



The Nanny Nexus Selection Process Workbook



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The Nanny Nexus Selection Process Workbook has been developed to provide information and create a process by which to interview, screen, evaluate, negotiate, and manage an in-home caregiver (nanny). Actions taken by parents are their sole responsibility. Nanny Nexus assumes no liability with respect to the use of this information.

We hope that with this guide you will be prepared to take a systematic approach to finding and keeping a caregiver.

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In-Home Childcare

What is In-home Childcare?

In-home childcare is a situation in which a nanny comes to your home to care for your children. With in-home care, your children receive one-on-one attention from a familiar person in their own home environment.

The following section will discuss the different arrangements of in-home childcare available, the pros and cons of in-home childcare, and the different characteristics of the typical caregiver (nanny).

Types of In-Home Care

Live-In

Live-in nannies generally are on duty 10-12 hours per day, five days a week and an occasional evening. They eat meals with the family and share in the cooking and cleaning-up duties. Be assured that live in will expect most nights and weekends off, unless previously arranged.

Most live-ins, require a private living space, use of the family car, and specific hours off-and on-duty. Both you and your live-in nanny may have to make concessions regarding visitors and curfews, but it is your house and you have the right to set reasonable rules.

Live-in nannies help out with emergency care and babysitting and depending on your personal preference, often become more a part of the family than live-out nannies. It does, however, require special care on your part to realize that your nanny has a life beyond the job and she is not at your beck and call.

While it may seem more convenient and less expensive to have a live-in arrangement, it can also be more difficult spending so much time under the scrutiny of your boss. Could you live with yours?

Live-Out

The live-out nanny typically comes to your home for an 8-10-hour day, five days a week. You and your live-out nanny will arrange a set weekly schedule, with weekend care arranged separately. It is the responsibility of the nanny to provide her own transportation to and from your home. The great part of this arrangement is that your nanny will have a life of her own when she leaves her job. This allows her to relax and rejuvenate before her return. The live-out nanny may cost a little more but she is generally more independent and fulfilled with her personal life outside of the job.

Shared Share Arrangements

This is a less talked about but more economical alternative. This situation is defined as two families sharing the expense of employing a nanny to care for their children as a **group**. This would mean that both families are the nannies employers. The nanny cares for both families' children in one home and might spend part of the day at the other home.

Before you and your friend/neighbor decide to share a nanny discuss and agree upon a philosophy for childcare that works for both. You need to discuss exactly what each of you will want the nanny to do on a day-to-day basis. And realize when hiring this nanny she must be able to handle all types of personalities in order to please two families at once.

Nexus Lake Temps

During lake season, most families would love to have an extra set of hands. Nanny Nexus can help! We offer temp lake nannies that will travel with you and help your family enjoy their trip to the lake. For the nanny, this is like a business trip. She is required to be compensated by you the employer for all hours during the trip, and this includes travel time. The cost of trip and room and board are not taxable income to the nanny. These are expenses the family incurs to have a lake temp nanny. If the trip is longer then 40 hours in a seven-day week the nanny must be paid time and a half for each hour over, according to the Fair Standards Act. However, the family is not required to pay for non-work hours (i.e. free time completely on their own, sleeping time, etc.)

Au Pairs

Au pairs are young people – usually young women ranging in age from their late teens to their early twenties—who come to the United States to study and learn about the culture. The term “au pair” means “on par with”. Au pairs come here on a cultural exchange: while staying with a family, they study and learn the American culture, and in exchange they will perform childcare duties. These young people may not be planning a career in childcare and may have other interests in mind while they are here. Au pairs should be treated like a member of the family during their visit, including vacations. They may experience homesickness or culture shock.

Some facts about hiring an au pair:

- They are not professional nannies.
- They are expensive to obtain.
- They usually are hired without your meeting them.
- Your contacts will be phone calls and letters until they arrive at your home.
- Your correspondence should detail the expectations each side has about duties, wages, transportation, their experience and a contract.
- These visitors are allowed to work no more then 45 hours per week.

- Au pairs come here on a student or tour visa, which is not enough for them to work full-time. They must have at the proper visa and a work permit
- Au pairs can only get a one year work permit.

There are two ways to hire an au pair:

- 1) Locate a person abroad whom you would like to hire, next gain the approval of the US Citizenship and Immigration Services (USCIS) to hire her. This process a) requires you to prove that no one currently in the U. S. has the skill to fill the position and b) can take as long as two years to complete, making it nearly impossible for you to get an au pair to suit your timing.
- 2) Check your local Yellow Pages or the internet for au pair programs.

More about the au pair program:

- The au pair program began in 1986
- Most are from Western Europe
- After being screened by the host institute, the au pairs are placed with a family
- They are treated as a member of the family and introduced to cultural and educational activities in exchange for up to 45 hours a week of childcare with one weekend off per month.
- Families usually pay a \$300 application fee and \$4000 to train and bring the au pair to their home. Up to \$500 in additional funds is to be allocated toward educational purposes. Au pairs receive a stipend of \$140 /Week.

