNY, YOU'LL NEED TO PLAN YOUR APPROACH. HERE'S A HELPFUL TIMELINE OF WHAT TO DO.



## 8-10 WEEKS BEFORE

It typically takes **at least 6-8 weeks to find a nanny**. 8-10 weeks out, you should be identifying exactly what you will need – hours, days/week, budget constraints, qualities in a nanny, etcetera. Be sure to write up and post a detailed job description and start screening applicants.



## 4 WEEKS BEFORE

At this point nanny interviews should be well under way. Practice saying good-bye by leaving your child with a familiar family member, neighbor, baby sitter or friend. Leave your child with these other nannys for brief periods of time, gradually lengthening the time spent apart. Begin talking with your child about a nanny, but only casually. Talk about a friend who has a nanny. Stay positive and excited when you talk about a nanny, but don't be overwhelming.



## 3 WEEKS BEFORE

If you have not done so already, have your top 1-3 nanny candidates meet your child so you can see how they interact. Some families even choose to do a few trial days (with a parent accessible) with their top 2 candidates to see which is the best choice. Being involved in preparations for the nanny gives your child a sense of control. Let them be involved in as many things as possible – setting a daily routine, writing house rules, etc. They can even make a list of things they would like to do with the nanny.



## 2 WEEKS BEFORE

Conduct a background check on the nanny you've selected. The check should include National, State & County criminal checks and a 3-year driving history. Make a formal written offer to your nanny.



## 1 WEEK BEFORE

Have your nanny come to your house and go through training with you. This should include everything from house rules, discipline, where things are in the house, daily routine, emergency information, etc. It is always wonderful to do a week of transitioning if at all possible where the nanny stays for just a few hours each day with your child. That allows everyone a chance to get used to each other, without the stress of a full day apart.



## THE FIRST DAY

Be sure to wait 15-20 minutes before you leave your child alone with the new nanny to give your child time to adjust. Check-in during the day to see how things are going and see if your nanny has any questions. Be sure to welcome your child with a big hug and take time for extra cuddles. Ask how their day went and really listen to what they say.



## THE FIRST FEW WEEKS

Take your time making the transition. Every child will respond differently.



## Sample Job Posting

### LOCATION:

Don't be specific (home address) in your ad. Use your zip code or cross streets people would recognize.

### START & END DATE:

Include your desired start and end dates. The end date can be specific, or you can say 'at least 1 year contract.'

### DAYS/HOURS:

Include the # hours per week and/or daily start and end times (e.g. 7am-4pm Monday - Friday). If the times are different per day, then indicate that as well. Include whether you want/need flexibility to stay later as needed for things like babysitting.

### GENERAL RESPONSIBILITIES:

#### DETAIL WHAT YOU WANT NANNY TO DO

Care for [#] children [ages] years old

Describe types of things you want nanny to do during day

- Feed child/children lunch, snacks and dinner
- Take child/children on one outing a day
- Play and interact with child/children – give examples

Describe household items you may want nanny to do, if any

- Clean bottles
- Pick up kitchen
- Child's laundry
- Be proactive about family's needs

### EXPERIENCE:

Add things like "Child care experience required with specific [X] ages" and "[X]+ years experience required."

### NANNY QUALITIES:

#### DESCRIBE THE TYPE OF NANNY YOU ARE LOOKING FOR

- Kind, warm and engaging
- Good energy level
- Genuinely interested in children and their development; wants to work with parents as a team
- Friendly, open personality with good communication skills – both verbal & through texting
- Proactive personality that will see what needs to be done & take care of it
- Comfortable with parent working from home
- Comfortable with pets (say what type)

### PAY:

- \$[X] per hour and how you will be paying taxes (e.g. withheld)
- [X]# Paid holidays
- [X]# Paid vacation days
- [X]# Paid sick days
- Paid mileage at IRS rate

# Interviewing Your Nanny

ONCE YOU OR YOUR PLACEMENT SERVICE HAS COMPLETED THE SCREENING OF NANNY APPLICANTS AND YOU'VE NARROWED DOWN YOUR TOP CANDIDATES, YOU WILL WANT TO PERFORM AT LEAST ONE IN-HOME INTERVIEW (IDEALLY TWO TO THREE).

## Initial Home Interview:

It is best to set aside 60-90 minutes for each interview so you can be sure to have enough time to assess whether they would be a good fit for you and your family. If possible, both parents should be present. It is important that the nanny meets and works well with all family members that are involved in your child's life on a daily basis.

