

*Referring experienced, well-referenced,  
professional nannies for more than 25 years.*



[www.morningsidenannies.com](http://www.morningsidenannies.com)

Thank you for inquiring about Morningside Nannies referral services. We are pleased to send you this packet of information and look forward to assisting you in your search for a caregiver. Please feel free to contact one of our placement consultants with any questions that you may have. Our office hours are Monday through Friday from 8:30 AM until 5:00 PM.

**TELEPHONE: 713.526.3989**

**FAX NUMBER: 713.526.1463**

To register with Morningside Nannies you should:

1. Complete the FAMILY INFORMATION FORM
2. Complete the CLIENT AGENCY CONTRACT
3. Return all four (4) copies to Morningside Nannies.

It is important that you include credit card information on **both forms**.

EMAIL TO: [info@morningsidenannies.com](mailto:info@morningsidenannies.com)

FAX TO: 713.526.1463

MAIL TO: Morningside Nannies  
3701 Kirby Drive, Suite 734  
Houston, TX 77098

Once we receive your completed forms, we will call you for additional details about your position and will send you a follow-up packet of information that will include important information about hiring and employing an in-home employee.

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TODAY'S DATE: \_\_\_\_\_ HOW DID YOU HEAR ABOUT US? \_\_\_\_\_  
 DESIRED START DATE: \_\_\_\_\_ MAY WE CALL YOUR HOME? YES NO

**FAMILY INFORMATION FORM**

**CONTACT NAME:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_  
 SPOUSE/PARTNER: \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_  
 BEST PLACE TO REACH YOU: \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_  
 FAX NUMBER: \_\_\_\_\_ **ATTENTION:** \_\_\_\_\_

(HOME) STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 AREA OF TOWN: \_\_\_\_\_ MAJOR CROSS STREETS: \_\_\_\_\_  
 YOUR PLACE OF EMPLOYMENT: \_\_\_\_\_  
 YOUR PROFESSION OR POSITION: \_\_\_\_\_  
 SPOUSE OR PARTNER'S PLACE OF EMPLOYMENT: \_\_\_\_\_  
 SPOUSE OR PARTNER'S PROFESSION OR POSITION: \_\_\_\_\_  
 (YOUR NANNY WILL WANT TO KNOW A BIT ABOUT YOU, TOO!)

CHILD'S NAME \_\_\_\_\_ M/F \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SPECIAL NEEDS OR CONCERNS \_\_\_\_\_

**LIVE OUT ONLY** \_\_\_\_\_ **LIVE IN ONLY** \_\_\_\_\_ **EITHER LIVE IN OR LIVE OUT** \_\_\_\_\_

IF LIVE IN, PLEASE DESCRIBE THE NANNY'S ACCOMODATIONS: \_\_\_\_\_

**NANNY'S WORK SCHEDULE**

MONDAY		TUESDAY		WEDNESDAY
FROM: _____	TO: _____	FROM: _____	TO: _____	FROM: _____ TO: _____
THURSDAY		FRIDAY		SATURDAY SUNDAY
FROM: _____	TO: _____	FROM: _____	TO: _____	

ADDITIONAL COMMENTS: \_\_\_\_\_

PREFERRED SALARY: \$ \_\_\_\_\_ (PER HOUR) \$ \_\_\_\_\_ (PER WEEK)  
 MAXIMUM SALARY: \$ \_\_\_\_\_ (PER HOUR) \$ \_\_\_\_\_ (PER WEEK)  
 SALARY IS NEGOTIABLE BASED UPON QUALIFICATIONS: YES NO COMMENT: \_\_\_\_\_

*PLEASE NOTE: IT IS CUSTOMARY PRACTICE FOR A NANNY TO EARN A MINIMUM OF 2 WEEKS PAID VACATION AND TO EARN THE FULL WEEK'S SALARY, IF BY NO FAULT OF HER/HIS OWN, SHE/HE IS GIVEN A DAY OR DAYS OFF.*

PAID VACATION BENEFITS: \_\_\_\_\_  
 WILL NANNY BE PAID FOR TIME OFF IF YOU DON'T NEED HER? \_\_\_\_\_  
 OTHER BENEFITS OR CONDITIONS OF EMPLOYMENT: \_\_\_\_\_  
 WILL YOU BE DEDUCTING FUTA/FICA PAYROLL TAXES? \_\_\_\_\_