Do not try to hire an au pair illegally. The USCIS has gotten tough with immigration laws:

- It's illegal to hire an illegal immigrant
- The INS is enforcing these laws
- The small employer is not exempt from these laws
- The first offense draws a fine of \$250-\$2,000
- A second offense can result in fines ranging from \$2,000 to \$5,000
- The third offense and those after bring fines of \$3000 to \$10,000
- If a pattern emerges, you can be arrested and face fines as well as up to 6 months in jail
- In order to employ an immigrant, you must complete an I-9 form even for a maid or baby-sitter who works on a set schedule. The I-9 proves U. S. citizenship or other legal status (e.g., green card).
- If you hire someone through an agency, you don't have to fill out the I-9 form (the agency does this), but nor can you try to get around the law by hiring someone you know is breaking the law.
- If you have any questions about an immigrant's legal standing, ask to see a driver's license and social security card.

- The INS can ask you for evidence, such as an I-9 form, Pay roll records, a W-2 form or a work schedule, to prove legal employment and legal standing.

Nanny Nexus, LLC, does not place au pairs.

Is In-home Care Right For My Family?

In-home care may be right for you if you answer “Yes” to any of the following situations:

Do you....

... want your children at home with one primary caregiver?

...feel that a daycare center is not appropriate for your children on a full-time basis?

...have a child that you feel is not ready for out of home care?

...have any children who need special care, such as for a physical handicap or behavioral problem?

...have two or more children who need care?

...need child care in your home after school?

...feel you are willing to pay more for full-time childcare than daycare?

...travel and have a need for round the clock care?

...have children that want to participate in after school activities?

An in-home caregiver’s primary responsibility is the care and nurturing of young children. This is a person whom your children will learn to take guidance from and grow with. You and your children should feel comfortable with and accept this person as part of your home environment. Throughout this section, you will see the term “nanny” used interchangeably with the more generic term “caregiver”.

Pros and Cons of In-home Care

There are many Pros and Cons to consider regarding in-home care. Each aspect of your particular arrangement will have to be decided together with your caregiver, but some considerations are:

PROs

- Your children will be in the familiar surroundings of home, with a routine
- You and your family will feel less stress because you won't be rushing to get the children ready for daycare everyday
- With your stress relieved, you can enjoy the quality time you spend together at home
- Your children can form a bond with one caregiver
- Your children will receive quality, one-on-one care delivered under your rules and control
- If your work schedule occasionally requires necessary but unexpected changes or late hours your nanny may be flexible to fulfill your needs
- Your children are best cared for at home when sick, and most day care centers will not accept sick children.
- An in-home caregiver can help alleviate transportation problems if children need to be taken to school or activities.
- There is always someone in the house
- An in-home caregiver will be there to greet your children from school.
- The extra work load involved with being a single parent, a parent of multiple children, or a special needs child can be greatly eased by an in-home caregiver
- If your are a good employer, an in-home caregiver may remain with a family for a long term
- A nanny may help with light housekeeping, laundry, errands, or preparing meals (especially those centered around the children)

CONs

- Finding the right caregiver can take as long as two to six months
- You have to be a good judge of character, which isn't always easy when you are hiring someone to come into your home and care for your children
- Some families experience a high turnover rate with in-home caregivers
- An only child might not have the opportunity to be around other children for learning social skills
- You must handle tax forms and other contractual obligations
- You will be undertaking all of the responsibilities of becoming an employer including annual raises and reviews, evaluations, and additional training
- The Fair Labor Standards Act states that household employees must be paid time and a half for any hours over 40 in a seven day work week.

Nanny Qualities and Capabilities

These are some of the characteristics you should look for:

Professional Characteristics:

- Recognizes and has pride in fulfilling the role of delivering the best possible childcare, especially to young children
- Provides safety and security by establishing a routine and consistency
- Knows about nutrition and first aid, or has a willing to learn
- Knows all aspects involved with proper infant care.
- Understands how important it is for children to get enough exercise
- Knows how to recognize illness in your children
- Shares your child-rearing attitudes
- Understands your children's development stages and "phases"
- Views herself as a professional
- Possesses a compatible personality with you and your children
- Plans learning activities
- Encourages individuality and creativity

Personal Characteristics:

- Maturity
- Patience
- Sense of humor
- Warm-hearted yet firm
- Happy and self-secure
- Strong family values
- Principled, responsible, honest, ethical
- Respects your family's privacy
- Communicative
- Friendly, compassionate
- Not in the profession to become wealthy

Range of Nannies

In-home nannies vary widely in background, determined by age, training, experience, education, energy level, and willingness to learn. The following types are common and acceptable:

Levels of experience:

- Previous experience as a nanny
- Babysitting experience with course work in child development
- A loving and nurturing individual who is willing to learn
- Experience in daycare or toddler and preschool programs
- Graduate of a certified nurse's aide training program, an LPN or a retired RN
- A nursing student
- A retired elementary/pre-school school teacher
- Parents or grandparents who have raised their own families and are committed to the health, safety and welfare of small children
- Experience in elder care
- Volunteer activities (i.e. meals on wheels, church nursery, coaching)

Types of People

There are many types of people who work as nannies. Nannies are of every race, religion, and age. There are benefits and disadvantages with each type. You will need to decide what makes you most comfortable. Examples are:

