

The Complete NannyPro Hiring Guide



**Everything you Need to Hire the
Best Nanny or Babysitter for your Family**





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1. Introduction

Welcome to NannyPro.com and congratulations on making the first step towards hiring the best nanny or babysitter for your family. If you're looking for a safe and easy way to find the best nanny or babysitter, you've come to the right place.

Not too long ago, my husband and I were faced with the challenge of finding a trustworthy, responsible, and loving nanny for our then 3-month old son when I went back to work after maternity leave. Fortunately, we were lucky to find the perfect nanny, but the process wasn't easy. We understand your needs, concerns, and fears, because we have been in your shoes.

We know from experience that hiring a nanny or babysitter for the first time can be overwhelming and confusing. That's why we have created the Complete NannyPro Hiring Guide including everything you need to hire the best nanny or babysitter for your family. The guide is full of advice on how to get started, the nanny or babysitter hiring process, templates and forms including sample interview questions and sample work agreement, all you need to know about nanny taxes, and even resources for later including our own nanny's Daily Dairy Sheet.

We encourage you to review this guide as you begin your nanny or babysitter search on NannyPro.com and hope you will find it a useful tool in your hiring process and beyond. The Worksheets and Forms in this guide are organized so that you can easily print them out and use them now as well as after you have hired your nanny or babysitter.

We wish you the best of luck in your search!

Carolin Soldo
Founder and President
NannyPro.com





2. The Perfect Nanny or Babysitter – What are you looking for?

Before you begin your search for a nanny or babysitter you need to have a good idea of what you are looking for in the perfect candidate including detailed job responsibilities, salary or pay rate, schedule, and vacation and benefits just to name a few. You will want to include these details in your nanny or babysitter work agreement later on. Some other more subtle points to consider include your preference for the nanny's or babysitter's personality – are you looking for somebody very outgoing or more reserved, a very energetic or more relaxed person? Additionally, you may want to consider the perfect candidate's life circumstances. For example, does the nanny or babysitter have children, how old are they, is he/she single or married and settled down in the area, etc. You may also want to consider the nanny's or babysitter's gender, age, and cultural background. Being aware of these details in advance will help you prepare a clearer job description and narrow down your nanny or babysitter search to find the best candidate a lot faster.



3. Your Nanny or Babysitter Search

When you're ready to begin your search and hiring process we recommend you start by posting a job on NannyPro.com. NannyPro allows you to post an unlimited number of jobs in a structured way including the most important job details. This is the easiest way to let potential nannies and babysitters find you.

Next, you can conduct a search by zip / postal code to find available candidates near you. With NannyPro's Advanced Search, you can narrow down your list by availability, rate, and experience and even save your favorite candidates to your Saved Profiles and compare potential candidates later. Make sure you check back often as new nannies and babysitters sign up every day.

We recommend you narrow down your list of potential candidates as much as possible (5 is usually a good number) and contact candidates to determine whether mutual interest exists. Your next steps include interviewing and screening your candidates with background checks and by checking references before you make your final selection.



A pink star icon with a stylized human figure inside it, arms raised.

4 . Interviewing like a Pro

Before you setup in-person interviews with the nannies and/or babysitters on your list, we recommend you schedule short phone interviews to get a better feel for the candidates' personalities and ask some preliminary screening questions including possible start date, experience, exact availability, salary expectations, job preferences such as ages and number of children, transportation, and other particulars of your job.

