

morningside nannies

NANNY GUIDE

Welcome Booklet

(713) 526-3989

3701 Kirby Drive, Suite 989
Houston, Texas 77098

info@morningsidenannies.com

morningsidenannies.com



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NANNY INFORMATION

Dear Nanny Applicant,

The following information is provided to assist you in securing a new job. Please call our office once each week and let us know that you are “just checking in.” We spend our time answering questions for potential clients, interviewing new applicants, keeping in contact with families who are in the process of searching for a nanny, checking references, arranging interviews and assisting with negotiations for new hires. If we have missed your call, please leave a message on our voicemail. If you have a question, please be specific in your message and be sure to leave your telephone number and we'll get back to you with an answer within 48 business hours.

PLEASE CALL US IF:

- + You have been offered a job
- + You have a new phone number, email or address
- + You have had an interview with one of our client families
- + You are no longer looking for a job
- + You would like to add information to your application

You are competing with other applicants for a job. Families usually ask to interview a few nannies before they make a decision on whom to hire. Each family completes a written job description and we search the nanny applications to find the people that most closely match the family's needs. We compare the information that you've provided about your salary requirements, the duties that you're willing to accept, the areas where you're willing to work and what hours you are available to work with the family's requests.

HOW YOU ARE CHOSEN TO MEET WITH A FAMILY

- AREA** We'll try to keep your commute as short as possible.
- SALARY** The jobs that you are told about will be in your desired salary range.
- DUTIES** You have told us what duties you are willing to accept and you will only be considered for such positions.
- CHILDREN** Parents prefer that you've had work experience caring for children of a similar age as their children.

If your experience and references are great and the location is a good match we will call you to see if you're interested in interviewing with the family. We will then schedule an interview.

Phone Etiquette

BE ORGANIZED: Record a professional outgoing voicemail message that does not include background music, humor or personal comments. Have a notebook and pen near the phone to make notes of who might call you based on the information we provide. Return phone calls on the same day you receive them.

BE PROFESSIONAL: Instruct your family on how to take a message for you or direct all calls to your cell phone and let calls go to voicemail if you are unable to talk.

TALK IN A QUIET, PEACEFUL ENVIRONMENT: Be sure that there is no background noise before you answer the phone. Avoid taking calls in public places and in loud areas.

BE FRIENDLY AND ENTHUSIASTIC: While asking and answering questions on the phone, have a smile in your voice. Do not discuss salary until the parents bring it up first.

PROGRAM OUR NUMBER: Add the Morningside Nannies phone number to your contacts and do check your voicemail to see who at Morningside Nannies called you before returning the call.

TAKE NOTES: Write down the date and time of scheduled interviews along with the address to the meeting location. Verify the address and the spelling of the street name before hanging up. Make sure you understand any information that they give you about the job, such as the ages of children, hours needed per day and special considerations.

Interview Tips

DRESS APPROPRIATELY

Clean, pressed clothing is appropriate. Khaki's and a polo top or nice jeans and a blouse are appropriate. Please do not wear tight jeans, mini-skirts, shorts, T-shirts with sayings on them, low cut tops, tank tops or high heels. Wear minimal jewelry and remember that most parents will be uncomfortable with excessive piercings. Please wear minimal makeup, have short, manicured nails and refrain from wearing perfume. Babies should smell like babies, not like a nanny's fragrance.

BE PREPARED

Please bring the family's name, address, phone number and directions with you to the interview. You'll also want to bring your notes on the family and job description. Bring any letters of reference or photographs you'd like to share with the family as well. Be sure to allow plenty of travel time and drive to the house before the interview to make sure you know where it is and how long it takes you to get there. If you are running late or get lost, call the family immediately to let them know when to expect you! Go to the interview alone; do not bring anyone with you to the meeting – not your spouse, your friend or your own child.

BE FRIENDLY

Introduce yourself, shake the parent's hand and greet the children right away. If it's an infant, ask if you may wash your hands and hold the baby. If it's a toddler, make conversation; ask if you can see the child's favorite toy. Remember to give lots of eye contact.

LET THE PARENTS LEAD THE INTERVIEW

Answer questions honestly, but don't go on too long about one subject. Listen to the parents to learn how they approach childcare. Don't refer to the children as kids, but instead use their names.

BRING A NOTEBOOK AND PEN

Ask questions about the child's likes and dislikes, allergies, special needs and bedtime routines. Inquire about the work schedule and duties and write down what the parents tell you.

HAVE A POSITIVE ATTITUDE

Be enthusiastic and positive during the interview. Do not make negative comments about past employers. Everyone knows that some jobs just don't work out. Be honest, but remain positive.

CONFIDENTIALITY

Do not gossip about any family that has employed you. What you learn at the interview about the family, their relationship or lifestyle must be kept to yourself.

SAFETY AND INTERACTION

The family will be judging you on what type of a caregiver you will be. They want to know that their child will be well cared for and will receive all the love and attention that only a private caregiver could provide. They must have trust in you. You should let them know that you are educated in the proper care of a child of that age and that you enjoy spending your day with children. You should be prepared to share how you'd spend your day caring for a child of their children's age.