The focus of these interviews should be to review what you need and are looking for, have the nanny candidate explain in more detail their experience and why they think they would be a good fit for your family. Many people also like to do some situational interview questions such as "What would you do if....." or "How would you handle it if my child did this..."

These interviews would ideally take place without your child being present. The intention is for you to be focused on the conversation and ensure the candidate is a good fit before introducing them to your children.

## 2nd Home Interview:

These interviews would only be with your top 1-3 candidates for 30-60 minutes and would take place with your child. This gives you an opportunity to see how the candidates interact with your child and how your child responds to them. You can have the best candidate in your opinion, but if your child does not connect with them, it may not be the best option.

It is also a good opportunity to review an outline of the contract if you have not done so previously so the nanny candidate understands exactly what is expected and what type of compensation he/she will be receiving (pay, vacation, holidays, etc).

## Transition Period:

If possible, it is always advised to have at least a few days of transition where the nanny would spend a few hours each day with your child. The first day is when all training of the nanny should take place. You should be reviewing general guidelines, house rules, daily routine, discipline, meals and food, nap/bedtime routine, emergency information, etc. Make sure you give the nanny plenty of opportunities to ask questions.

On the subsequent days, if you are able to leave the house for a few hours and allow your child and nanny to get used to each other, that is ideal. This helps ensure everyone is comfortable for the 1st full day.

# Interview Tips/Steps

THE FOLLOWING ARE SUGGESTIONS FOR QUESTIONS  
AND DISCUSSION ITEMS IN AN INTERVIEW

## Things for You To Consider:

Prepare well for the interview.

- Review the candidate's application well
- Choose questions from below and make notes of additional questions you would like to ask

Create a relaxed, open atmosphere, so you and the nanny feel comfortable.

Have a job description to hand the nanny.

- It helps you define your needs.
- The nanny usually will have other positions to interview for, and they will benefit from having your description to take with them and review later.
- Ask the nanny if they have any concerns about your requirements.

Steps in the interview:

1. Small talk, introduction
2. Describe job, your child(ren) and family
3. Discuss candidate's resume and all details and ask questions
4. Invite nanny to ask question
5. Close interview –give information about what will happen next. (Are you still interviewing, will you call them for a trial?)

Ask open-ended questions. (not just yes/no answers)

Give real life examples about your children and ask, "How would you react to...?"

Let candidate speak as much as possible, so you learn more about THEM!

# Potential Interview Questions

ONCE YOU OR YOUR PLACEMENT SERVICE HAS COMPLETED THE SCREENING OF NANNY APPLICANTS AND YOU'VE NARROWED DOWN YOUR TOP CANDIDATES, YOU WILL WANT TO PERFORM AT LEAST ONE IN-HOME INTERVIEW (IDEALLY TWO TO THREE).

## Motivation

- Why did you choose this career or line of work ?
- What do you like / dislike about being a nanny ?
- What about being a nanny could you do without ?
- What are your goals for your future / where do you see yourself in 5yrs ?
- What is your current or most recent position ?

## Experience / Education

- What experience do you have with childcare ?
- Do you have any formal education in this field ? Please explain.
- What personal characteristics qualify you for the job ?
- What do you think are your strong points as a nanny ?
- What are the points you would improve on ?
- What is your attitude toward childcare in general ?

## Recent Employment / Job(s)

- Why are you looking for a new job ?
- What do you expect from a new job ?
- What should be different compared to your recent job ?

## Working style and attitude

- What age groups have you worked with?
- What did you like the most about each age group?
- Outline what you would do in a typical day with \_\_\_\_\_ age child(ren).
- How do you comfort children when \_\_\_\_\_?
- Have you ever encountered an emergency with a child? Please explain.
- How would you handle disagreements or concerns with us (the parents) ?
- How would you handle friends/acquaintances of yours that want to visit you while you're at work ?
- What role do you see yourself playing in our family?

# Potential Interview Questions

## Things to share with the Nanny Candidate

- Feel free to give the nanny a tour of your home (it breaks the ice a bit).
- Describe the family and go over any special circumstances (such as divorce, custody issues, recent life changes, etc.). This is VERY important! It can save you the loss of a nanny down the road.
- Highlight the activities your family enjoys (nights out, games, hobbies, sports).
- Relate any moral or religious beliefs or practices you feel are important.
- Discuss how you discipline your child(ren).
- Describe how you feel a typical day should go while the nanny is “on duty.”
- Outline any specific duties or quirks for the nanny that are in addition to childcare on the job description – laundry, cleaning, cooking, driving the child(ren), ironing cloth diapers, etc... Make sure it is on the job description that you give the nanny and HappiFamli.
- Note whether your car will be available for driving responsibilities.