*PLEASE NOTE: THE IRS REQUIRES THAT ALL EMPLOYERS DEDUCT THE REQUIRED PAYROLL TAXES AND THAT ALL OVERTIME (OVER 40 HOURS PER WORK- WEEK) BE PAID AT AN HOURLY RATE OF TIME AND ONE HALF. NANNIES ARE NEVER CLASSIFIED AS INDEPENDENT CONTRACTORS; THEY ARE LEGALLY CLASSIFIED AS EMPLOYEES OF THE PERSON THAT SUPERVISES AND PAYS THEM.*

**JOB DESCRIPTION AND DUTIES (NANNIES ARE EXPECTED TO CARE FOR ALL CHILD RELATED TASKS – CHILDREN’S: LAUNDRY, BEDROOMS, PLAY AREA, ETC.)**

WILL THE EMPLOYEE HAVE HOUSEKEEPING DUTIES BEYOND CHILD RELATED DUTIES? YES NO

**HOUSEKEEPING:** LIGHT (PICKUP OF COMMON AREAS ONLY, LAUNDRY, AND DISHES)  
FULL (FAMILY’S LIVING AREAS, BATHROOMS, BEDROOMS - FULL CLEANING)

IF FULL HOUSEKEEPING WILL BE REQUIRED:

APPROXIMATE SQUARE FOOTAGE OF YOUR HOME: \_\_\_\_\_ NUMBER OF STORIES: \_\_\_\_\_

NUMBER OF BEDROOMS: \_\_\_\_\_ NUMBER OF BATHROOMS: \_\_\_\_\_

DETAIL OF HOUSEKEEPING DUTIES: \_\_\_\_\_

WILL COOKING BE REQUIRED? YES NO DETAILS: \_\_\_\_\_

**OTHER RESPONSIBILITIES:**

LIST FAMILY PETS THAT ARE KEPT INDOORS: \_\_\_\_\_

WILL EMPLOYEE HAVE ANY RESPONSIBILITY FOR PET CARE? \_\_\_\_\_

LIST ANYONE ELSE LIVING IN YOUR HOME: \_\_\_\_\_

LIST EMPLOYEE’S DUTIES RELATING TO THE ABOVE PERSON: \_\_\_\_\_

ARE THERE ANY SPECIAL CIRCUMSTANCES THAT THE NANNY SHOULD BE AWARE OF?  
(SUCH AS: BLENDED FAMILY, SINGLE PARENT, SAME SEX PARENTS, ADDICTION, BEHAVIORAL PROBLEMS, THERAPY, DIVORCE PROCEEDINGS, ABUSIVE PARENT ISSUES, RELIGIOUS BELIEFS OR PRACTICES, CARE OF ELDERLY OR INFIRMED, SPECIAL DIET, HEALTH PROBLEMS OR ALLERGIES, ETC.)

**QUALIFICATIONS:**

WILL THERE BE “ON THE JOB” DRIVING? YES NO

WILL A VEHICLE BE PROVIDED FOR THE EMPLOYEE’S USE? YES NO

IF EMPLOYEE’S VEHICLE IS USED, WILL YOU PAY MILEAGE? YES NO

DO YOU HAVE A BACKYARD SWIMMING POOL? YES NO

WILL THE EMPLOYEE BE REQUIRED TO SWIM WITH CHILDREN? YES NO

WILL THE EMPLOYEE BE ASKED TO HELP WITH HOMEWORK? YES NO

OTHER: \_\_\_\_\_

Thank you for the trust you are placing in us and we look forward to being of assistance. Morningside Nannies will begin the search for candidates upon receipt of this completed form, the signed Client/Agency Agreement and payment of the search fee. The referral fee is due at the time of hire and **all fees are non-refundable**. These forms may be mailed, faxed or emailed to us.