The next step is to set-up in-person interviews with candidates that meet your criteria and made a good first impression during your phone interview. Usually, in-person interviews last about 30 minutes, but 1 hour is not too long. There are several ways in which you can conduct the in-person interview, but the three most common are:

1. In-person interview at your home
2. In-person interview in a neutral / public place
3. A working interview

Each approach has its benefits and drawbacks. Scheduling the interview at your home has the advantage of being able to familiarize the candidate with their possible work environment, introduce them to your family, and provides for a quieter atmosphere. Some people prefer to conduct the in-person interview in a more neutral location such as the local library, café, or restaurant. This approach is preferable if you are hesitant to bring a stranger into your home for the first interview and may allow the candidate to be more relaxed and open given the casual nature of the meeting. The working interview often provides the greatest insight into a candidate's suitability for your job, but also requires more time and effort on your part. During a working interview, the nanny or babysitter spends several hours with you and your child(ren) at your home where you can evaluate his/her interaction with your family first hand. The candidate in turn has the opportunity to get to know you and your family, your home, and expectations. Many times, the working interview represents a third meeting after the phone interview and the in-person interview.

Make sure you assess all the details of the meeting and interaction including the candidate's timeliness, appearance, and preparedness. At the meeting you should review the details of your job description, requirements, and both parties' expectations. Also don't forget to thoroughly explore what the nanny or



babysitter is looking for in a job, any existing limitations (time, health, transportation, etc) and special considerations. You may also want to ask the nanny or babysitter about age, marital status, and cultural background if these factors are important to you. You are allowed to ask these types of questions since you are hiring a household employee. Many families pay particular attention to a candidate's educational background and experience. There is no doubt that this factor plays a critical role in your selection process, but education is not necessarily a predictor of how well the nanny or babysitter will fit into your family and how loving and nurturing he/she will be with your child(ren). Your final selection will depend on many factors, but we recommend to:

FOLLOW YOUR INTUITION to hire the best nanny or babysitter for your family.

a. The Interview – Things to discuss

When you're ready to begin interviewing potential nannies and/or babysitters, you should prepare yourself by reviewing your list of interview questions that will guide your discussion. During the interview, take ample time to take notes and ask follow up questions – you will find yourself going back to your notes to compare candidates and make your final hiring decision later on. To make the process even easier for you, we have included Sample Interview Questions that you can print out and use for your nanny or babysitter interviews.



Sample Interview Questions

Nanny / Babysitter Name: _____

Interview Date: _____

Interview Time: _____

Contact Information: _____

1. Tell me a little bit more about yourself and why you want to work as a nanny / babysitter? (Icebreaker question)
2. Tell me about your prior experience working as a nanny / babysitter.
3. Tell me about your previous job and why you are looking for a new job.
4. What does your perfect job look like?
5. What kinds of activities and projects would you be doing with my child(ren) on any given day?
6. How would you describe your character?
7. How important are organization and neatness to you?
8. What are your beliefs about child rearing?
9. What forms of discipline do you use?
10. How would you comfort a child?
11. What do you do in case of an emergency or if a child got sick?
12. What do you like least about being a nanny or babysitter?



13. Would you be willing to take care of the following chores:

➤ _____
➤ _____
➤ _____
➤ _____

14. Where do you see yourself in 5 years from now?

15. Please give me a full day's sample menu for a child the age of mine including 3 meals, snacks, and drinks / bottles.

16. Do you have any physical handicaps or health conditions?

17. Do you smoke?

18. Are you married or single and do you have children of your own?

19. When would you be able to start?

20. Do you have references you would like to share with me?

21. Would you be willing to conduct a background check?

22. Are you First Aid / CPR certified and what is your educational background?

Optional:

23. Would you be comfortable caring for my pet(s)?

24. Do you use any prescription or over the counter drugs?

Other: _____





5. Due Diligence – Background Checks and References

Your last step before making your hiring decision should include a thorough screening of candidates. At NannyPro.com, we don't cut corners. We believe that conducting an in-depth nanny or babysitter screening is an essential part of hiring the right caregiver. Your screening process should consist of running background checks and checking references.

a. Background Checks

To be able to offer our members best-in-class background checks, we have done extensive research and are able to offer our users the best background check options on the market.

NannyPro offers 4 types of Background Checks:



Basic Background Check



Advanced Background Check



Employment Verification Service



Education Verification Service

The NannyPro Basic Background Check represents a good start to narrow your list of potential candidates. Use the NannyPro Advanced Background Check to screen your final candidate. With the Employment Verification you can verify a candidate's past work experience. Education Verification allows you to verify a candidate's education including school, major, degree obtained, and graduation date or expected graduation date.