## Referring to this job

- How long can you commit to this position, honestly ?
- How soon would you be available?
- Could you work from ..... to .....(list schedule).
- How flexible are you with your hours ?
- Would you be available at other times, such as nights or weekends on occasion ?
- Do you have reliable transportation with insurance ?
- What would you be willing to do outside the care and cleaning of the child(ren) ?

## Closing

- Make sure you thank the nanny candidate for her time.
- Let candidate know that you will be interviewing other candidates or would like to set up a “trial run.”



# Reference Check Form

**NAME OF REFERENCE:**

**DATE:**

**PHONE #:**

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## GENERAL:

Position Applicant Held:

When were your child/children in the care of the applicant?

Hours & days worked:

Rate of pay:

Ages of children cared for:

What was the reason for the applicant leaving?

## APPLICANT BEHAVIOR:

Did you consider the applicant prompt & reliable?

Did you consider the applicant responsible?

How adaptable was the applicant to new or last-minute needs?

Did the applicant show good judgment in dealing with your child/children?

Did the applicant drive your child/children? If so, were they a safe driver?

Describe the applicants personality.

Did the applicant keep your house neat?

Did the applicant smoke?

What was the applicant's greatest strength?

What was the applicant's greatest weakness?

How would you rate the quality of care offered by the provider (1-10, 10 high)?

## NANNY/CHILD RELATIONSHIP:

How well did the applicant interact with your child/children?

How well did they manage your child/children's behavior?

How well did the applicant communicate with your child/children?

Did the applicant plan age-appropriate activities for your child/children?

Please give examples of the types of activities engaged in.

Did the applicant play actively with your child/children or did they only supervise?

Were all of your child/children's special needs (sickness, health issues, behavior, etc) met appropriately?

## NANNY/PARENT RELATIONSHIP:

Did the applicant communicate well with you?

Was the applicant receptive to direction & criticism?

Did you have any problems with the applicant? If so, how were they resolved?

Would you rehire or recommend the applicant? Why or why not?

## ADDITIONAL NOTES:



# Nanny Taxes

Your employee's taxes usually range from 15-20% of gross wages. These include:

- Half of Social Security & Medicare (7.65%)
- Federal income taxes
- State income taxes (if applicable)
- Other state taxes (a few states have small taxes for things like disability insurance)

**For questions and concerns regarding your nanny tax obligation, we recommend contacting:**

- **Internal Revenue Service**  
<https://www.irs.gov>
- **Home Pay**  
[www.myhomepay.com](http://www.myhomepay.com)
- **Legally Nanny**  
[www.legallynanny.com](http://www.legallynanny.com)
- **Home Work Solutions**  
[www.homeworksolutions.com/](http://www.homeworksolutions.com/)

**The IRS requires payroll filings by a domestic employer (household employer) for household employees that are paid more than a certain amount each year.**

This wage payment threshold that obligates a family to pay nanny taxes is indexed and has changed many times over the years. Examples of job titles considered household employees include nanny, babysitter, companion, housekeeper, cleaning person, maid, cook, personal assistant, household manager, caretaker, butler, valet and driver.

To lighten the financial burden for working parents, Congress has enacted tax benefits for families through employer-provided dependent care assistance (Dependent Care Account) and the Tax Credit for Child or Dependent Care. However, these tax breaks are only available if the employer fulfills the state and federal compliance process.

## **Dependent Care Account (also called "Flexible Spending Account")**

Most companies allow employees with child or dependent care expenses to contribute up to \$5,000 of their pretax earnings to an individual Dependent Care Account. The money in this account is then used to cover childcare expenses, free of taxes. The savings are approximately \$2,300 per year.

## **Tax Credit**

For those who don't have access to a Dependent Care Account, they can claim the Tax Credit for Child or Dependent Care (Form 2441) on their income tax return at year-end. Basically, they can take a tax credit of 20% to 30% on qualifying childcare expenses. But expenses are limited to \$3,000 for one dependent or \$6,000 for two or more dependents. The savings from this tax break are \$600 - \$1,200 depending on number of dependents.



# Background Checks

The final step in selecting a nanny to hire is to run a background check to ensure the nanny is a safe choice for your child. Agencies run background checks on all their candidates, so there is no reason to feel bad about asking for one.