DON'T BRING UP SALARY

The family knows what you are expecting to earn and what you've earned in the past. Please let us help you negotiate your salary. Parents are turned off when a nanny asks, "How much do you pay?" They want a nanny who will have a great day with their child, not someone who is only seeking a childcare position for the money. If the parents ask about your expectations, feel free to answer **but do not bring it up first**.

QUESTIONS FOR NANNY APPLICANTS TO ASK FAMILIES

1. Please tell me about your children.
2. What is their typical daily schedule?
3. Do your children have food preferences?
4. What are your children's eating and sleeping patterns?
5. Have you ever had a nanny before? How was your experience?
6. What will be the nanny's responsibilities?
7. Will you require any housekeeping duties? What will they include?
8. Will the nanny be allowed to take the children out of the house?
9. Will the nanny be required to transport the children? Will a vehicle be provided?
If not, do you reimburse for mileage/gas expenses?
10. Do you have any other household help? Who? How often are they here?
11. Please explain the work schedule.
12. Do you provide meals/snacks or will I be expected to bring my own?
13. Do your children have any special needs that I should know about?

QUESTIONS TO ASK AFTER THE JOB HAS BEEN OFFERED

1. What is the salary that you are offering?
2. Will you be withholding taxes?
3. When will I receive my pay check?
4. What happens if I work over my scheduled hours?
5. What happens if I work less than my scheduled hours?
6. How many paid or unpaid vacation days are offered per year?
7. When will you need me to start?



25 CHARACTERISTICS OF A GREAT NANNY

Being a great nanny requires more than a genuine love of children. Nannies work long hours in private homes & most often work with no supervision or daily oversight. Parents depend on their nannies to keep their children safe & well-cared for and to provide the highest level of childcare so that they can fulfill their personal or professional commitments.

1. A great nanny genuinely loves the company of children. Nannies spend a majority of their day with little adult interaction and must truly enjoy spending their time with children.
2. A great nanny has a basic understanding of child development. Nannies are childcare specialists and are responsible for providing the children with developmentally appropriate experiences.
3. A great nanny advocates for the children in her care. Nannies are willing to speak up if their charges' well-being is compromised or if something is not in their best interest, while recognizing the parents have the final say.
4. A great nanny has lots of energy. Nannies are responsible for actively engaging the children in their care and must have the energy to do so.
5. A great nanny has a reserve of patience. Nannies spend countless hours with children and must be able to handle children's moods and behaviors without losing their temper or becoming outwardly irritated.
6. A great nanny is safety conscious. Nannies are solely responsible for the children when they are on duty and must consider the children's safety first and foremost.
7. A great nanny is a good communicator. Nannies have to effectively relay and receive information from parents and children. Solid communication skills are required.
8. A great nanny is flexible. Life with children can be unpredictable. Nannies must be able to adapt to the situations they face.
9. A great nanny is understanding. Nannies are in the business of caring for others. Compassion and understanding are paramount.
10. A great nanny has a nurturing spirit. Nannies are responsible for supporting and encouraging children and must be able to foster their development.
11. A great nanny is reliable. Parents rely on nannies so that they can fulfill their obligations. Nannies must be able to be counted on.
12. A great nanny is responsible. Nannies are accountable for the children in their care. They must be capable of providing quality childcare.
13. A great nanny is trustworthy. Parents depend on nannies to meet or exceed the terms of their working relationship. Nannies are trusted to do their job well and to provide outstanding care.
14. A great nanny is respectful. Nannies and parents may not always agree on childrearing practices or decisions. Nannies must be respectful of the parents and their practices and honor the authority they have.
15. A great nanny has sound judgment. Nannies share responsibility for the children's health and development and must be able to make choices that are in the children's best interests.
16. A great nanny is organized. Nannies have many responsibilities throughout the day and must be organized to ensure that they fulfill their duties and complete their tasks.
17. A great nanny is self-motivated. Nannies don't have someone constantly looking over their shoulders offering praise for a job well done. Nannies must be motivated to always do their job to the best of their abilities.
18. A great nanny is prepared to handle an emergency. Children get hurt and natural disasters and accidents happen. Nannies must know how to handle an emergency if one were to arise.
19. A great nanny is creative. Nannies must engage the minds of the children in their care. To work as a nanny, imagination is required.
20. A great nanny is proactive. When it comes to discipline, safety and meeting the children's needs, nannies must be proactive rather than reactive.
21. A great nanny has a clean criminal background. Nannies help raise children to become good, law abiding citizens and serve as role models to the children in their care. Because of the intimate nature of the job, nannies should not have a history of criminal activity.
22. A great nanny has strong morals. Nannies help shape a child's world-view and set their internal compass. It should be evident nannies know right from wrong and must be of sound moral character.
23. A great nanny is able to form a connection with children. To develop bonds with the children in their care nannies must be able to connect with children. Nannies naturally make connections with kids.
24. A great nanny wants to be a nanny. To work as a nanny a caregiver must love the nature of the job. Those who look to be a nanny because they can't find other types of employment rarely stay in the field for long.
25. A great nanny is committed to making a positive difference in the lives of the children in her care. Nannies influence the children in their care and must acknowledge the importance of the role they play in the lives of the children. Nannies must commit to making a positive difference in the lives of the children for whom they care.