We know that background checks can be confusing and you must be aware of the differences in background checks that you may be conducting. Depending on who you conduct the background check through, there can be great differences in quality and accuracy of the data. When it comes to background checks, you should always pay attention to the following:

- **Background Check Run Date** – How recently was the background run? As a rule of thumb, we recommend to request a new background check if the report you have is more than 30 days old.
- **Real-time Information** – Does the type of background check include real time information?
 - National Records Searches / Instant Searches do not provide you with real time information and could therefore be missing information about the nanny or



babysitter. We recommend these background checks for preliminary candidate screening only.

- County Criminal Records Searches provide you with real time information directly from the county level – a best practice in background checking.
- **Aliases and Maiden Names** – Does the type of background check you’re running include aliases and maiden names? If you are not checking aliases and maiden names in your search, you may not be able to retrieve important information on a nanny or babysitter that may have changed their name.

NannyPro’s Advanced Background Check meets the standards of a Best-in-Class Background Check, because it includes real-time information from the county level including all counties that the candidate has resided in and all aliases and maiden names.

b. Checking References

Finally you should be reviewing and checking candidates’ references. There are 2 types of references: personal references and professional references. Personal references include the candidate’s friends, family, and neighbors. Professional references include the candidate’s current or prior coworkers and employers, and members / leaders of organizations that the candidate is affiliated with. Ideally, you would like to review a few personal and professional references to gain multiple perspectives on the candidate. References can take on 2 forms: written references and references that you may contact. Experienced candidates may come to an interview with several written references. Candidates may also provide you with names of personal and professional references that you may contact via email or phone. Ideally, you would like to review a few written as well as live references. A written reference should be articulate, comprehensive, friendly in tone and 150 words or longer. For live references, we have included the Reference Check Form with sample questions for your live reference checks via phone or email.



Reference Check Form

Reference Name: _____

Nanny / Babysitter Name: _____

Date & Time: _____

Contact Information: _____

Personal References

How do you know (candidate name) and how long have you known him/her?

How much and what sort of experience does (candidate name) have working with children?

Professional References

During what time period did (candidate name) work with/for you? What was their work schedule?

What were (candidate name)'s job responsibilities and duties?

Why did (candidate name) leave / Why is (candidate name) leaving?

How would you rate (candidate name)'s attendance?

General

Does (candidate name) enjoy working with kids?

How would you rate (candidate name) on the following (use a 1-5 scale where 1 is poor and 5 is outstanding)

Reliability and Dependability	1	2	3	4	5
Character	1	2	3	4	5
Ability to relate to and bond with children	1	2	3	4	5
Knowledge of children's development	1	2	3	4	5
Ability to follow directions	1	2	3	4	5
Ability to prepare meals for children	1	2	3	4	5
Neatness / Organizational Skills	1	2	3	4	5
Maturity	1	2	3	4	5



Honesty	1	2	3	4	5
Energy Level	1	2	3	4	5

What are some of (candidate name)'s strengths / weaknesses?

Is there something that you think really stands out about (candidate name)?

On a 1-5 scale where 1 is poor and 5 is outstanding, how would you rate (candidate name) as a nanny / babysitter overall?

1	2	3	4	5
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6. Making the Offer

a. The Work Agreement

Congratulations! You are ready to make the offer! To ensure everyone is on the same page with all the necessary information right upfront, we recommend you create a Work Agreement that will spell out the details of the job such as salary, schedule, benefits, sick days, vacation days, daily routines, house rules for live-in nannies, etc. We recommend making the document as detailed and specific as possible to avoid any future misunderstandings with your nanny or babysitter. However, how much detail you want to include in your final Work Agreement is up to you. Some people keep things casual while others prefer to have set rules and guidelines in place for everything.

i. Nanny and Babysitter Pay

Determining the right salary or rate to pay your nanny or babysitter will depend on many factors including your location and average nanny and babysitter pay levels, the specifics of the job including job schedule, number of children, and job responsibilities, as well as the nanny's or babysitter's experience and expectations and of course your budget. Are you looking for a nanny or babysitter with a certain amount of experience or education level or CPR / First Aid certifications? All of these factors will play into your decision.