Morningside Nannies  
3701 Kirby Drive, Suite 734  
Houston, Texas 77098  
Phone: 713 526 3989  
Fax: 713 526 1463  
Email: [info@morningsidenannies.com](mailto:info@morningsidenannies.com)

**PLEASE CHARGE THE \$100.00 SEARCH FEE TO MY:**

VISA                      MASTERCARD                      AMERICAN EXPRESS

CARDHOLDERS NAME: (Please Print) \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CARDHOLDER’S SIGNATURE: \_\_\_\_\_

If you hire a candidate from Morningside Nannies do you plan to charge the referral fee to this credit card? **YES \*NO**

We will confirm this arrangement with you at the time of hire.

\*If you plan to pay the referral fee by cash or check, payment of the referral fee must accompany this form (equivalent to six (6) weeks of the nanny’s anticipated gross salary.) Payment of the referral fee will not be deposited until you have hired a Morningside Nannies’ applicant. If you do not hire anyone, Morningside Nannies will return your check for the pre-paid referral fee.

## Morningside Nannies Client/Agency Contract

I, \_\_\_\_\_ (please print your name) (hereinafter referred to as the “client” or “I”) agree to use the services of **Morningside Nannies**, (hereinafter referred to as MN) in the referral of a childcare provider, housekeeper or companion, (hereinafter referred to as an “employee” “applicant” “nanny” or “candidate”) in my household.

**Agree to Pay:** In consideration for the aforementioned referral, I will pay a referral fee to MN. This fee is contingent upon my hiring a candidate that MN has referred to me. I understand, agree and accept that all candidates’ profiles and files of applicants, which are received from MN, is the property of MN and the contents are confidential. I agree that I will not disclose to anyone the names, addresses and/or telephone numbers of any candidate. If, within one year of the date of the original referral I offer employment to a candidate that MN has introduced to me the full placement fee will be due to MN. If I violate this provision and any information contained in the file is disclosed to a third party by me, and that third party hires the applicant, I agree to pay the placement fee of said applicant. In the event that MN presses suit to enforce this provision, then the prevailing party shall be reimbursed for court costs and reasonable attorney fees. (See accompanying fee schedule.)

**Receipt of Fees:** Should I hire an employee through MN I understand that referral fees are due when the offer is extended and accepted and it is required that payment is received at that time. I understand that I may prepay the referral fee by check or cash at the time of registration or authorize the use of my credit card number as payment for placement (see credit card authorization form, page 2.) My new employee will not be permitted to start work until MN has received full fees. **All fees paid are non-refundable. Referral fees are not deposited until I agree to employ the candidate.**

**Replacement: (this applies to long term, full time, (35 hours or more) live out placements only):** Should employee replacement become necessary within the first ninety (90) calendar days immediately following my employee’s first day of employment, MN will refer additional candidates to me. I may hire one (1) candidate without payment of an additional fee. I must notify MN within seven (7) days of the last day worked or when the decision has been made to terminate, or when my employee has given notice of their intent to leave their position. Written notice is required and should include the reason for termination and the date termination is/or will be effective. If subsequent replacements **(this applies to full time live out placements only)** are needed during the 90-day period or for the twelve (12) months following the original employee’s anniversary of the start date, MN agrees to charge a (50%) reduced placement fee. If notification requirements are not met, or if MN learns that the employee was mistreated, or the employee’s duties changed in a manner unacceptable to the employee or that the employee was not paid the agreed upon wage in a timely manner, the provisions of the Placement Policy will be null and void. MN understands the urgency that arises when a replacement is needed and therefore treats replacements with the highest priority. MN will begin the search for new candidates immediately upon receipt of proper notification. MN will discontinue the search for a replacement if I do not find a suitable replacement because I have not made myself available to interview potential employees within thirty-days. I understand that the time it will take to find a replacement is unpredictable.

**Background Screening:** A written background search report will be provided when an offer of **long-term employment** has been made to a particular applicant that MN has referred. The report will include a multi-state criminal court records search, a Harris County felony and misdemeanor search, an identity verification report, a social security trace, a sex offender search, a wants and warrants search and a driving history. A professional pre-employment screening firm performs MN’s searches that are available usually within 24 hours. A multi-state criminal check is run on all nannies that are hired on a long-term or short-term basis. These checks are important tools in screening out undesirable care providers; however, no combination of background checks is 100% fail-safe. If the background report is not clear, MN will call and notify me. If I find the candidate unacceptable based on the information reported I am allowed to retract my offer of employment and prepaid fees will be refunded.