To run a full background check the nanny will be asked for their full name, current address, date of birth, social security # and their driver's license # and state. In general, most nanny background checks will include the following information:

## Confirmation of Identity:

- Address verification
- Social Security # verification
- Previous States and Counties nanny has lived in
- If your nanny is not a US citizen, ask for their passport # and work permit
  - *You and the nanny can then fill out the I-9 form to determine work eligibility*
  - *You can use the US Citizenship & Immigration Services, E-Verify, to confirm the information on the I-9 and verify that the nanny is legally able to work in the US.*

## Criminal Records

- This examines the criminal records for the last seven years.
- Make sure to search the national, state and county level records as that will give you the most comprehensive view of your nanny's past.
- It will include arrests, convictions of felonies and misdemeanors, court records, warrants, sex offenses, and incarceration records (if applicable).
- If your nanny has lived abroad, be sure to check any criminal records from those countries. You will have to abide by each country's laws.

## Driving Records

- A driving record check is extremely important if the nanny is expected to drive your child(ren) anywhere.
- Each state has different regulations about what is included in driving records, but records usually include convictions, violations, collisions, suspensions, and failures to appear in court. It typically covers the last 3 years.
- If your nanny has held an international driver's license or a license in another country, try contacting that country's DMV, or equivalent, to see if you can obtain driving records. You can also contact that country's US embassy to find the best way to get your nanny's driving records.

A background check can cost between \$75-\$100, but it is well worth the cost to ensure your peace of mind.



**ONCE YOU HAVE  
SELECTED THE RIGHT  
NANNY FOR YOUR  
FAMILY, THE NEXT  
STEP IS SIGNING A  
CONTRACT.**

A contract is a legal document between the family and the nanny, so it is important that you include all items that are of importance to you as an employer. The contract should be reviewed with the nanny and two copies should be signed and kept by each party. As with any legal document, if you feel it is appropriate to do so, consult your lawyer before signing.



# Nanny Contract

This Agreement is made on \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_. This agreement is to define and mutually agree upon the following terms, provisions and conditions for the care of the following children:

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## 1. Job Conditions:

- a. **Employment Dates:** Employment shall begin on \_\_\_\_\_ and end on \_\_\_\_\_ unless either party chooses to extend the agreement.
- b. **Scheduled Works Days:** Scheduled days are \_\_\_\_\_.
- c. **Hours:** Actual start times and end times may vary, but typically will be from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. A certain measure of flexibility is important, as the schedule may vary on occasion.
- d. **Hours Per Week:** The Nanny will be provided with a minimum of \_\_\_\_\_ work hours and no more than 40 work hours per week. (Week begins on Sundays and ends on Saturdays).
- e. **Pay/Pay Schedule:** The employers shall pay the Nanny \$ \_\_\_\_\_ / (hour, week or month), minus all applicable state, federal and local taxes. Payment will be made on \_\_\_\_\_. (specify day of week or month)
- f. **Taxes and Insurance:** The Parents are to withhold any mandatory taxes for which they are responsible on the Nanny's salary. The Nanny is responsible for withholding all state and federal income taxes from her own paycheck. Insurance (i.e. health, etc) will not be provided.
- g. **Vacation:** The Nanny will be entitled to \_\_\_\_\_ paid vacation days per year which will be earned after the first six months of employment. This paid vacation time cannot be accrued from one year to the next nor is pay for unused vacation time to be expected.
  - i. The Nanny is encouraged, but not required to coordinate her vacation with that of the Parents. In any event, the Nanny is required to give the Parents at least 2 weeks notice. To the best of her ability, the Nanny will work with the Parents to schedule her vacation.
  - ii. In the event that the family takes a vacation during a Scheduled Work Day and the Nanny's services are not needed, the Nanny may apply her accrued paid vacation time during those Scheduled Work Days, otherwise such days will be considered unpaid.
  - iii. If the Nanny's employment is terminated, she will not be entitled to unused paid vacation time.
- h. **Paid Holidays:** The following six (6) days are paid holidays for the Nanny if they fall on a Scheduled Work Day: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day.
- i. **Location:** The care will be given at \_\_\_\_\_. (address of employers home)

2. **Job Responsibilities:** Specific Nanny responsibilities and duties are those relating to child care only, such as providing loving and responsible care for the children of the family. This care includes, but is not limited to:

- a. **Meals:** The preparation and serving of healthy breakfast and lunch, and dinner (if applicable) to the children.
- b. **Dressing - including changing of diapers, and hygiene:** The Nanny shall ensure that the children are properly dressed for the activities in which they are engaged, and the weather that they are exposed to. The Nanny may be required to give the children baths from time to time. The Nanny shall help the children learn about personal hygiene to include: learning to dress themselves, potty training, brushing teeth after each meal, etc., as well as aiding them in learning to clean their messes when they are done playing, etc.
- c. **Learning Activities:** The Nanny will strive to teach the children proper speech, the basics of counting, their ABCs, shapes, colors, courtesy, sharing, and neatness, as their development permits.
- d. **Nap-time:** The Nanny shall do her best to ensure that the children get their proper nap time.
- e. **Recreation:** The Nanny shall play with the children to encourage speech and personality development. In addition, the Nanny understands that there are times throughout the day when children need quiet time to play by themselves. The Nanny will ensure that all play is supervised, and that the children are never left unattended and without direct supervision.
- f. **Firm Guidance:** The Nanny will ensure that the children understand that certain activities, as prescribed by the Parents, are forbidden. In no event shall the children be allowed to engage in any activity which is deemed dangerous by the Parents or Nanny. The Nanny shall be firm but loving with the children. The children are not to be spanked or hit for transgressions. Time-outs shall be used as the method for discipline - all punishment is the Parents' responsibility. The Nanny will discuss the need for behavioral modification and suggested solutions with the Parents.
- g. **Transportation:** There will be no unapproved rides in any cars, and no unapproved trips. The nanny may take the children on walks to and from the park, etc. in close proximity to the home (i.e. within a walking distance of 15-20 minutes).
- h. **House Keys:** Keys may be provided during the hours that the Nanny is working to allow her to take the child for a walk. Keys shall be returned by the Nanny prior to leaving for the day.
- i. **Guidelines for Releasing Children:** Under NO circumstances will the Nanny release a child to any relative, neighbor, family friend or friend's parent without the Parents' direct authorization to do so. The Nanny prefers to be introduced to any person to whom she may be directed to release the children. In the event that such meeting is impossible, the Nanny will request proof of identification (such as a state Driver's License) before she will release any children. If such identification is unavailable, the children will not be released.
- j. **General Household Maintenance:** The Nanny will be responsible for the following domestic duties, which are directly related to the care of the children:
  - i. **Kitchen:** Daily cleaning of the kitchen area, of all highchairs and dishes that are used by the children and the Nanny (the Nanny will put dirty dishes in the dishwasher).
  - ii. **Play Area:** Daily picking-up of toys and clothes in the children's play areas.
  - iii. **Sweeping/Mopping:** of kitchen floors after meals (or as needed) vacuuming of playroom carpet and child room's floor and carpet.

- iv. **Garbage:** The Nanny will be responsible for the emptying of the diaper pail, and trash cans in child's bedroom, child's bathroom and kitchen. All garbage bags are to be placed in the dumpster.
- v. **Children's Bedrooms:** The Nanny will be responsible for changing the bedding as well as the linen for the changing table. Diaper basket is to be stocked with diapers. Closet is to be well organized and toys are to be placed in the appropriate location (i.e. toy bin or closet).
- vi. **Children's Bathroom:** The Nanny will make sure that clothes are removed to the hamper, and counters and mirrors are wiped dry after hand washing and teeth brushing.
- vii. **Laundry:** The Nanny is responsible for the clothes/bedding of the children. This includes changing, washing, folding and putting away the clothing and linens.

**3. Medicine:** The Nanny shall not administer any medication, including over-the-counter medications, unless specifically directed to do so by the Parents. In addition, all prescribed medicines must remain in their original packaging with the Doctor's instructions. All medicine administered by the Nanny must be logged with exact dosages and the time given so that no overdosing can occur.

**4. Emergency Situations:** In the case of any emergency, the Nanny will contact the Parents immediately. If necessary, the Nanny must not hesitate to call 911 or the Poison Control Center. In any emergency, if the Parents cannot be reached, the Nanny is to contact someone on the emergency contact list. If the situation warrants immediate action or if the phones are inoperative, the Nanny may try to get assistance from the neighbors. A list of phone numbers will be posted for emergency use.

**5. General House Rules:** The rules listed below must be followed. To make an exception to any of these rules requires the verbal consent from one of the Parents or the presence of an emergency situation.

- a. No visitors, except on prior notification and approval of the parents.
- b. No service or maintenance personnel whatsoever inside the house unless specified by the Parents.
- c. Only short and occasional local calls (during nap times or other free times).
- d. The Nanny is not to answer the telephone unless otherwise instructed by the Parents. She is not to receive any mail or packages, nor sign for any mail or packages, unless requested by the Parents.
- e. No unapproved rides in any cars.
- f. The house is to be kept locked at all times.
- g. Smoking is prohibited.
- h. Drinking alcohol is prohibited.
- i. Report any suspicious visitors or phone calls to the Parents immediately.
- j. Report to the Parents immediately any falls or injuries (including bumps, bruises, cuts, illnesses, etc.) occurring to the children or the Nanny.
- k. The Nanny must inform the Parents if she is feeling ill.
- l. Both the Parents and the Nanny are to maintain a play area for the children that is free from potential dangers, i.e. choking/strangulation hazards, breakables within children's reach, etc.