A great first step is to ask friends and family how much they are paying their nanny or babysitter for a benchmark. You may also consider how much you would be paying for other childcare arrangements including daycare costs. From our experience, nannies nationwide can have gross salaries between \$300 and \$1,000 per week.

ii. Benefits

Providing your nanny or babysitter with a good set of benefits is just as important as determining the right salary or pay rate. What benefits you would like to offer your nanny or babysitter is completely up to you and is often driven by a family's unique situation (including the parents' benefits such as vacation time). Full-time nannies or babysitters would generally expect a more comprehensive set of benefits than part-time caregivers. When you think about what types of benefits to offer your nanny or babysitter, you may consider the following:



- Paid vacation and holidays
- Sick days
- Mileage and gas reimbursement
- Personal days
- Health Insurance
- Phone Allowance
- Paid Travel Expenses
- Retirement Plan Contributions
- Continuing Education or College Courses
- Disability Insurance
- Clothing Allowance

To help you get started with your Nanny or Babysitter Work Agreement, we have included a Sample Work Agreement that you can customize according to your needs.



Sample Work Agreement

Date: _____

Employer

Family Name _____

Address _____

Phone / Email _____

Employee

Nanny / Babysitter Name _____

Address _____

Phone / Email _____

Child(ren)

- Name _____ Age _____ Date of Birth _____
- Name _____ Age _____ Date of Birth _____
- Name _____ Age _____ Date of Birth _____
- Name _____ Age _____ Date of Birth _____
- Name _____ Age _____ Date of Birth _____

Schedule

- Start Date: _____ Trial Period: _____ weeks / month (circle one)
- End Date: _____

Weekly Schedule:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
____am / pm	____am / pm	____am / pm	____am / pm	____am / pm	____am / pm	____am / pm
to	to	to	to	to	to	to
____am / pm	____am / pm	____am / pm	____am / pm	____am / pm	____am / pm	____am / pm



Salary / Rate

- The nanny / babysitter will receive the following pay:
\$_____ per hour / week / month (circle one) paid each _____ (day of the week / date)
- Employer will pay by:
 - ☐ Direct Deposit
 - ☐ Cash
 - ☐ Check
 - ☐ Other
- We will work / will not work with a Household Employee Payroll and Tax Service (circle one).
- Overtime will be compensated at a rate of:
 - \$_____ per hour
 - \$_____ over night
 - \$_____ on the weekend

Benefits

- Employer will / will not provide Health Insurance (circle one).
Health Insurance Information:
Insurance Carrier: _____
% covered by Employer: _____ %
% covered by Employee: _____ %
Attach additional information if available
- Employer will / will not provide transportation (circle one).
- Employer will / will not reimburse employee for work related travel / mileage (circle one).
Mileage will be reimbursed at a rate of \$_____ per mile.
- Employer will / will not provide food to prepare meals and beverages for nanny / babysitter during working hours (circle one).

Sick Days, Vacation, and Time off

- Employee is entitled to _____ days of paid vacation annually.
- Employee will receive _____ sick days annually.
Sick days will / will not roll over from one year to the next (circle one).
- Employee will receive _____ personal days annually.



Personal days will / will not roll over from one year to the next (circle one).

- Employee will / will not be paid when the employer is on vacation or uses personal days (circle one).
- The following Holidays will be paid:

- ☐ New Years Day
- ☐ President's Day
- ☐ Memorial Day
- ☐ Independence Day
- ☐ Labor Day
- ☐ Columbus Day
- ☐ Veteran's Day
- ☐ Thanksgiving
- ☐ Day after Thanksgiving
- ☐ Christmas Day
- ☐ Other: _____

Performance Review and Termination of Agreement

- Employer and Employee may terminate employment at any time by giving _____ days notice.
- A performance review will be conducted _____ times per year (insert frequency).
- Raises may be given _____ times per year (insert frequency or date).