- Young, early to mid-20s, with some daycare or baby-sitting experience, maybe some college education. You will find most nannies in this category. Consider the young person's career goals, willingness to commit to a long-term relationship, self-security, and ability to expend playful energy on your children.
- College students who are either taking evening classes around a work schedule or taking a year off of school. These students are typically studying education, early childhood education, etc.
- Young women with a degree in either elementary education or secondary education who choose to work one-on-one with children instead of in a classroom setting.
- The mother's helper, may be a teenager studying in a related field, perhaps with baby-sitting experience, may help around the house as well.
- People aged 30 to 40 who work in childcare to support their own families; they may have vocational training in childcare.
- Older, more mature, probably raised their own family and wants to enjoy the experience once again; work and education backgrounds will vary greatly: may need the income or like the security of a family environment; consider hours available, energy level, devotion to children, self-assuredness.
- The childcare professional, may have a college degree in a related area or three or more years of nanny experience.

Each level of training and experience carries with it a salary level commensurate with the perceived level of quality. Consideration should be given to the quality versus cost issues, as well as to the issue of more experience versus little experience but higher education. Always consider the person who is willing to learn.



Starting the search

Define What You Are Searching For

You should determine the type of person you are looking to hire. Write down the characteristics and experience you are seeking in a nanny. Remember to keep your priorities in order. You will possibly have to forego one trait in order to get another. Nannies provide everything a child needs, including meal preparation and clean-up, nursery and play area clean-up, laundry and shopping, but unless your children are in school or nap a lot, don't expect your nanny to help clean your house. As you interview, keep in mind which points you will bend on and which ones you will not:

- What kind of experience, skills, duties, age group or personality type do you want?
- What regular or overtime hours do you have in mind?
- Consider your Childcare philosophy.
- Would you consider someone with young children?
- What is more important to you, experience or education?
- Are there any special skills you would like your nanny to have?

Finding the right nanny is an important task that will take time and serious thought. Prepare a written job description to give to Nanny Nexus and your candidates. This will help filter out those people who are not interested in your job.

The job description should include:

- Title (official title)
- Task (child care, housekeeping, what is the primary function of this position)
- A “typical day” schedule (with essential and nonessential functions)
- Childcare philosophy
- Hours
- Salary
- Expectations (knowledge, skills, and abilities)
- Travel needs
- Additional evening sitting needs
- Dietary restrictions
- Health issues and/or allergies
- Supervisory responsibilities (if managing other employees)
- Working Conditions (pets, whether or not a vehicle is provided, provisions for food, etc)
- Success factors (a list of qualities or personality traits that would make someone successful for your position.

After submitting your job description to contact@nannynexus.com, Nanny Nexus we will begin to send you candidates. If you have clearly defined your needs, we should be able to limit candidates to those who really meet your family’s specifications.

Keep an open mind and move quickly. If we suggest a candidate for you, you should make your best effort to meet with the person as soon as possible.

Selecting the right nanny for your family

The Interview

After you have received candidates from Nanny Nexus, you will need to conduct personal interviews. The goal of the interview is to find out which candidate is going to best relate to you and your children. You want someone that is comforting and compatible with your situation. The interview is a very important step in deciding who will take care of your children.

During this interview, make the applicant feel at home. In order to get good, honest answers, keep the conversation relaxed. A nannies job is to do a service not to be a servant. Start by getting your candidate talking about themselves and their qualifications. Use open-ended questions usually begin with the words how, why, when,

who, what, and where. These questions will generate more knowledge about the candidate and force the interview to respond more fully. You already know about your home and kids and can fill them in on that at the end of the interview. The interview should be at your home with the children present for at least part of the interview. You may even want to hand your child to the candidate and see how she responds, or if older have your child ask the applicant a question or two.

Look for the following:

- How do your children respond to this candidate? (realize that some hesitation is natural)
- How does this candidate interact with your child/children?
- How does this person handle your infant?
- Watch for body language and eye contact

Some good questions to ask:

Work Related

- Why do you want to be a nanny?
- What length of stay or commitment are you looking for?
- What childcare jobs have you held?
- What did you enjoy most about it and what were your duties?
- How long were you there?
- Why did you leave your last position?
- Tell me about your childcare experience?
- What are your greatest strengths when working with children?
- What are your weak points in working with children?
- What do you feel are the most important characteristics in a nanny?
- How do you react when you are upset with a child?
- How could you help my child learn?
- What characteristics are you looking for in a family?
- How do you feel about combining housework with childcare?
- What difficulties have you faced and how did you resolve them?
- What are your salary and benefit needs?
- What are your ideal working conditions?
- What are your career plans for the future?
- Describe how you solved a problem in a unique way?

Personal/Lifestyle

- Do you have any children of your own? If so how old are they? How will your children be cared for while you are at work? Do you have a back-up care if they are sick?
- Is your family encouraging of your decision to work as a nanny?
- Who are you closest to in your family? Why?
- Who are your role models? Why?
- How long have you been driving?
- Do you like to swim?
- How would you describe your swimming abilities?
- Do you smoke?
- Do you drink?
- Do you use drugs?
- Are you currently on any drugs that would impair your judgment?
- Are you comfortable with our religion?
- Do you cook?
- How would you describe your cooking abilities?
- Would you mind starting/preparing family meals?
- Do you have a special diet of any kind?
- What are your hobbies, interests?
- How do you spend your weekends?
- How would your last employer describe you?
- How would your best friend describe you?
- How do you describe your health?