**6. Communication:** Good communication is essential. Problems and issues with the children's behavior, routine, Nanny's duties, or other matters should be brought to the attention of the Parents as soon as they occur. Likewise, if the Parents have any problems with the aforementioned issues, the Parents should bring them to the attention of the Nanny as soon as they occur. The Nanny promises to be honest and

up-front with the Parents regarding all aspects of the children's care and in return asks the same of the Parents. All issues will be resolved with good communication and not recriminatory confrontation.

**7. Confidentiality:** During the course of your employment, you may legitimately see, hear or otherwise become privy to information about our family. It is understood and agreed that all information relating to the parents, including but not limited to financial, household or career, is confidential information which may not be disclosed to anyone without the written consent of the undersigned parents. It is also understood that a failure to abide by this agreement may, at the parent's discretion, result in immediate termination.

**8. Notice to Quit/Termination:** The Nanny agrees to provide the Parents with at least 2 weeks notice prior to leaving employment and the Parents agree to provide at least 2 weeks notice before terminating the Nanny unless the personal safety of either the Nanny or the Children are involved or if other unlawful activity is suspected (i.e. theft) . If such is the case, the Nanny can leave employment immediately or will be asked by the Parents to leave employment immediately. Upon notice to terminate this agreement, the Nanny promises to provide as much assistance to the Parents to secure high-quality child care, and the Parents promise to be a reference for the Nanny for any future job she may seek so long as this agreement has not been violated. Upon termination of this contract, Parents will provide the Nanny with a written reference entailing job responsibilities, performance, etc., as well as agreeing to provide a verbal phone reference to any prospective employers so long as this agreement has not been violated. The Nanny, in turn, will provide, to any potential child care providers, an impartial written and oral reference for the family as employers.

**9. Amendment:** This agreement may be amended in writing from time to time upon the agreement of all parties. No amendment or modification hereof shall be valid unless it is in writing and signed by all the parties.

**10. Governing Law:** This agreement shall be governed by and interpreted in accordance with the laws of the State of \_\_\_\_\_. All parties understand the terms in this contract, and understand that disregard of these terms is grounds for termination of this contract.

A signed agreement represents that the following parties mutually agree to the job conditions and description as outlined in this agreement.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Nanny: \_\_\_\_\_ Date: \_\_\_\_\_



# Nanny Training Guide

## SETTING EXPECTATIONS

It is important that your nanny understands what is expected of them and that you are very clear about your household routines, rules, discipline techniques, etc. This Nanny Training Guide can be reviewed together by the family and nanny to ensure clear communication and establish expectations.

### General Guidelines:

- Can the nanny help themselves to any food in the house?
- Can the nanny go to sleep if the children are asleep, especially if the parents are out late?
- Can the nanny be on their phone?
- How should your child be comforted by the nanny?
- How would you like your child to be praised? (hugs, candy, special privilege, etc)
- In what ways should your nanny be a role model for your child?
- Do you want the nanny to check in with you via text or phone while you are out?

### Household Routine:

- What is the general routine for the day?
- What activities does the child enjoy?
- What specific activities would you like the child to do each day?
- How much structure do you want for activities during a given day and day to day?
- How much input should your child have in determining the day's activities?

### Discipline Techniques:

- What discipline techniques would you like the nanny to use with your child?
- What is acceptable and what is not?
- Can food be used as a reward?
- Are there specific words you do not want your child or nanny to use?

# Nanny Training Guide

CONTINUED

## Meals and Food:

- What is the child's feeding schedule?
- Do you want set eating times or can the child eat whenever they are hungry?
- What food is available & how do you want it prepared?
- Are snacks allowed?
- Are there any foods that the child may not have?
- Are there any allergies or dietary restrictions to be aware of?
- Where are the plates, napkins, silverware, cooking utensils, etc?
- How does the oven, stove, microwave work?

## Household Rules:

- May the child play outside? Front yard, backyard, etc?
- Can friends come over?
- Can they go to certain friends' houses? If so, which friends?
- Will there be homework to do? When do you want that done by? How much help do you want the children to have?
- Will there be chores for the children to do?
- Can the nanny plan outings and transport the children?
- Are the children allowed to call you at work?
- Can the nanny drive your child? Do they need to approve the outing with you?