Family Rules

- The employee may not drink alcohol, use illegal drugs or smoke on the job.
- Employer will / will not provide employee with a petty cash fund (circle one).
- Employee agrees to keep all household information confidential both during and after employment.
- Other Family Rules (e.g. use of appliances, security system, TV, phones, bed times, etc.)



Optional Topics:

Job Responsibilities

- Employees job duties will include the following

- ☐ Preparing meals, bottles, etc.
- ☐ Light Housekeeping including

1. _____
2. _____
3. _____
4. _____

- ☐ Laundry
- ☐ Caring for Pets
- ☐ Shop / Run Errands

- ☐ Drive Child(ren)
- ☐ Homework Help
- ☐ Sleep Training
- ☐ Other: _____

- Daily Routines should include (e.g. nap times, breakfast / lunch / dinner / bath time, etc)

_____ am/pm: _____

_____ am/pm: _____

_____ am/pm: _____

_____ am/pm: _____

_____ am/pm: _____

_____ am/pm: _____

_____ am/pm: _____

_____ am/pm: _____

Employee Tasks

Include any special considerations, behaviors, or tasks to be completed by the employee such as:

- Filling out a daily dairy sheet
- Tidying up the house at the end of the day
- Children's special needs

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



Employer Tasks

Include any special considerations, behaviors, or tasks to be completed by the employer such as:

- Being home on time
- Providing regular feedback on job performance
- Providing employee with necessary tools and supplies on the job

3. _____

4. _____

3. _____

4. _____

5. _____

6. _____





7. You hired a Nanny or Babysitter – Now What?

You have taken all the necessary steps in the nanny or babysitter hiring process, made the offer, and the nanny or babysitter accepted. Now What? Before you can be on your way to your new daily routine with your nanny or babysitter, you need to give some thought to a few more very important aspects of the nanny and babysitter hiring process: The Orientation Day and Trial Period as well as Nanny or Babysitter Payroll and Taxes.

a. Orientation Day and Trial Period

Don't forget about orientation day. If you have not already conducted a working interview with your nanny or babysitter where you spend several hours or an entire day with the candidate and your child(ren) at your home, you should plan an orientation day. Orientation day is usually the nanny's or babysitter's first real day on the job. We recommend you allocate at least an hour or two to spend with the nanny or babysitter on his or her first day to help them relax and make sure your child(ren) are well situated. This will also help you feel more at ease when you leave the house a little while later. On Orientation day show the nanny or babysitter around the house, point out where he or she can locate important items, explain how to operate appliances, security systems, go over the daily routine or your plans for the day, etc. Make sure you leave plenty of time to allow the nanny or babysitter to ask questions.

Most regular full-time and part-time jobs have trial or probation periods for new employees before a permanent hiring decision is made. Trial periods allow the employer and the employee to verify that the job is a good fit for them. Employees generally do not receive any benefits during a trial period. You should think about implementing a trial period for your new nanny or babysitter. Let the nanny or babysitter know that you would like to have a trial period of x amount of time to allow both of you to get to know each other better and determine whether or not the arrangement is working out well for both parties. You can decide how long your trial period should last. We generally recommend 3 months or less.

b. Nanny Taxes and Payroll

Nanny Taxes and Payroll are often topics that parents are apprehensive about or even try to avoid, because they are overwhelmed and don't know where to get the necessary information to educate themselves. Families may think employment taxes will add extra costs and paperwork and don't know where to start. Nannies and babysitters may assume they will have less money in their pocket without any benefit. These are some common misconceptions.