TEMP NANNY GUIDELINES

Guidelines for Providing In-Home Childcare

1. When you appear at the door of a family's home and introduce yourself, you are representing Morningside Nannies and we hope that you will make a great impression.
 2. Be sure to use Google Maps or Mapquest for directions and to gauge how long it will take for you to get to the family's home. Please ask the family for directions or landmarks, if needed.
 3. Arrive no more than 5 or 10 minutes early, but never arrive late.
 4. Dress comfortably so that you are able to sit on the floor to play with the children, yet wear clothes that are cleaned and pressed to look professional. Please do not chew gum or wear perfume or high heels. Please do not wear low-cut tops or tight fitting jeans. Please keep makeup to a minimum.
 5. Extend your hand to the person that greets you and introduce yourself.
 6. Smile and look the family members in the eye when speaking with them.
 7. Ask for a tour of the home. If the child is old enough, ask the child to show you his bedroom and where he plays.
 8. Take time to interact with the children. Show them that you have brought a new book or toy in your nanny bag. If you will be caring for an infant, gently smile and talk softly to the baby. Ask if you can wash your hands and hold the baby.
 9. Gather the needed information to fill out your Nanny Instructions and Activity Log.
 10. Be diligent about diaper changes or potty breaks.
 11. Leave the home neater than when you arrived. Pick up any toys or activities used during the day or evening and clean up all of the materials used during meal preparation and snack time. If you bathed the child/children, hang up the towels to dry, put the soiled clothes in the hamper and neaten up the bathroom.
- DO NOT administer any medications.
 - DO NOT transport the children unless a written waiver is on file.
 - DO NOT use any personal computers, telephones or other equipment in the home.
 - DO NOT use your personal cell phone (unless for emergency use) while working with the children.
 - DO NOT discuss your personal opinions about discipline or care-giving practices.
 - DO NOT ever criticize the parenting skills of the parent.
 - DO NOT discuss the hourly wage you are earning if the agency is paying you.
 - DO NOT discuss your personal information if it isn't pertinent to the care of the child.
 - DO NOT look into drawers, closets and cabinets if you have not been told to.
 - DO NOT make arrangements to work again with the family outside of the agency.

ALWAYS CONFIRM RECEIPT OF YOUR CONFIRMATION EMAIL. CALL THE OFFICE IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 30 MINUTES OF AGREEING TO ACCEPT THE POSITION.

BACK-UP CARE RULES

As a back-up care provider, we appreciate your flexibility in scheduling and your willingness to accept your assignment and help us to meet the childcare needs of Houston-area families.

As a representative of Morningside Nannies, it's important to follow the procedures outlined in our back-up care program.

As a back-up care provider

- You must confirm receipt of the email confirmation and call the family to introduce yourself as soon as possible once you have received your confirmation. Call the office immediately if you do not receive a confirmation.
- Please arrive on time. Map out the route in advance, and if possible, drive the route the day before your assignment so you know where you are going.
- Please dress appropriately and when you arrive please introduce yourself with a handshake. Please do not wear perfume or scented lotion.
- If the family asks you to arrive early or stay late, you must receive a signed note from the family and notify Morningside Nannies as soon as possible.
- If the family asks you to watch their children for additional days, you need to notify Morningside Nannies immediately.
- You are not allowed to drive the children without a written waiver on file.
- You are not allowed to make personal calls, send text messages, use mobile devices or the like while on duty. Please do that on your own time.
- Please keep the house tidy and be sure to clean up after yourself and your charge.
- Don't allow strangers into the home.
- Bring your own meals and snacks.
- Please limit television. Do not sit in front of the television all day.
- Please provide the children with your undivided attention. Don't spend time attending to any personal matters -you were hired to care for the children.
- Do not give any information about the children out over the phone, unless it is to the parents of the children you are caring for.
- Do not administer medication, even over the counter medication.
- Failure to follow these policies can result in dismissal from our back-up care provider registry.

Thank you for accepting the back-up care assignment and representing Morningside Nannies. Please contact our office if you have any questions or concerns about your placement or back-up care program at (713) 526-3989 or email us at info@morningsidenannies.com

BACK-UP CAREGIVER TIME SHEET

Date: _____

Reservation ID: _____

Benefited Employee Name: _____

Caregiver's Name: _____

Arrival Time:

Greeter's Name:

Greeter's Signature: _____

Departure Time:

Releaser's Name:

Releaser's Signature: _____

Caregiver's Signature: _____

Notes:

NANNY NOTES

Daily Activity and Assessment Log

Child's Name: _____ Date: _____

Today your child was:

- ☐ Upbeat and sunny
- ☐ Quiet and watchful
- ☐ Slow to warm up
- ☐ Tired/out of sorts

He/She ate at _____

What he/she ate _____

Your child was asleep from _____ to _____ and _____ to _____

He/She went to sleep

- ☐ Quickly and quietly
- ☐ With a little help
- ☐ After a big fuss

Diaper details/potty report: _____

He/She had _____ diaper changes

He/She used the potty _____ times

This is what we played:

Your child was fussy/upset about:

Other things you should know:

Thanks for inviting me to your home! Please call Morningside Nannies with any feedback or future requests at (713) 526-3989 or by email: info@morningsidenannies.com

Nanny Name: _____ Signature: _____

NANNY NOTES

Daily Activity and Assessment Log

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- ☐ Upbeat and sunny
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Other things you should know:

Thanks for inviting me to your home! Please call Morningside Nannies with any feedback or future requests at (713) 526-3989 or by email: info@morningsidenannies.com

Nanny Name: _____ Signature: _____

TAX INFORMATION

Commonly Asked Questions for Nannies

Whether you work as a full-time nanny or for one or more families on a temporary basis, you probably have many tax and legal questions. There are, in-fact, special provisions in the law for nannies, temporary nannies and casual babysitters. This section is designed to answer some common questions that you may have.