## Television/Computer/Video Games:

- Can the nanny use any stereo, television, DVD, etc? If so, how do they work?
- Can the child watch TV, play on the computer and/or play video games?
- What shows, sites, games are acceptable?
- Is there anything that is off-limits?
- How much TV, computer, video game time per day can they have?
- Can your child watch TV unsupervised?

## Bedtime Routine:

- When should the child sleep and where?
- Are there any sleeping routines/rituals that helps the child fall asleep?
- Is there anything the child needs to sleep? (special blanket, doll, etc)
- What is the bath procedure?
- Do you keep any lights on in the room?
- Does the child prefer his door open or closed?
- Does the child usually hear a bedtime story?



## *Easing Separation Anxiety*

**EVERY CHILD ADJUSTS TO A NEW NANNY DIFFERENTLY. IF YOU HAVE A CHILD WHO SHOWS TREPIDATION AT THE BEGINNING, PUT ON A SMILE, GIVE LOTS OF ENCOURAGEMENT AND KNOW THAT THIS TOO SHALL PASS.**

**Below are some tips that can help alleviate a child's separation anxiety:**

- Keep your child's daily routine as unchanged as possible; children thrive on routine.
- Ensure your child is getting enough sleep at night so they will be well rested.
- Express confidence in the nanny's abilities & in your child's ability to adjust.
- Make sure you are having daily one-on-one time with your child so they feel nurtured and know that you are there for them.
- Make sure the nanny greets your child warmly and cheerfully upon arrival. Take the time to be sure your child gets settled comfortably in an activity with the nanny. This is no time to rush.
- As difficult as it may be, do not stay with your child if they cry. Staying home because they cry may reinforce the crying and may even increase the crying throughout the adjustment period.
- Make up a goodbye ritual. Do not leave your child without saying goodbye—if you do this, you risk violating your child's trust.
- Tell your child when you will be back and link the time to an activity your child will know: for example, "I'll be back after your afternoon snack."
- Tuck a small surprise in your child's pocket for after you go, whether a sticker or a Hershey's kiss!
- Do not show your unhappiness or indecision when your child is slow to adjust, as it will make your child more upset.
- Make your child a simple picture book of your family. Take photographs of your daily routine. Include scenes of you in the morning with your child, you working, eating lunch, and returning to pick up your child.



## Ongoing Communications

**WHEN YOUR CHILD IS IN THE CARE OF A NANNY, IT IS EXTREMELY IMPORTANT TO HAVE STRONG, ONGOING COMMUNICATION. HERE ARE SOME TIPS FOR COMMUNICATION BETWEEN PARENTS AND NANNIES.**

### **Parents & Nanny should work as a team to raise your child**

- It is important for you to understand the strengths and weaknesses of the nanny so that you can work together to provide the best environment for your child.
- Communicate as much as possible about current phases, behavior issues, changes at home, new skills or anything else that is important to your child's development and happiness.

### **Be considerate of people's time**

- Depending on your schedule or your nanny's, it may be difficult to have longer discussions in the morning or evening.
- If you want to have an important or lengthy conversation with them, ask when is a good time to call.

### **Schedule periodic discussions/reviews**

- Ideally you will have a more formal discussion with your nanny at least every 3 months to discuss your child's growth and development.
- In these meetings you should also discuss what you feel is going well and what you feel needs some improvement. Make sure to ask the nanny the same questions and be open to their responses.

### **Resolve any issues/concerns quickly & courteously**

- Understanding that the nanny may not do things exactly as you would, but that your child is still receiving quality care, is vital in preventing conflict.
- Try to say something as soon as you notice an issue so that it doesn't grow into a bigger issue.
- Ask for a time to discuss the issue without any distractions.
- Explain your concern in simple terms, making sure not to blame or accuse. Discuss what your concern is, why it concerns you, and what you would like done to correct the situation.
- Listen carefully to the nanny so he/she can explain his/her thoughts.
- Restate the solution you both agreed upon & thank them for their time.