Child Care Related

After you've learned about the candidate, learn more about how she would handle your children and respond to special needs:

- Would you pick up an infant every time s/he cries?
- Taking care of an infant can be isolating. How would you deal with this aspect of the job?
- How do you typically put an infant down to sleep?
- How would you soothe a crying baby who is not hungry or wet?
- How often would you take my infant outside?
- Do you have experience in potty training a toddler?
- If yes, how would you potty train a toddler?
- What kinds of indoor and out door activities would you do with preschoolers?
- What TV viewing habits do you allow for a preschooler? What programs do you feel are suitable?
- How would you react to temper tantrums?
- What would you do with a child that kicked or bites?

- Do you have any favorite rainy day activities for toddlers?
- What are forms of discipline do you use with a preschooler? What programs do you feel are suitable?
- Have you taken any specialized childcare courses?
- How would you handle an emergency?
- What would you do if the child became ill or had a fever and the parent could not be reached?
- Are you comfortable with pets
- Do you smoke? If yes how often

Hiring Tips

It's important that you don't make the nanny feel like she is being interrogated. If you show too much distrust you will scare the candidates away.

When you ask any questions that seem uncomfortable or extremely serious preface them with "I hate to ask these questions, but as you know, you can never be too careful when it comes to caring for children."

Give the candidate a written copy of your job description

If you have made a written copy of your job and are interested in the candidate then this will give them something to look over before your second interview. Next, let her know when she can expect to hear from you.

If you are having a hard time deciding between a few nannies, second interviews are advisable.

After you have conducted your first round of interviews, re-interview the best candidate(s) again or have them come over and baby-sit or play with the children.

If you really like a candidate move fast!

Set up a second interview ASAP. If you think that she is the right one let her know that you are very interested. The demand for nannies often exceeds the number of quality caregivers.

Pick someone who shares your attitudes towards childcare and whose personality is compatible with your family's personality.

When choosing a nanny, you should choose someone that will care for your children similarly to the way that you do. A nanny must have the maturity, energy and commitment to give your children the best possible care. You need a responsible, calm, caring individual. The right nanny could be someone with limited experience, or it may be a very experienced nanny. If you find the right personality, it may be worthwhile to hire and train an inexperienced person.

Try to keep an open mind

Screening the Candidates

Nanny Nexus uses a local professional background and employment screener to perform all of their background checks. This firm is nationally recognized and is a member of the National Association of Professional Background Screeners. All applicants are screened for national and local criminal, DMV check, sex offender, social security number verification, and address verification. Local records are hand checked for accuracy. Nanny Nexus will perform all reference checks with previous employers as well as character references.

Nothing is fail-safe. Your nanny may have a squeaky-clean background and still fall into a bad situation while working for you. Nanny Nexus will share information with you that we have acquired. However it is important for you to get a clear picture of the person's upbringing, character, job commitment, ethics, and of course childcare experience.

Always trust your instincts. If you feel uncomfortable with someone, then they are not the right person for you. You want the nanny you choose to have a compatible personality type with yours in order for the two of you to communicate well. You may even find that personality is more important of a factor to you then education or experience. Listen to your first impressions and watch them interact with your children and get there feed back. You know what is best for your children. Don't give up on the process if it takes time for you to find the right nanny. It will be worth your valuable time when you have found the right person and know that your kids are in the right hands. Keep in mind that no one is perfect.

Negotiation the Position

Making the job offer

Congratulations! You have made your decision and are prepared to offer the nanny your position! Call the nanny and let her know that you would like to offer her the job. Ask her to let you know, if she is interested or would like to get back with you in a day. If she accepts the position invite her over to fill out the In-Home Care Agreement provided in the packet and to spend some time getting to know your children. You should try to have her over a few times to baby-sit before she starts her permanent position. You may have to pay a retainer fee to the nanny if the job doesn't start right away.

After you sign the contract (In-home care agreement) with the nanny, you become the employer.

Employment Contract or In-Home Care Agreement

This situation is a business relationship – you are the employer: your nanny is your employee. A contract is extremely important for making the relationship successful. You and the nanny will agree upon the contract and update it periodically as necessary. Remember that your nanny cannot be legally bound by this contract, and you don't want an unhappy nanny caring for your children.

For people that don't feel comfortable with In-home Care Agreement formality may opt instead to agree with the nanny on a written job description. People who have a written agreement tend to understand what is expected from each party and have a higher success rate.

Below are the elements that you should include in the contract if you choose to write your own:

- The nanny's duties/job description
 - planning and preparing nutritious snacks and meals
 - creatively planning and executing activities that promote the physical, emotional, intellectual and social development of the children
 - complying as closely as possible with parents' preferences toward child rearing and discipline
 - remaining reasonably flexible regarding duty changes because of emergencies and unexpected schedule changes
 - discuss household responsibilities (i.e. laundry, dishes, dog walking, etc.)