What is the difference between a household employee and an independent contractor?

Unlike an independent contractor who sets her own schedule, brings her own supplies and invoices her client when the job is done, an employee is directed by an employer who provides the supplies, sets the schedule and outlines when the work should be done. The IRS has ruled that in-home caregivers are employees of the families for whom they work. As such, it is illegal for a family to treat a nanny as an independent contractor and the family must provide a W-2 form at the end of the year and not a 1099 form. In special cases, if the agency, rather than the family, pays the nanny directly for her services to the family, she is considered an employee of the agency rather than an employee of the family.

Is my employer required to withhold taxes from my wages?

Yes. Your gross wages as a household employee determine your employer's tax responsibilities. The IRS modified this requirement in 1995 to exclude temporary employees and casual babysitters. If you earn less than \$2,100 (2019) per year from each family you work for as a temporary employee, your employer is not required to withhold taxes from your wages.

Do I need to pay any taxes as a temporary nanny?

Yes. If you earn less than \$2,100 per year (2019), per family, you will not likely have taxes withheld from your paycheck since your employer will not have any tax obligations. That said, you still have the legal responsibility to track and report your earnings from each employer by filling out an annual income tax return, regardless of the amount you made. While you are not required to have income taxes withheld from your paycheck if you earn less than \$2,100 per year (2019), you still must report and pay any federal and state income taxes.

What are the tax requirements if I earn more per year from one family?

If you earn more than \$2,100 (2019) per year from a single family, your employer must follow the regulations for household employment taxes and reporting. Your employer must withhold payroll taxes from your gross wages and report and pay those taxes each quarter.

Each year, your household employer will give you a W-2 form, as well as a copy to submit with your IRS tax filing. Although not required, your employer will likely withhold income taxes from your paycheck if you ask so that you are not met with an unexpected tax burden when you prepare and file your return. For an estimate on how much you should have withheld for income taxes utilize [an online tax calculator at www.GTM.com](http://www.GTM.com).

We understand that you may encounter a family who does not want to pay you legally or does not understand their legal or tax responsibilities. We encourage you to have them call GTM for a free consultation. We'll explain that paying you legally is important because:

- It can save them money. Paying you legally allows them to take advantage of their flexible-spending plan and deduct your salary as a qualifying expense.
- It eliminates the risk of having to pay fines and penalties if caught paying you illegally.
- It protects them in case you get hurt on the job.
- It gives you access to important benefits like Social Security and unemployment insurance.
- It is the law!

Tax & Legal Tips Courtesy of GTM Payroll Services

For more information call GTM at 888-432-7972 or visit www.GTM.com



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FAMILY AND NANNY AGREEMENT

This Family and Nanny Agreement (the "Agreement") is offered as an educational tool and general guide and should be customized to your particular circumstance. However, this Agreement cannot anticipate all possible circumstances or all applicable legal requirements and is NOT legal or tax advice. The parties to the Agreement should have it reviewed by an attorney as well as their tax, payroll and financial advisors before implementing this Agreement.

FAMILY CONTACT INFORMATION

Parent 1:		Parent 2:	
Street Address:			City:
State:	Zip Code:	Phone:	Email:

NANNY CONTACT INFORMATION

Name of Nanny:		Phone:	
Street Address:			
City:	State:	Zip Code:	Email:

CHILD/REN	GENDER	DATE OF BIRTH	SCHOOL AND GRADE
	Male ☐ Female ☐		
	Male ☐ Female ☐		
	Male ☐ Female ☐		
	Male ☐ Female ☐		

I. Commitment to Quality Child Care:

The Nanny agrees to provide consistent high quality child care to meet the child/ren's physical, emotional, social and intellectual needs based on the Family's directives. (A detailed job description can be attached to this Agreement.)

Comments: _____

II. Nanny's Work Schedule:

Monday _____ to _____ Thursday _____ to _____
Tuesday _____ to _____ Friday _____ to _____
Wednesday _____ to _____ _____ to _____

Variations: _____

Nanny and Family agree to make reasonable efforts to adhere to the above schedule. However, both parties agree to be flexible and understand that there may be changes to this schedule. This schedule is also not a guarantee of hours worked.

III. Nanny's Compensation:

A. AS THE NANNY'S EMPLOYER, THE FAMILY HAS CERTAIN LEGAL AND TAX OBLIGATIONS

The Nanny's portion of Social Security and Medicare (7.65% of gross pay), as well as any other legally required employee taxes must be withheld from the Nanny's gross compensation. The parties to this Agreement may also agree to withhold personal income taxes as allowed by law.

1. Gross Hourly Wage Rate: \$_____

Please note that federal, state and local minimum wage laws may apply. The parties to this Agreement should consult with their legal, payroll and financial advisors regarding this issue.

The Family will pay the Nanny (state payroll frequency here): _____

Overtime may be required. Nannies and Families should consult with their legal, payroll and financial advisors to determine if and when overtime or other legal requirements may apply.