Families and Nannies / Babysitters can have the following benefits from paying taxes:

Family Benefits:

- Child and Dependent Care Tax Breaks that can often offset or even exceed the nanny tax payments

Nanny and Babysitter Benefits:

- Social Security, Medicare, Unemployment Benefits, Disability Benefits, Worker's Compensation, Credit Worthiness, and more.

Depending on your state of residence, you may be responsible for employer taxes as a % of your employee's gross wages, withholding taxes from your employee's paycheck including Social Security and Medicare, Federal Income Tax, and State Income Tax, Workers Compensation and Disability Insurance (for full time employees with 40 hours or more per week), and meeting Federal and State labor law requirements.

In order to help you manage nanny and babysitter payroll and taxes, we have teamed up with a leader in the industry who can help you make the process EASY! As a NannyPro.com member, you are eligible for a special discounted rate and you can even try the service free for 30 days with no obligation.

Once your account is set up you just enter hours and you get instant paycheck calculations. You can then print the checks directly on your own printer, or use free direct deposit. Our partner guarantees the accuracy of the federal, state and local tax calculations for paychecks. Our partner will also provide you with everything you need to file and pay the employer's share of federal and state payroll taxes. They complete a signature-ready Schedule H that you simply print, sign, and submit with the rest of your tax return. Completed W-2's are also included at no additional charge. For your state payroll taxes, they will pre-fill all necessary state forms and provide you with email reminders that tell you when the state filing is due, and how much tax must be paid. You simply print out these pre-filled forms and mail them to the state. It couldn't be easier.

For more information, simply click on Nanny Taxes on NannyPro.com and follow the link to our partner's website.





8. The Performance Review

The following sections of your NannyPro Hiring Guide are intended to provide you with guidance on some important topics of interest after you have hired a nanny or babysitter. These include the Performance Review and Raises and Bonuses.

a. How to conduct the Performance Review

Like most other full- and part-time jobs, the nanny and babysitter job requires a Performance Review at least once a year. The objectives of a nanny or babysitter performance review are as follows:

- Review the nanny's or babysitter's performance given his or her job responsibilities and work agreement
- Create an open forum of communication to allow both parties to voice any concerns
- Provide each other with as much feedback as possible
- Discuss any improvements that can be made
- Discuss new job responsibilities or nanny / babysitter requests
- Discuss Raises and Bonuses

With everybody's busy schedule it is easy to forget to sit down with your nanny or babysitter once in a while to keep the lines of communication open. The performance review will create an opportunity for you to do just that. Whether you would like to have a more formal or casual performance review with your nanny or babysitter is completely up to you. The main goal of the review should be to create an open forum for you and your nanny to discuss your relationship and situation overall including giving praise to your nanny or babysitter for a job well done and/or addressing any concerns you may have and how to implement positive change wherever necessary. It is important to keep in mind that the performance review should never be one-sided and allow your nanny or babysitter to speak up so that any concerns can be resolved and questions are answered.

Performance Reviews are generally scheduled once a year. The first review should take place on your nanny's or babysitter's 1 year anniversary or earlier. Bi-annual performance reviews may work better for your family if you would like to have more frequent opportunities to sit down with your nanny or babysitter to discuss your situation. In addition to the more formal performance review you conduct once or twice a year, we recommend you schedule some brief monthly or quarterly meetings with your nanny or babysitter that allow you to take



time to review any new developments, have the nanny or babysitter provide you with important updates on your child(ren), exchange new ideas, and discuss anything else of importance to both of you.

Before you conduct the Performance Review, we recommend you complete the Performance Review Template to prepare yourself and assess your nanny's or babysitter's performance. This will also help you make a list of things you would like to discuss when you meet. It is also a good idea to give your nanny or babysitter a blank copy of the Performance Review Sheet and ask him or her to prepare a self-evaluation and note down anything they would like to discuss. This ensures you are both well prepared for the meeting.