- The day and hours that the nanny will work
 - Usually Monday-Friday with set hours each week
 - Keep in mind that the nanny will expect to be paid 52 weeks out of the year unless she's requesting time off not discussed in this agreement
 - Legal holidays (usually 6-8 per year off with pay)
 - Vacation days (usually 1-2 weeks per year after a probationary period)
 - Sick/personal days (usually 2-3 paid pre year)

- How will you compensate the nanny (pay)
 - How often (weekly, bi-weekly, monthly)
 - Pay for overtime, weekends, and unusual hours (short notice)
 - (note the law says that anything over 40 hours is time and a half)
 - Pay for duties beyond childcare (housework, etc)
 - Pay for the holidays, and vacations, both the nannies and the family's
 - Mileage reimbursement or gas allowance(GAR \$.58 1/2 as of 7/ 2008)
 - Evaluations and salary raise timing

- Taxes and insurance
 - Social security, federal and state taxes
 - Health insurance
 - Car insurance

- Other points of agreement
 - Where would the nanny sleep if overnights are requested
 - Can nanny receive phone calls
 - What day will the nanny began
 - How much notice is required for either party to end the contract, and how much pay would the nanny get at termination
 - If there is a trial period, how long will it be and what are the conditions for ending the relationship
 - Scheduled meetings for communications

You should also provide the nanny with the information below

- Special instructions
 - food and medicine
 - special needs/ allergies
 - children's schedules for eating, sleeping , etc.
 - television shows children can/can't watch
- Emergency numbers and plans
 - for police, fire, pediatrician, plumber
 - emergency plan for fire
 - parents' work phone numbers, relatives, neighbors, friends to call in emergency additional information such as security codes for alarm(s) system, water cut off valve, circuit breaker box, etc.



NannyNexus

IN-Home Care Agreement

THIS DOCUMENT DEFINES THE TERMS OF AGREEMENT BETWEEN:

 OF _____ AND
 Employer Address

 OF _____
 Employer Address

FOR A PERIOD OF _____ BEGINNING ON _____, 20__, TO BE REVIEWED, NEGOTIATED AND RENEWED 3, 6, OR 12 MONTHS (CIRCLE ONE) FROM THE ABOVE DATE. Suggestion: regular meetings for communication and review should be scheduled.

CONDITIONS OF EMPLOYMENT AND RESPONSIBILITES

Children (Include names, birth dates, and days and hours of school)

Days Per Week

Hours Per Day

Variations: _____
(This includes extra children, ill children, siblings, after school care, summer, pet duties etc)

Gross Weekly Salary	Net (Take Home) Salary	Frequency
----------------------------	-------------------------------	------------------

The agreed upon salary is _____ per week. The average work week is _____ hours.
The weekly gross salary is comprised of ____ regular hours at \$____ per hours and _____ overtime hours at \$____.

Employer understands that it is required by law to withhold and file employee taxes.
Information concerning taxes is available through Nanny Nexus. Comments regarding taxes _____
Comments Regarding Benefits _____

Employer agrees to make their best effort to be home by the above stated hours.
Employee agrees to be flexible with the above stated hours when emergencies occur.

Overtime Hours must be compensated according to the Fair Labor Standards Act, if more than 40 hours per week are worked in a seven day work period, and will be paid at the rate of time and a half, per hour. Overtime hours will be calculated and paid on a weekly, bi-weekly, or monthly basis (circle one)

Additional Childcare will be compensated as follows: evening/weekend sitting \$____/HR. Overnight care \$____/Day. Additional Children at home \$____per day/hour
Comments: _____

Employee will be paid for ____ Sick days and ____ Personal days per year. After these days are used, time off will be deducted from employee's pay
The following are paid holidays: ____ Memorial Day ____ July 4 ____ Labor Day
____ Thanksgiving ____ Christmas ____ New Years Day ____ Other _____

Vacation:
Paid: ____ week(s) after ____ months of employment.
Unpaid vacation ____ week(s) i.e. when employee requests time off before eligible for vacation.
_____ Notice will be given by either employee or employer for vacation.

Regarding days when employee will not be needed (may include, but is not limited to, vacation ____ Paid in Full ____ Partial payment (____ amount)
Comments _____

Meals:
____ employee will provide own food _____ employer will provide food
Food requests _____

Transportation:

Employee may/may not (circle one) Transport children in her care

Employee may/may not (circle one) run personal errands with children

Compensation for child-care-related mileage will be ___ per mile

Employee will/will not (circle one) provide automobile for employee

Make and model of car _____

Conditions car may be used for _____

Automobile insurance will/will not be extended to cover employee (circle one)

Comments _____

Employee’s primary responsibilities for childcare may include, but are not limited to, the following. Please alter or expand according to your needs and situation.

1. creatively plan and execute activities promoting physical, emotional, intellectual, and social development of the children.
2. plan and prepare nutritious meals and snacks.
3. comply as closely as possible with employer’s preferences regarding child rearing and discipline.

Comment on how employer disciplines

4. Tend to children’s personal hygiene, health and welfare.
5. Maintain children’s laundry and bedroom and play areas
6. Be reasonably flexible regarding emergencies and unexpected changes in Employer’s schedule
7. Transport children to and from school, lessons, sports, and appointments.