2. Nanny will be paid by: ☐ Direct Deposit ☐ Check ☐ Payroll Company

3. Other miscellaneous compensation (may include INA membership, conference attendance, health club membership, train pass, nanny support group dues, continuing education, etc.)

The Family will pay for the Nanny's INA membership at the appropriate rate.

B. NANNY'S BENEFITS

1. **Insurance** (please check where appropriate):

Health insurance provided by Family ☐ Yes ☐ No Type: _____

Some jurisdictions may require employers to pay for an employee's health insurance. Please consult with your legal, payroll and financial advisors about such situations.

Percentage of premium paid _____%

☐ Automobile insurance coverage provided by Family Nanny's Car ____% Paid Family's Car ____% Paid

☐ The Family agrees to provide worker's compensation coverage if and as required by law.

2. **Vehicle** (please check where appropriate):

☐ Nanny provides. Mileage compensated for work-related use at the rate of _____ cents per mile.

Mileage reimbursement must be at the minimum required by state or federal law, whichever is higher.

☐ Family provides for work-related use only.

☐ Family provides for occasional personal use.

☐ Family provides for personal use with employer's permission.

☐ Family provides for full personal use with a _____ mile limit per month or a driving radius of _____ miles.

Nanny has been instructed on proper use of car seat. ☐ Yes ☐ No

Additional car rules:

3. Meals

- ☐ Family will provide all necessary food to prepare nutritious meals, snacks and beverages for Nanny and child/ren during working hours.
- ☐ Nanny is responsible for providing her own food during work.

Food items requested by Nanny: _____

4. Paid Time Off

Paid time off may be required in certain jurisdictions. The parties to this Agreement should consult with an attorney licensed to practice in their jurisdiction to determine if there are requirements regarding paid time off. The fields below are merely informational guides and are not meant as formal advice as to whether or not any paid time off is required, and/or any legal requirements regarding paid time off.

- a. Vacation: Family agrees to provide the Nanny _____ week(s) of paid vacation per year. The vacation will accrue at a rate of ____ hours/days per month of the Nanny's work for the Family.

Other/Comments: _____

If Nanny requires days off, she is required to give Family as much notice as reasonably possible or as required by law, and ideally _____ days' notice.

- b. When the Family travels or has personal days and does not need the Nanny to work, the Nanny

☐ Will ☐ Will not be paid

If the Family opts to pay the Nanny, the Family will pay the Nanny \$_____ per day for any such non-working days.

- c. Sick Days: ☐ Paid ☐ Not paid How many? _____ Conditions: _____
Sick days may be required by law in certain jurisdictions. Please consult with your attorney

Personal Days: ☐ Paid ☐ Not paid How many? _____ Conditions: _____

- d. Paid/Unpaid Holidays

(please check where appropriate)

New Years Eve	☐ Off	☐ Paid	Thanksgiving Day	☐ Off	☐ Paid
New Years Day	☐ Off	☐ Paid	Day After Thanksgiving	☐ Off	☐ Paid
Memorial Day	☐ Off	☐ Paid	Christmas Eve	☐ Off	☐ Paid
4th of July	☐ Off	☐ Paid	Christmas Day	☐ Off	☐ Paid
Labor Day	☐ Off	☐ Paid	Martin Luther King Day	☐ Off	☐ Paid

Others:

_____ ☐ Off ☐ Paid
_____ ☐ Off ☐ Paid

IV. TYPICAL DAILY SCHEDULE

MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

V. TERMINATION/RENEWAL

Unless otherwise required by law, the Nanny's employment with the Family is at-will. Either side may terminate the employment relationship with no notice to the maximum extent allowed by law. However, the parties agree that they will reasonably attempt to provide each other with reasonable notice under the existing circumstances – defined solely at the discretion of the party providing notice – of terminating the employment relationship.

VI. ADDENDUM

There are _____ additional pages attached that are a part of this Agreement. We have read, discussed and agreed to the attached terms and conditions set forth on those pages.

The parties acknowledge that they have read and understand all the terms and conditions set forth in this Agreement. This instrument constitutes the entire Agreement and all prior negotiations and understandings have been merged herein. No modifications of this Agreement shall be valid unless in writing and executed by the parties.

Nanny's Signature

Date

Parent's Signature

Date

Parent's Signature

Date

Family, Nanny and Morningside Nannies should receive a copy of this Agreement.

Disclaimer:

The International Nanny Association ("INA") and Morningside Nannies assume no liability or responsibility for, and make no representations or warranties about, this document or any information, terms, conditions or omissions in this Agreement. Your use of this Agreement is at your own risk. Additionally, INA and Morningside Nannies provide this document for informational use only; it is not legal advice. INA and Morningside Nannies encourage you to consult with an attorney before finalizing and implementing this Agreement.



INA Commitment to Professional Excellence

- Respect the contributions of individuals involved in professional in-home child care.
- Maintain high standards of professional conduct.
- Respect and support families in their task of nurturing children.
- Promote the physical, emotional, intellectual and social development of children.
- Support the lifelong process of personal growth and professional development.
- Respect and support families in their task of nurturing children.
- Promote the physical, emotional, intellectual and social development of children.
- Support the lifelong process of personal growth and professional development.

