

NannyKins

The Search Process

As a mother, I am well aware of how stressful balancing work, home and childcare can be on a family. It's a juggling act! I understand and I am ready, willing and able to help you find the most qualified, dedicated childcare candidates to ensure the peace of mind you deserve when it comes to the care of your children.

Our Agency Representatives evaluate each Nanny based on their overall demonstration of character and dedication to childcare. Individual evaluations are based on background, education, experience, knowledge and passion for working with children. While each Nanny brings their own unique background, a typical Nanny may hold an early childhood, psychology, nursing or other child-related degree, and has years of hands-on experience with children.

We understand you want to deal with an Agency whose representatives are available, approachable, knowledgeable and dedicated to meeting your family's particular needs.

Registration

- Submit a Family Registration Form & along with the non-refundable \$200 Registration Fee**
- Submit original Agency Agreement**
- Receive and Review *Nanny Portfolios****
- Advise Agency of those Applicants you will contact to schedule an interview**
- Contact Applicants and schedule an interview (give Applicant clear directions to your home).**
- Advise Agency of scheduled Interviews (names, dates and times)**

***Note: *Nanny Portfolio* is a complete file to be used as a guideline for your personal interview (includes Nanny Application, Nanny Questionnaire and References).**

Conducting Interviews

Remember, a Nanny is a professional. Childcare is an important job, which needs to be taken very seriously. A carefully conducted interview will help to ensure the right person is chosen.

- ❑ Make a list of potential Nannies.
- ❑ Contact those Applicants you are interested in to set up interview appointments. Be sure to confirm dates and times and give clear directions to your home. Be sure to allow at least one (1) hour for each interview.
- ❑ Arrange for a friend, your partner or a relative to sit in on the interview with you.
- ❑ Prepare a list of questions to ask each potential Nanny.
- ❑ Put the same questions to each applicant.
- ❑ Take notes at each interview.
- ❑ Contact your Agency Representative with feedback on each interview.

What does the Nanny want to ask you? *Interviewing is a two-way process. Make sure you offer the Nanny the chance to ask you questions. Whenever possible, give the prospective Nanny a hand-over period with the Nanny who is leaving. If you are hiring a Nanny for the first time, be sure to furnish your prospective Nanny with a friend's number to call for a reference on you.*

- ❑ Contact Agency with feedback on Interviews and to discuss your hiring intentions.
- ❑ Agency takes steps to begin process of obtaining necessary and appropriate background checks/driving history on Applicant you are interested in hiring.
- ❑ Upon receipt and review of all necessary background check/driving history documentation, Agency will call you to discuss the results of background investigations.
- ❑ If, and only if, background checks and driving history are positive and clear, you will request Agency's skeleton form of Professional Employment Agreement.
- ❑ Schedule meeting with Nanny to complete a mutually satisfactory Professional Employment Agreement
- ❑ Discuss Tax and Payroll Service Options with an Agency Representative.
- ❑ Contact your Automobile Insurance Carrier if Nanny will be using a vehicle you own.
- ❑ Contact your Insurance Agent regarding Workman's Compensation Policy issues.
- ❑ Meet with Nanny to fully complete Professional Employment Agreement.

Your Nanny will want the same benefits we want ourselves and that she would most likely be offered working in the corporate sector. Benefits to consider offering are health insurance packages, tuition reimbursement, health club memberships, incentive bonuses, paid holidays, paid vacation, paid sick days, personal days, availability to a vehicle, traveling with family. Be flexible and treat your Nanny as a professional. A happy Nanny will stay with your family long-term and give your children the consistency they need.

- ❑ **Forward a fully executed Professional Employment Agreement to Agency**
- ❑ **Agency will review Employment Agreement and contact parties with any questions or comments**
- ❑ **Agency will contact both parties to advise that all necessary documentation is in Agency's possession and to confirm Nanny's employment start date.**
- ❑ **Placement Fee is now due, in full, to Agency.**

You Should Expect:

- ✓ **Professionalism**
- ✓ **Experience**
- ✓ **Ability to respond your children's individual needs**
- ✓ **Ability to plan age-appropriate activities from day-to-day and week-to-week**
- ✓ **Respect**
- ✓ **Confidentiality**
- ✓ **Trust**
- ✓ **Ability to develop children's strengths and weaknesses**
- ✓ **Consistent Feedback**
- ✓ **A Resourceful approach**
- ✓ **A warm, loving, positive addition to your family**

You Should Provide:

- ✓ **Respect**
- ✓ **Trust**
- ✓ **Confidentiality**
- ✓ **Clear details of expected hours and duties-- a well thought-out job description**
- ✓ **Good working conditions**
- ✓ **Written Professional Employment Agreement**
- ✓ **Safe, clean environment**
- ✓ **Information about local Parks, Playgrounds and local events of interest to family**
- ✓ **Contact numbers for Parents, Emergency information, Schools, Playmates, etc.**
- ✓ **Guidance regarding allergies medicines, diet, and sleep preference**
- ✓ **Written permission/authorization to administer medications and seek medical advice in your absence**
- ✓ **Scheduled times to communicate with your Nanny**
- ✓ **Periodic Job Performance Evaluations**

Listen to your children. What do your children think? Are they happy and excited to see her when she arrives? Are you experiencing behavioral problems since your Nanny has partnered with your family? Certainly there will be ups and downs. Listen to your children. Give them an opportunity to let you know how they really feel about your Nanny, without pressuring them. Set aside some quiet time to discuss feelings, troubles and worries they may have. If age appropriate, ask them for their opinion as to your Nanny's personality, sense of humor, etc. Your support and understanding will be key to a successful relationship between your family and your Nanny. Your children need to know that you have respect and trust for your Nanny.

Listen to your Nanny. Put aside some time each week to sit down and discuss the week's events. You should be exchanging information at the end of each day with your Nanny regarding your children's care, progress, behavior, developments, etc. You might encourage your Nanny to keep a daily journal to help keep you informed as to your children's daily activities and progress.

Congratulations!! I encourage you to call us with any questions or comments at any time!

Best of Luck to you and yours,

Ruthie M. Larivee, Owner