Employee Agrees to the following house rules regarding:

Nanny’s Visitors _____

Children’s Visitors _____

TV/ music for nanny _____

TV/ videos for children _____

Snacks _____

“Off limits” areas _____

Outdoor play _____

Outings _____

Additional Responsibilities:

Employee agrees to the following housekeeping duties:

Employer and employee agree to allow ____ weeks notice should either wish to terminate this agreement. Should employer wish to terminate this agreement before the year is completed, Employee can expect \$ _____ in early termination payment.

Employer and employee mutually agree to the terms of this contract. Employer agrees to keep the job description consistent throughout the term of the agreement. Employee agrees to follow the above duties and hours.

Additional comments:

Employer

Date

Employee

SSN

Date

Copies to: Employer, Employee, and Nanny Nexus.

Expectations

You, your family, and the nanny are going to enter the relationship with expectations about what the other one will do and how things will workout. Some of the expectations are reasonable and some just will not be met

Employer can expect:

- Proper childcare
- A minimum one-year commitment
- Nanny will listen to instructions and follow your rules
- Some flexibility of hours
- Nanny's childcare philosophy comes close to yours
- Nanny plans activities for the children
- The children's health is maintained
- Nanny will perform light housekeeping duties directly related to the children
- Nanny will live life separate from the family

Employer cannot expect:

- Nanny will be "Super Nanny" and take care of your children as well as all the house hold chores and errands
- Nanny will be available during hours which clearly are not on-duty hours
- Nanny will read your mind

Nanny can expect:

- Fair pay
- No responsibilities beyond those in the contract
- A life beyond the job
- Respect
- Constructive feed back

Nanny cannot expect:

- To be like a real member of the family
- To have an easy, breeze job
- Full reign over the household and children

Making the Relationship work

Important elements in keeping your relationship alive and strong include a common approach to childcare, open lines of communications and adherence to the terms of the contract.

One of the surest ways to end a relationship is demand more of your nanny than you originally agreed.

Some basic points to remember:

- Nannies are in high demand. They will not have trouble finding a new position if one doesn't work out.
- Maintain a professional relationship with your nanny
- If your nanny does extra work, be sure to pay extra

Maintaining the relationship will take some effort, but it is essential for your children's welfare and your peace of mind:

- Keeping communications open will prevent many problems
- If you are unhappy about something, get it out right away

On a daily basis you could ask your nanny to keep a log that included information such as:

- Date/ hours of care
- Diaper changes
- Planned activities
- New skills
- Medical irregularities
- Meals
- Comments
- Nap duration
- Medications/ vitamins (when necessary)

Nanny Nexus can provide a sample log page if requested. If you are pleased with your nanny you should let her know that you appreciate her hard work.

On a weekly, or monthly, basis:

- schedule a meeting for you and the nanny to share information. You may want to make this a weekly meeting for the first few weeks. As time goes on you may decide that monthly talks are more appropriate. This time can be used to discuss: events, concerns, questions, and issues regarding the nanny's job. The purpose of these meetings is to keep everyone up to date

on the children's development—emotional, physical, intellectual, and social. Additionally, use this time to take a look at the months and weeks ahead. Talk about any changes that will be arising in the future.

On a semi –annual basis:

- review the nanny's job description and salary/benefit package

Nanny/Family Relationships: a Working Arrangement

Clients greatest concern is for their children's safety and well-being. Parents hiring a nanny will need to devote considerable time and money to finding the ideal caregiver for their child. Parents, the children, and nanny all benefit from maintaining an open, working relationship. Like all relationships, a good nanny/parent arrangement will take time, understanding and communication. Don't let the relationship deteriorate over petty things that can be worked out if discussed. Please feel free to call Nanny Nexus for any advice or suggestions.

Below are several points to keep in mind when establishing and maintaining the nanny/family relationship.

Start with a Written Agreement

This is a business relationship and it should be treated as one. As parents you will become the employer of your children's nanny. A written agreement will go over what is expected of the employer and employee. Having this agreement will help to settle any future problems. Both the nanny and the employer will need to be realistic and flexible with their needs and wants. The contract should be mutually agreed upon and in place before the position starts.

This is the Nanny's Job

A nanny wants a good work environment and reasonable pay. Your child may be a delight to be around, but, he is not the nannies child. At the end of her workday, your nanny will be ready to leave work. Be prompt in relieving the nanny. No employee wants to work overtime without just compensation. Parents should be ready to alter the nanny's pay or provide "comp time" if habitual lateness becomes an issue. Parents need to be aware of their behavior. It may be difficult for the nanny to mention chronic lateness of 10-20 minutes, but it can eventually sabotage a nanny/family relationship. Additionally, if new duties are added or additional children join the family, the working arrangement should be reviewed. Often an increase in salary is in order.

Workplace Etiquette

The unique in-home aspect of the job can make it appear to be a more casual arrangement than the traditional workplace. Nannies should be aware that professional courtesy still applies in the in-home position. Parents should know that when they get home the nannies job is over. Parents need to immediately take over care of the children and unless discussion is necessary, let the nanny go.

Keep the Lines of Communication Open

As in all relationships **good communication is the key** in having a great nanny/family relationship. If anyone has an idea, concern or problem they should be encouraged to speak up. This will help to stop little problems before they start.