# Nanny Performance Evaluation

DATE:  
FAMILY:  
NANNY:

Scale: 5 = outstanding 4 = very good 3 = satisfactory 2 = requires improvement 1 = does not meet minimum standards

## WORK HABITS:

1.	Reliable & Punctual	5	4	3	2	1
2.	Flexibility	5	4	3	2	1
3.	Professional	5	4	3	2	1
4.	Communication with Family	5	4	3	2	1
5.	Good Work Ethic	5	4	3	2	1
6.	Courteous, pleasant & cooperative	5	4	3	2	1
7.	Shows initiative, puts effort into job	5	4	3	2	1
8.	Handles life stresses in a capable manner	5	4	3	2	1

## CHILDCARE:

1.	Attention to child hygiene (diapering, bathing, toys, food prep)	5	4	3	2	1
2.	Engages in Age Appropriate Activities	5	4	3	2	1
3.	Effective/appropriate discipline consistent with parent's wishes	5	4	3	2	1
4.	Preparation of Nutritious Meals & Snacks	5	4	3	2	1
5.	Show Empathy & Love Towards Children	5	4	3	2	1
6.	Promotes Child Safety	5	4	3	2	1
7.	Creates pleasant, enthusiastic environment	5	4	3	2	1

## DAILY RESPONSIBILITIES (AS APPLICABLE):

1.	Maintenance: straightening up, dishes, counter tops	5	4	3	2	1
2.	Light House Work	5	4	3	2	1
3.	Cooking/Meal Prep	5	4	3	2	1
4.	Laundry	5	4	3	2	1
5.	Errands	5	4	3	2	1

## AREAS OF STRENGTH:

## AREAS OF IMPROVEMENT:

## ADDITIONAL COMMENTS:

Family Signature

Nanny Signature

## EMPLOYEE COMMENTS:



# *Interactive Forms*



# Consent for Medical and/or Emergency Treatment

I, \_\_\_\_\_, hereby voluntarily consent to the rendering of such care, including diagnostic procedures, surgical and medical treatment and blood transfusions, by medical doctors, hospitals or their authorized designees, as may in their professional judgment be necessary to provide for the medical, surgical or emergency care of my:

\_\_\_\_\_, \_\_\_\_\_  
(Relationship) (Hereafter "Dependent") - Full Name

I further give my consent to \_\_\_\_\_,  
(hereafter "Nanny") - Full Name

who will be caring for my dependent for the period \_\_\_\_\_ through \_\_\_\_\_, to arrange for routine or emergency medical and/or dental care and treatment necessary to preserve the health of my dependent. In the event that my dependent is injured or ill while under the care of the nanny, I hereby give permission to the nanny to provide first aid for said dependent and to take the appropriate measures, including contacting the Emergency Medical Service (EMS) system and arranging for transportation to the nearest emergency medical facility.

In making medical decisions on my behalf for the benefit of my dependent, I direct that the nanny attempt to contact me. However, if medical care becomes essential, I give permission to the nanny to make such decisions regarding such treatment as deemed appropriate by the medical doctor, hospital or their authorized designee. In furtherance of any treatment decisions to be made by the nanny on my behalf for the benefit of my dependent, I authorize the nanny to request, obtain, review and inspect any and all information bearing upon my dependent's health and relevant to any such decisions to be made respecting such treatment.

\_\_\_\_\_  
Dependent Allergies

\_\_\_\_\_  
Medications Dependent is taking

\_\_\_\_\_  
Date of Dependent's last tetanus booster







# Emergency Contacts, Information & Procedures

## Emergency Phone Numbers

Police & Fire: 911

Poison control: 1-800-222-1222

\_\_\_\_\_  
Doctor

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Hospital

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Dentist

\_\_\_\_\_  
Phone

## Emergency Procedures:

\_\_\_\_\_  
What should be done if your child develops a fever?

\_\_\_\_\_  
Can/should medication be administered? (if so, what are the medication guidelines and where is the medicine kept?)

\_\_\_\_\_  
Is there an alarm system? How does it work?

\_\_\_\_\_  
Where are the light switches?

\_\_\_\_\_  
Where are the exits?

\_\_\_\_\_  
Is there a planned emergency escape route and/or meeting place?

\_\_\_\_\_  
Where are flashlights, candles & matches in case of a power outage?

\_\_\_\_\_  
Where is the water shut-off valve?

\_\_\_\_\_  
Where are the 1st aid supplies?



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

## MEALS

### BREAKFAST

What was eaten

How she/he ate (well, OK, poor)

Comments

### LUNCH

What was eaten

How she/he ate (well, OK, poor)

Comments

### SNACK(S)

What was eaten

How she/he ate (well, OK, poor)

Comments

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## ACTIVITIES

## NAPS

Went to sleep:

Woke Up:

## BEHAVIOR & MOOD

## PROBLEMS OR CONCERNS

## SUPPLIES NEEDED

Hiring a nanny to care for your child could certainly be the right decision for you. Let us help you find the perfect nanny for your family. Contact us today at [Rebecca@happifamli.com](mailto:Rebecca@happifamli.com) or call us at (512) 651-3575.