Adapted from the International Nanny Association Nanny/Family Agreement

ADDENDUM

Items that should be discussed ...

This addendum may be attached to the Agreement and addresses the following items:

1. Job Description

The Nanny's job description includes but is not limited to:

Provide for the daily care of the child/ren:

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

a) Who is responsible for non-child related cleaning duties? _____
If housekeeper, what is the schedule? _____

If Nanny will do housekeeping, please attach a separate detailed description of the duties to the Agreement, addressing the following items:

Laundry: ☐ Family's ☐ Household items (towels, bed linens, etc.)
 ☐ Child/ren's How often? _____

Floors: ☐ Sweep ☐ Daily ☐ Weekly ☐ Mop ☐ Daily ☐ Weekly
 ☐ Vacuum ☐ Daily ☐ Weekly
How often? _____ Which rooms? _____

Kitchen: ☐ Tidy after meal preparation ☐ Empty dishwasher
 ☐ Clean appliances How often? _____

Cooking: ☐ Prepare child/ren's meals and snacks ☐ Prepare evening meal for the Family
Who will plan meals? _____

Errands: ☐ Grocery Store ☐ Dry Cleaning ☐ Pharmacy ☐ Child/ren's clothes shopping

Projects: ☐ Birthday party planning and helping ☐ Organizing closets/cabinets
When? _____

Bathrooms: ☐ Tub/shower ☐ Vanity/sink ☐ Toilet ☐ Grooming items ☐ Floor
Whose? _____ How often? _____

Maintenance: ☐ Take trash out ☐ Schedule/oversee household repairs and maintenance
Schedule? _____

Pet Care: Who is responsible for pet care? _____
If Nanny, please describe pet care duties: _____

2. Family's Expectations of the Nanny:

- ☐ Promote physical, emotional, intellectual and social development of the child/ren.
- ☐ Comply as closely as possible with Family's preferences regarding child rearing and discipline.
- ☐ Tend to child/ren's personal hygiene, health, welfare and physical safety.
- ☐ Be reasonably flexible regarding emergencies and unexpected changes in Family's schedule.
- ☐ Maintain a daily log and/or daily communication with Family concerning the child/ren.
- ☐ Be responsible, reliable and punctual at the start of the day and for appointments and activities.
- ☐ Have efficient time management of child care tasks and all other related duties.
- ☐ Promote feelings of security and warmth by enjoying daily cuddle, read and talk time.
- ☐ Read/review any pertinent literature provided by employer in order to promote broader knowledge of child rearing philosophy, education, and child psychology.
- ☐ Actively participate in understanding each child's special problems and interests. Provide solutions to the former and enhance the latter.
- ☐ Be supportive of the parent-child relationship.

3. The Family will provide for the Nanny:

- ☐ Access to the child/ren's pediatrician or Family physician and teachers for information on child/ren's well-being and development.
- ☐ Adequate funds to cover developmentally appropriate games, books, learning aids and/or outside activities, including but not limited to reimbursement of all work-related expenses.
- ☐ Meet with Nanny _____ times per month to discuss job performance and the events of the past week.

4. Nanny's Expectations of Family:

- ☐ Respect the hours, days, and compensation outlined in this Agreement.
- ☐ Have regular communication from parents regarding job performance, schedule changes, etc.
- ☐ Support of Nanny's "authority" in setting limits with child/ren.
- ☐ Provide a safe, child-proofed home.
- ☐ Respect of Nanny's privacy outside of the job.
- ☐ Respect the fact that the Nanny has a life beyond the job.

5. Household Information:

- a. The Nanny may have friends or relatives visit her in the Family home. ☐ Yes ☐ No
- b. We would like the Nanny to answer the telephone in the following manner: _____

- c. We would prefer that the Nanny address us by our: ☐ Family name ☐ First names _____
- d. The following areas are off limits to the Nanny and child/ren: _____

- e. Our home is child-proofed. ☐ Yes ☐ No
- f. We expect the Nanny to child-proof our home and Family will respect her decisions. ☐ Yes ☐ No
Comments: _____
- g. What is the procedure to follow if the Nanny is locked out of the house? _____

- h. The Nanny will receive a set of keys to our house. ☐ Yes ☐ No
- i. The Nanny will be expected to set our house alarm. ☐ Yes ☐ No (The code will be supplied separately.)
- j. Our smoke detectors are located: _____

- k. Our fire extinguisher is located: _____
- l. Our Family television and music rules are: _____

6. Health and Emergencies:

- a. Where are the emergency numbers kept? _____
- b. What is the emergency escape plan? _____
- c. Preferred hospital (name and location): _____
- d. Phone numbers for parents in case of an emergency: _____
- e. Where are the first aid supplies kept? _____
- f. Should the Nanny take the child/ren's temperature? ☐ Yes ☐ No Method used: _____
- g. What medication does the child take? _____
- h. Written authorization to give medication will be supplied. ☐ Yes ☐ No
- i. Written authorization for the Nanny to take the child for medical treatment should be on file with pediatrician and preferred hospital.
Name of Pediatrician: _____
- j. Where is the health insurance identification kept? _____

7. Live-in Nanny Position (if applicable)

a. Nanny's quarters are private. Family should not enter unless invited or in case of emergency.

Agreed? ☐ Yes ☐ No

d. All food consumed by the Nanny will be furnished by the Family.