In summary, there is a lot that goes into finding and keeping a great nanny. You want a nanny that will be reliable, communicative, and open to your suggestions. Furthermore the family should follow the same guidelines in dealing with a nanny. Start off on the right foot with your nanny by making your expectations clear.



Costs and Financial Considerations

The demand for in-home care and nannies far exceeds the number of qualified nannies. Therefore in order to get the nanny you want, you will need to offer an employment package that is fair and worthwhile.

This is a business agreement between you and your nanny. Always be sure to observe the laws involved and be fair to your nanny. If you pay your nanny by check, you will have to record of everything. Treating your nanny like a professional may translate into professional care for your children.

The bottom Line is: if you want great care, you must be willing to pay for it.

Figuring the Salary

- Nannies must be paid a minimum wage, and usually whatever the going rate is in your area.
- Consider your nanny's experience and training
- Also take into account any extra housework/duties that she is doing
- Consider number of children she will care for and their ages

Numbers to think about

- Live-out nannies generally earn \$400 to \$1000 per week for 40 to 55 hrs per week
- If the nanny will be doing housework as well, adjust the salary accordingly you must consider whether this duty will take time away from your children.
- Nannies are considered unskilled workers. When figuring a salary keep in mind that you will be paying time and a half for any hours over 40 hours per week
- Raises typically are given annually to account for the cost of living, the value of the nanny's services and what it would cost to find a replacement.
- Usually, a nanny gets 1-2 weeks paid vacation per year
- The standard policy for sick and personal days allows for a full-time worker to have at least 3-4 sick or personal days each year
- You should agree ahead of time, which are paid holidays.
- Bonuses usually are given during the winter holidays and range from one day's to one week's pay
- Health insurance package is a valuable benefit to offer. This is considered taxable income. Neither employer nor employee is required to pay taxes on these dollars. Families can choose to pay the healthcare premium directly to the health insurance company or pay indirectly by giving these dollars to their employee. In this cases, the family must keep a copy of a current health insurance card on file for proof of a current insurance policy.

Taxes and other expenses

Nanny Nexus can provide you with information on household payroll tax services to contact about providing services for your in-home employee.

Nannies are considered household employees. You are responsible for withholding and filing payroll taxes. You must file all applicable tax forms, social security, Medicare, federal and state unemployment insurance and income taxes. These obligations apply to all full-time, part-time, and temp nannies, which you employ and expect to pay over \$1,700 in the course of a year. Employers can expect to pay taxes in the range of 9-10% of their employee's gross wages.

Some families pay their nannies in cash or "off the books." Although this gives the employee more income and saves parents from the extra paperwork, it is illegal and can make you liable for unpaid taxes, interest and penalties. Additionally this cheats the childcare giver from contributing to their social security account and inhibits the nanny from establishing credit or a legitimate employment history. Once you hire your nanny, you will begin the process of filing forms and paying taxes.

Employer Identification Number

In order to report employment taxes and issue employee tax statements, you must obtain an employer identification number (EIN) from the IRS. Your state will require you to obtain a separate number for state unemployment insurance reporting and possible income tax withholding reporting as you can call 1-800-Tax-Form to obtain the paperwork needed to get started. You will need to complete and file a **New Hire Report**. Each State requires employers to submit a report providing key employment and identification for every new employee hired.

Social Security and Medicare Taxes

Your employee's wages fall under the Federal Insurance Contribution Act (FICA), so a portion of the wages you pay needs to be withheld and paid as Social Security and Medicare taxes. Both you and your employee are required to pay a percentage (7.65% each of her gross wages.) You may pay the entire amount yourself and list the employee's share as additional taxable gross income.

Federal and State Income Taxes

If your employee request that you withhold federal and state income taxes from their pay and you agree, then you must withhold the proper amounts by utilizing IRS and your state's withholding guide. The IRS encourages Household Employers to deposit federal taxes four times a year using the 1040 ES form or annually with the schedule H or the 1040 form. Generally, all states require state income taxes be must be reported on your employee's W-2 form at the end of the year. The W-2 form must be given to your employee, the IRS and to your State.

Federal and State Unemployment Tax

You must pay federal and state unemployment insurance as an additional cost to the employee's gross wages. As an employer, you pay these taxes on a preset amount of each of your employee's annual wage. The IRS and some states require you to treat non-cash benefits, like meals.

- Federal unemployment (FUTA)=.8% on the first \$7,000 as long as State UI is paid quarterly.
- If state UI is not paid, employer owes State UI plus 6.2% in FUTA

Annual Filings

By the end of February each year, you must send copy A or the W-2 form and the W-3 form to the Social Security Administration with total wages and social security taxes paid during the previous year. In addition to the salary, the W-2 also should include vacation allowances, bonuses, and other non-cash items. If you provide room and board in your home, these do not have to be listed.

Household Employer Tax calendar

January

15th prior year's 4th Quarter Estimated Taxes due.
31st Prior year's 4th Quarter State Income Taxes due.
31st Prior Years W-2 form(s) mailed to employee(s)

February

28th Prior year's W-3 and /or W-2 forms to be filed with social security Administration.