**Hiring:** I agree to notify MN as to whom I would like to hire, what the start date will be and the starting salary (based on gross wages) that is agreed upon. Upon the applicant’s acceptance of the offer and receipt of the referral fee, MN will then run the above described background screening. If time is an issue, I may make the offer of employment directly to the applicant, but must notify MN within twenty-four (24) hours of the offer and acceptance. Fax, voice mail and e-mail are available twenty-four (24) hours a day. MN doesn’t initiate the background search until an applicant has accepted a job offer. Background screening reports are normally available on the same business day MN is notified.



CHILDCARE SPECIALIST	RESPONSIBILITIES	COMPENSATION	AGENCY FEE
<b>Newborn Care Specialist (NCS)</b>	A newborn care specialist is a nanny with specialized training or extensive experience caring for newborns. Newborn Care Specialists may provide care for 24-hours, or may be booked for 4 to 12 hour daytime or evening shifts. Most NCS's are well experienced in the care of multiples.	\$16 - \$25 Per Hour/Care of multiples may be higher.	10% OF NCS's DAILY COMPENSATION OR \$35 PER DAY MINIMUM
<b>Sleep Trainer</b>	Newborn Care Specialist/Sleep Trainer is someone that will typically stay with the baby for a few overnights to establish a sleep schedule. The sleep trainer's goal is to set healthy routines and help the parents to support the scheduling. Some parents chose to be away from home to prevent the temptation of interfering during the training.	\$16 - \$25 Per Hour/Care of multiples may be higher.	10% OF NCS's DAILY COMPENSATION OR \$35 PER DAY MINIMUM
<b>Weekend or Evening Nanny</b>	All nannies that are assigned to temporary child care assignments have had reference checks and have a current background report. Many are professional nannies that are supplement their income or are nannies that prefer the flexibility of temporary assignments.	\$12 - \$16 Per Hour	\$25 PER DAY
<b>Summer or School Break Sitter/Nanny</b>	Experienced professional nannies, college students or teachers are available for daytime child care for children that are on a school break. Most care givers will take the children on outings if the parents approve, as well as work with them on their basic skills to keep them on track during the long break from the classroom.	\$12 - \$20 Per Hour. Teachers generally require a higher salary.	\$25 PER DAY FOR SHORT TERM CARE OR \$850 FOR THE FULL SUMMER.
<b>Nanny Care for a Mildly Ill Child (Short-term)</b>	An experienced nanny that will stay with a child suffering from a mild case of the flu, a cold, respiratory infection, strep (if already on antibiotics), teething, fevers that are less than 102 degrees, or other short term illness.	\$12 - \$16 Per Hour	\$25 PER DAY/ \$30 FOR THE 1ST DAY IF IT'S A SAME DAY REQUEST.
<b>Hotel Caregiver (Visiting Nanny)</b>	Experienced, well referenced, professional nannies are available to care for children of all ages for visiting families. The caregiver may stay in the room for the entire time or take the child or children on outings with the parents' permission. Outings may be to a children's movie, hotel swimming pool, the Children's Museum, or other places of interest.	\$12 - \$16 Per Hour	\$30 PER DAY
<b>Sitter Service, Temporary Nanny, Temp to Hire</b>	All nannies that are assigned to temporary child care assignments have had reference checks and have a current background report. Many are professional nannies that are between full time jobs or nannies that prefer the flexibility of temporary assignments. Temp assignments are 3 months or less.	\$12 - \$16 Per Hour	\$25 PER DAY (for up to 3 months.) If parent decides to hire the nanny that is on the temp assignment, all fees will be applied toward the full referral fee.