Specially requested items up to \$_____ per month will be provided by the Family.

Agreed? ☐ Yes ☐ No

Comments: _____

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

f. The Nanny will eat her evening meal with:

☐ The Family ☐ The child/ren ☐ By her/himself ☐ Often varies

g. The Nanny will eat her evening meal: ☐ Before the parents eat ☐ After the parents eat

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

i. The Nanny is allowed to have visitors in her quarters. Agreed? ☐ Yes ☐ No

Comments: _____

j. The Nanny is allowed to have visitors in our home. Agreed? ☐ Yes ☐ No

Comments: _____

k. Television and music rules in the Nanny's quarters are: _____

l. The Nanny will have a private telephone line/cell phone provided by Family. Agreed? ☐ Yes ☐ No

m. The telephone and the telephone connection will be paid for by: ☐ Family ☐ Nanny

n. The Nanny will pay for all her personal long distance phone charges if landline is provided.

Agreed? ☐ Yes ☐ No

o. The Nanny will pay the telephone company directly. ☐ Yes ☐ No

8. Image/Video - Social Media Privacy

The Nanny ☐ does ☐ does not have permission to upload digital images or video of the Family to the Internet. (including, but not limited to social media sites like Facebook, Twitter, Instagram, Vine, Pinterest, Blogs, Tumblr, etc.)

Comments: _____

Nondisclosure Statement: The Nanny will respect the privacy of the Family and to the maximum extent allowed by law agrees not to discuss any of the Family's personal business with anyone.

Videotaping: If allowed by law and the Family plans to videotape the Nanny, the Family will let the Nanny know that this will occur or may occur one time, occasionally, or on a daily basis as a means to evaluate job performance, and or as required by law

Periodic Review of Family and Nanny Agreement: Review of the written Agreement is recommended after 30 days, 90 days, 180 days, and annually thereafter.

TRAINING OPPORTUNITIES & ASSOCIATIONS

CPR & First Aid Certification

Morningside Nannies requires all nannies to obtain current pediatric first aid and CPR certification prior to their first day on the job.

Morningside Nannies is pleased to offer free and discounted American Heart Association pediatric CPR/AED/First Aid training at our office 6 times per year.

All nannies currently in active and applying status with Morningside Nannies and those currently placed with Morningside Nannies families are eligible for free training.

Other nannies are welcome to attend our trainings for the discounted group rate of \$50 per person.

Please contact Morningside Nannies at (713) 526-3989 if you would like to register for a class.

Please note, once you have registered and been confirmed in a free CPR/First Aid class, we require 10 days notice to cancel. Should you be unable to attend a scheduled training, you must notify Morningside Nannies within 10 days of the training. If you do not provide at least 10 days notice, you will not be eligible to register for another free training. We confirm our numbers with the instructor in advance and are unable to accommodate last minute cancellations.

The Professional Nanny Certificate at NannyTraining.com



NannyTraining.com is committed to offering high-quality, affordable and convenient educational programming specifically created for nannies.

Through their distance learning program, caregivers gain the knowledge and know how needed to succeed as a professional. With our career specific training, nannies can also differentiate themselves in a competitive job market.

At NannyTraining.com, the Professional Nanny Certificate program focuses on child development, health and safety, nutrition and professionalism and has been tailored specifically for in-home childcare providers.

An educated nanny is a quality nanny. Increase your knowledge base and expand your caregiving potential by enrolling in the professional nanny training program today.

Call Morningside Nannies at (713) 526-3989 to ask about complimentary enrollment in the Professional Nanny Certificate program at NannyTraining.com.

VISIT OUR WEBSITE FOR MORE
HELPFUL ARTICLES & INFO AT
MORNINGSIDENANNIES.COM

Training Opportunities & Organizations

PROFESSIONAL NANNY CERTIFICATE

Developed by Morningside Nannies executive director and award-winning nanny, parenting author and industry insider Michelle LaRowe, the Professional Nanny Certificate offers nannies a high-quality, affordable and convenient training program designed specifically for in-home childcare providers. Visit NannyTraining.com to learn more.

NATIONAL NANNY TRAINING DAY

National Nanny Training Day is a nationwide event bringing together over 1,300+ nannies for training and networking. Created and coordinated by Nanny Biz Reviews, events are put on by local nanny agencies across the United States and Canada. Visit nannybizreviews.com/nntd for all upcoming events in your city.

NANNYPALOOZA

Held in the fall of each year, Nannypalooza is a two-day conference for nannies and related nanny businesses providing a fun and affordable learning opportunity for nannies from across the United States and beyond. Visit nannypalooza.com for more information.

INTERNATIONAL NANNY ASSOCIATION ANNUAL CONFERENCE (INA)

Each year, the International Nanny Association hosts an annual educational event for nannies and those who educate, place and employ nannies. Attendees come from around the world to learn new skills and connect with others interested in professional growth and development. Visit nanny.org to learn more.

REALISTIC WAGE EXPECTATIONS

When conducting your job search, it's vital that you know your market value. To determine wage expectations, many nannies simply add up their expenses each month and set their salary requirements based on those results. Others come up with a random wage requirement that they are satisfied with and set that as their earning goal. Some even base their wage requirements on what they believe the parents can afford to pay them given where they live and the type of car they drive. And a few see advertisements for high-end positions posted on recruiting websites and assume that's the norm. Unfortunately, these are not accurate ways to determine a nanny's market value and earning potential.