April

15th 1st Quarter Estimated Taxes due.
15th Schedule H of form 1040 for wages paid January through December of previous year.
30th 1st Quarter State Income Taxes due
30th 1st Quarter State Unemployment Taxes due

June

15th 2nd Federal Estimated Payment due

July

31st 2nd Quarter State Income Taxes due
31st 2nd Quarter State Unemployment Taxes due

September

15th 3rd estimated Tax Payment due

October

31st 3rd Quarter State Income Taxes Due
31st 3rd Quarter State unemployment taxes due

Tax breaks

Household employers are entitled to tax breaks if they pay their employee legally. There are two tax break options:

- **Dependent Care Account.** Many Companies allow employees to contribute up to \$5,000 of their pre-tax earnings to a Dependent Care Account to cover childcare expenses. Depending on tax bracket, this can save employers up to \$2,300 per year. Offsetting most-if not all-of their employer tax liability.
- **Child Care Tax Credit.** For those without access to a Dependent Care Account, you can claim the Tax Credit for Child and Dependent Care (IRS Form 2441) on your personal income tax return. This tax credit is worth up to \$600 for one child or \$1,200 for two or more children.

Insurance Issues

Worker's Compensation/ Disability Insurance

In most instances, Worker's Compensation Insurance is not required for those employers who are employing fewer than five full-time employees. If a household employee's injury is not due to an employer's negligence, there is generally very limited coverage provided by a homeowner's policy. Worker's Compensation insurance only offers benefits for medical expenses and lost wages for employee's injuries that occur on the job. Comprehensive health insurance and individual disability income insurance typically provide broader coverage with benefits payable regardless of cause or place of injury. If you or your nanny is interested in this coverage Nanny Nexus can refer you to an insurance agent that can provide this coverage in the local area for a very low price.

- In Kansas, workers compensation is required for full and part time domestic employees.
- In Missouri, workers compensation is not required for full and part time domestic employees.

Personal and Property Insurance

Your homeowner's insurance should cover accidents involving your nanny while in your home if you are negligent. It will not cover injury for which you are not responsible. It should cover damages incurred to your home by a nanny, depending on your particular coverage under your homeowner's policy. Each state also has its own laws governing insurance.

Auto Insurance

As an employer, you assume liability when your nanny operates your automobile or their automobile for your benefit. Most auto insurance policies will provide liability coverage when you give permission to others to drive your vehicle. It is recommended that you contact your insurance carriers and inform them if your nanny will regularly operate your automobile to assess any potential shortfalls in coverage. Also it is recommended that you assess your nanny's automobile liability limits for adequacy if they will operate their vehicle for your benefit. Many insurance companies offer personal liability Umbrella Policies that provide additional liability coverage for any exposure assumed through your employment of a household employee.

Medical Insurance

Some nannies are hoping to have medical insurance as a benefit. This is a non-taxed benefit. Perhaps you will want to consider this cost when you determine the salary. Some families offer to pay policies in full, while some families may cover partial payment. This is a relatively small investment to ensure accessible medical attention for your nanny.





Nanny Performance Evaluation

Employer _____

Employee _____

Please complete this evaluation and review it with your nanny after six weeks of employment. As agreed upon in the Nanny Nexus Services Agreement, please return this evaluation to Nanny Nexus.

Punctuality _____

Attendance _____

Enthusiasm _____

Concern for children's well being

Ability to plan a full and active day

Choices for children's meals and snacks

Upkeep of home or completion of housekeeping duties

Safety consciousness

Concern about children's growth

Pride in her work

Flexibility

Communication with parents

Discipline/control over children

Consistency with parents' rules

Overall strengths

Areas for growth

Please comment on anything you feel we should know about your nanny's performance.

Please return this evaluation to Nanny Nexus for a \$15 credit towards any Nanny Nexus temporary service. You may also use this form for your nanny's annual reviews.

Medical Care Release Form

I, _____ (parents/guardian) authorize the following household employee, _____, to act on my behalf in the care of my dependent(s). The above person has my authority to request emergency health and/or medical services for my dependent in case of a health emergency.

Primary Physician: _____ Phone _____
Address _____

Dependent Name: _____ DOB _____
Known Allergies: _____ Special Needs _____

Dependent Name: _____ DOB _____
Known Allergies: _____ Special Needs _____

Dependent Name: _____ DOB _____
Known Allergies: _____ Special Needs _____

Dependent Name: _____ DOB _____
Known Allergies: _____ Special Needs _____

Dependent Name: _____ DOB _____
Known Allergies: _____ Special Needs _____

Parents/Guardian Signature Telephone Date

Medication Permission

I give my permission that _____ who is caring for my dependent child, give my dependent child the following medication.

Dependent's Name:

Medication:

Condition for which medication is prescribed:

Instructions for use:

Dosage _____

Times _____

Prescribing Physician Name:

Telephone:

Possible side effects to be aware of:

Parents/Guardian Signature

Date

Expense Report of Household Employee mileage reimbursement worksheet

Date	Day	Meals	Food & Grocery	Transport & Travel	Supplies	Equipment & Tools	Entertainment	Other
Total								

Mileage Reimbursement Worksheet

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
# of Miles							
Reimbursement Rate (___/miles)							
Total							

Subtotal	\$
Less advance	\$
Less Pre-paid Expenses	\$
Total to employee	\$

Approved by:

Household Employee

Household Employer