To get you started, we have included a Performance Review Template that you can print and use as is or modify to meet your specific needs. The next section of this guide will cover Raises and Bonuses that you may discuss with your nanny or babysitter at your performance review.

b. Raises and Bonuses

Like any other employee, nannies and babysitters are entitled to periodic salary reviews and bonuses at the discretion of their employer. Salary reviews may be scheduled at the same time of the performance review or conducted on separate occasion, but should occur at least once a year. Generally, salary reviews include merit as well as cost of living increases.

Merit increases are based on the nanny's or babysitter's performance since the last review period. The merit increase is generally calculated as a % of base pay and commonly ranges from 0% to 5%. 0% would indicate the nanny or babysitter does not meet requirements and only does the bare minimum on the job. 5% would indicate the nanny or babysitter continuously exceeds your expectations. The nanny or babysitter may exceed your expectations by frequently taking care of tasks that are not part of your work agreement such as housekeeping, running errands, etc.

Cost of living increases are based on inflation and general increases in nanny or babysitter pay levels. The cost of living increase is also calculated as a % of base pay and commonly ranges from 2% - 3%.

Adding both the merit and cost of living increase will result in your nanny's or babysitter's pay raise for the period (e.g. the following year).





An exception should be made when new responsibilities or tasks are added to the nanny's or babysitter's work agreement such as new housekeeping duties, change in work schedule, or a new baby. We recommend a pay raise of at least \$60 per week for a new baby.



Performance Review Template

Parent's Name: _____

Date: _____

Nanny or Babysitter Name: _____

Evaluation Period _____

Please think about your nanny's or babysitter's performance over the past ____ months. On a 10-point scale, where 1 means "Poor" and 10 means "Excellent", please evaluate the following attributes.

Relationship with your child(ren)	1	2	3	4	5	6	7	8	9	10
Ability to bond with your child(ren)	1	2	3	4	5	6	7	8	9	10
Communication with your child(ren)	1	2	3	4	5	6	7	8	9	10
Communication with you	1	2	3	4	5	6	7	8	9	10
Ability to teach your child(ren) new skills	1	2	3	4	5	6	7	8	9	10
Ability to foster creativity and learning	1	2	3	4	5	6	7	8	9	10
Conducting age appropriate activities	1	2	3	4	5	6	7	8	9	10
Fostering a loving and nurturing environment	1	2	3	4	5	6	7	8	9	10
Following instructions	1	2	3	4	5	6	7	8	9	10
Cooking and providing nutritious meals and snacks	1	2	3	4	5	6	7	8	9	10
Attention to hygiene and safety	1	2	3	4	5	6	7	8	9	10
Reliability	1	2	3	4	5	6	7	8	9	10
Punctuality	1	2	3	4	5	6	7	8	9	10
Absenteeism	1	2	3	4	5	6	7	8	9	10
Trustworthiness	1	2	3	4	5	6	7	8	9	10
Maturity	1	2	3	4	5	6	7	8	9	10
Professionalism	1	2	3	4	5	6	7	8	9	10
Handles stress in an effective way that does not impact your child(ren)	1	2	3	4	5	6	7	8	9	10
Completes all tasks as stated in work agreement (housekeeping, etc)	1	2	3	4	5	6	7	8	9	10
Motivation to go above and beyond	1	2	3	4	5	6	7	8	9	10
Other.	1	2	3	4	5	6	7	8	9	10
_____	1	2	3	4	5	6	7	8	9	10
_____	1	2	3	4	5	6	7	8	9	10
_____	1	2	3	4	5	6	7	8	9	10





Appendix: Essential Every Day Tools and Templates

In this chapter of the NannyPro Complete Hiring Guide you will find some very helpful Tools and Templates for you and your nanny or babysitter. Use them as is or edit them to fit your personal needs.

i. **The Daily Dairy Sheet**

The Daily Dairy Sheet is supposed to be completed by your nanny or babysitter on the job to record meals, diapers or potty times, naps, activities, behavior and mood, problems or concerns, and supplies needed. It's a handy tool to review with your nanny or babysitter when you come home that let's you quickly go over the most important topics of the day.