The International Nanny Association periodically conducts an annual salary and benefits survey. You can view the results on their website at www.Nanny.org.

In the Houston area, nannies generally earn from \$16 to \$18 per hour, however depending on the job requirements and nanny's qualifications, the hourly rate could rise to \$20 per hour particularly for competitive positions such as for part-time after school jobs.

How can you fairly assess your market value and earning potential starting from this base wage range?

Consider your experience. How long have you been a nanny? What ages of children do you have experience with? Have you worked with other household staff? Are you a full-charge nanny? What duties and responsibilities have you taken on in previous positions?

Consider your references. What do those who you have worked for say about you? Are the parents giving glowing references or are they just willing to verify employment? Do you have references and reference letters to support your work history and timeline? If you want to work with newborns, do you have a reference from a parent of a newborn?

Consider your niche. Do you have a specialization? Do you only work with multiples? Newborns? Preschoolers? Do you have a history of staying with a family for 5 plus years? Do you have lots of experience working with children who have special needs? Or who were adopted? Are you a household manager? Do you specialize in working with older children? Are you experienced in the Montessori approach? Are you able to tutor school aged children?

Consider your educational background. Do you have a college degree in early childhood education? Do you attend NAEYC workshops? Do you have specialized training? Did you take child development courses? How do you stay current with best practices in childcare?

Consider your credentials. Are you a newborn care specialist? Are you an INA Credentialed Nanny? Are you a Child Development Associate? Do you have a teaching credential? Are you a certified nurse's assistant? Are you a home health aide? Are you a licensed daycare provider?

Consider your affiliations. Are you a member of the International Nanny Association? Are you involved with a local nanny support group? Do you attend nanny or educational conferences?

Consider your skill set. Are you a certified life guard? Can you speak a different language? Do you have a gift for teaching music or are you especially crafty? Are you a former camp counselor? Can you tutor or teach a foreign language? Have you homeschooled?

Consider what you are willing to do. Are you willing to take on housekeeping related tasks that aren't child related? Are you willing to prepare family meals? Can you travel with the family? Can you stay overnight or be extremely flexible with your schedule? Will you work for a stay at home parent? Will you iron?

Consider the employment package. Families are not legally required to offer employment benefits. Some do, as they know they have to in order to be competitive and to attract and retain qualified help. Standard nanny benefits include one to two weeks of paid vacation and paid holidays. Some families will also offer paid personal or sick days or contributions to health insurance. We strongly encourage our families to offer pay 52 weeks per year as well as paid vacation time and paid holidays, at a minimum. Depending on the benefits offered, the hourly wage rate may be impacted.

Like with any industry, the more experienced and educated you are, the higher your earning potential becomes. The more you are willing to work and do, the higher your earning potential becomes. The more specialized experience you have, the higher your earning potential becomes. When considering your market value and wage requirements, please be able to justify why you are expecting a wage outside of local averages. We will gladly present you with your requested wage rate to families, but we need to be able to justify to parents why you are worth a wage rate that is outside of the local Houston average.

REFERRAL PROGRAM

Do you know a great nanny or family?

WE WANT TO KNOW THEM TOO!

At Morningside Nannies, we value the outstanding service our nannies provide to our clients and are proud of the many nannies that represent our agency to Houston-area families.

We're looking to expand our caregiving team and client base and know that the best referrals often come from our existing pool of outstanding caregivers.

That's why when you refer a caregiver or family to our agency, we'd like to say thanks.

REFER A NANNY OR
FAMILY & RECEIVE

\$50

UPON PERMANENT
PLACEMENT

REFER A NANNY OR
FAMILY & RECEIVE

\$50

UPON BOOKING OF
THEIR 10TH TEMPORARY
PLACEMENT

When you refer a qualified nanny or family to Morningside Nannies, simply ask them to mention your name and let us know you've made a referral. We'll take care of the rest.



morningside
nannies

(713) 526-3989 www.MorningsideNannies.com



JOB SEARCH NOTES

Family Name: _____ Start Date: _____
Address: _____ Email: _____
Parent Contact: _____ Phone: _____
Hours: _____ Salary Range: _____

Names and Ages of Children: _____

Agency Notes About the Family and Position: _____

Phone Interview Notes: _____

Interview Date: _____ Time: _____ Location: _____

☐ Interested ☐ Not Interested ☐ Resume Sent ☐ Thank You Note Sent ☐ Placement Agent Updated

Family Name: _____ Start Date: _____
Address: _____ Email: _____
Parent Contact: _____ Phone: _____
Hours: _____ Salary Range: _____

Names and Ages of Children: _____

Agency Notes About the Family and Position: _____

Phone Interview Notes: _____

Interview Date: _____ Time: _____ Location: _____

☐ Interested ☐ Not Interested ☐ Resume Sent ☐ Thank You Note Sent ☐ Placement Agent Updated

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Agency Notes About the Family and Position: _____

Phone Interview Notes: _____

Interview Date: _____ Time: _____ Location: _____

☐ Interested ☐ Not Interested ☐ Resume Sent ☐ Thank You Note Sent ☐ Placement Agent Updated

Download & Print this Booklet at
www.morningsidenannies.com/nanny-docs