ii. **The Information Sheet**

The Information Sheet serves as a reference for your nanny or babysitter that he or she should have handy at all times. It includes such important information as the family's contact information, important phone numbers and addresses, health related information such as allergies and medications, and other items for your nanny or babysitter to be aware of.

iii. **Emergency Contact Sheet**

The Emergency Contact Sheet should be kept at the nanny's or babysitter's workplace. It includes contact information that the nanny or babysitter needs in case of an emergency.

iv. **Medical Release Form and Medication Form**

Both of these forms allow your nanny or babysitter to act on your behalf in case of an emergency and administer necessary medication. These forms should also be kept at the nanny's or babysitter's workplace.



Daily Diary Sheet

DATE: _____

Meals

Time	What? (Breastmilk or Formula)	How Much?
_____	_____	___ __ oz
_____	_____	___ __ oz
_____	_____	___ __ oz
_____	_____	___ __ oz
_____	_____	___ __ oz

Time	What? (Breakfast, Lunch, Dinner, Snacks)	How Much?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Diapers/Potty Times

Time

Naps

Went to sleep at:
 _____ a.m. / p.m.
 _____ a.m. / p.m.
 _____ a.m. / p.m.
 _____ a.m. / p.m.

Woke up at:
 _____ a.m. / p.m.
 _____ a.m. / p.m.
 _____ a.m. / p.m.
 _____ a.m. / p.m.

Activities

Behavior and Mood / Problems and Concerns

Supplies Needed (Diapers, Wipes, Formula, Toys, etc.)



The Information Sheet

Emergencies and Health Related

Emergency 911

National Phone Directory 411

Poison Control 1-800-222-1222

Pediatrician Name _____

Pediatrician Address and
Phone _____

Hospital _____

Hospital Address and Phone _____

Health Insurance

Health Insurance Provider _____

Health Insurance Phone
Number _____

Group Number _____

ID Number _____

Family Information

Family Name _____

Home Address _____

Home Phone _____

Work Phone(s) _____

Cell Phone(s) _____

Emergency Contact(s) _____

Child's Name _____

Age _____

Date of Birth _____

Known Allergies _____

School _____



Child's Name _____
 Age _____
 Date of Birth _____
 Known Allergies _____

School _____

Child's Name _____
 Age _____
 Date of Birth _____
 Known Allergies _____

School _____

Schedules

Sleep Schedule _____

Nap 1 _____

Nap 2 _____

Nap 3 _____

Bath Time _____

Feeding Schedule _____

Breakfast _____

Lunch _____

Dinner _____

Snacks _____

Bottles _____

When _____

What (Breastmilk,
Formula, Milk) _____

How much _____



Medical Release Form

I, _____ (parent, guardian) hereby authorize the following nanny or babysitter, _____, to act on my behalf in the care of my dependent(s). The above mentioned nanny or babysitter has my authority to request emergency health and / or medical services for my dependent in case of a health emergency.

Primary Physician: _____

Primary Physician Contact Information: _____

Dependent Name: _____

Date of Birth: _____

Dependent Name: _____

Date of Birth: _____

Dependent Name: _____

Date of Birth: _____

Parent / Guardian Name: _____

Parent / Guardian Telephone: _____

Parent / Guardian Signature

Date



Medication Form

I, _____, (parent / guardian) hereby give my permission that the following nanny or babysitter, _____, who is caring for my dependent(s), give my dependent(s) the below listed medication.

Medications:

1. _____

Child: _____

Condition for which medication is prescribed:

Instructions:

Dosage: _____

Time(s): _____

Possible Side Effects: _____

2. _____

Child: _____

Condition for which medication is prescribed:

Instructions:

Dosage: _____

Time(s): _____

Possible Side Effects: _____

3. _____

Child: _____

Condition for which medication is prescribed:

Instructions:

Dosage: _____

Time(s): _____

Possible Side Effects: _____

Prescribing Physician: _____

Physician Contact Information: _____

Parent / Guardian Signature

Date