CHILDCARE SPECIALIST	RESPONSIBILITIES	COMPENSATION	AGENCY FEE
<b>Event Child Care Providers</b>	Services that we coordinate with the hotel and host: Secure check in and check out, arts and crafts, entertainment such as face painting, arcade games, balloon artists,movies, etc. Separate infant room and toddler room.	Ratio: Infants 1 to 1. Babies 2 to 1. Toddlers 3 to 1. Pre-school 4 to 1. School-age 6 to 1.	\$25 PER CAREGIVER. ALL RENTALS AND PURCHASES BILLED IN ADDITION.
<b>Holiday Care Provider</b>	Memorial Day, Labor Day, 4th of July, Thanksgiving, Christmas Eve, Christmas,New Years Eve, New Years Day.	\$16 - \$24 Per Hour	\$40 PER DAY
<b>Long Term Child Care/Professional Nanny</b>	Morningside Nannies accepts only the most qualified and well experienced caregiver candidates. Each candidate is thoroughly screened and must meet our agency's high standards. Every applicant must have glowing work references and a spotless background report.	\$12 - \$18 Per Hour for a well referenced nanny.	\$100 search fee and the equivalent of six (6) weeks of the nanny's gross salary, minimum \$1000 referral fee for full-time or part-time engagement. \$25 per day on a temporary basis.
<b>Parent's Helper</b>	A less experienced nanny or someone that is comfortable working along side a stay at home parent. A parent's helper may be left in charge of the children for brief periods of time.	\$10 - \$15 Per Hour	\$100 search fee and the equivalent of six (6) weeks of the nanny's gross salary, minimum \$1000 referral fee for full-time or part-time engagement. \$25 per day on a temporary basis.
<b>Governess/ Tutor</b>	A governess is an educationally qualified nanny employed by a family for the full-time or part-time private home education or tutoring of the family's children. A governess is an educator and is not expected to perform any household duties. A tutor will usually be a college student or teacher.	\$18 - \$25 Per Hour	\$25 PER DAY
<b>Housekeeper or Senior Companion</b>	Someone who has strong references regarding their experience in cleaning and maintaining a home or working with senior citizens. May be full time, part-time, or on an as-needed basis.	\$15 -\$20 Per Hour for cleaning or companion.	\$100 search fee and the equivalent of six (6) weeks of the nanny's gross salary, minimum \$1000 referral fee for full-time or part-time engagement. \$25 per day on a temporary basis.
<b>House or Pet Sitter</b>	Professional, qualified caregivers are available to stay overnight in your home to care for pets or give your home the lived-in appearance while you are away.	\$50 per night	\$25 PER DAY

## APPLES TO APPLES – CHOOSING A NANNY AGENCY

Our clients tell us that Morningside Nannies offers the highest quality service in Houston.

**SERVICE:** Some agencies use a short one or two page application form and some agencies never meet the nanny applicants in person. They gather information from the applicant through a telephone interview or an email. Some agencies ask for reference information but never call the references themselves. Some agencies even fake the references (Referring to: Channel 2 News report on 11/29/2006.) Some agencies issue bogus work authorization papers to their applicants. Some agencies do not do background reports and some claim they do, but do not share the reports or the reference information with the client family. Some only check the public records available in Harris County.

At Morningside Nannies after completing a lengthy and very detailed application our placement consultant personally interview each applicant. The information that we gather includes: personal, health and work history as well as information about the applicant's lifestyle. It includes a detailed inquiry into her/his past positions and assesses the applicant's skills and knowledge regarding childcare. Each past employer of the applicant will be contacted for a work reference before the nanny is referred to a client family. In addition our on-line pre-employment screening service provides us with **background reports** within minutes includes: a criminal records search of 42 Statewide Repositories, over 40 individual counties including Harris, the surrounding counties and the major counties in Texas for criminal and incarceration record. We also do a Wants and Warrants search, an Identification Verification, which gives us the applicant's past addresses, names that have been associated with that individual and the date, state and name that the Social Security Number was issued to, a multi state sex offender check, and a driving history. The hiring family will receive the applicant's full application, all reference reports, a copy of the applicant's identification and the complete background report.

**FEES:** A smaller or younger agency may offer lower rates because they do not have many candidates registered with them and they need whatever business they can get. Many agencies are under financed and go out of business within one or two years, where will they be if you need them in the future? If an agency offers you a low referral fee but wants you to sign a contract that allows them to automatically deduct the nanny's salary from your bank account or charge to a credit card beware and check the **BBB** rating on that agency. A low fee may indicate that the agency is doing minimal screening as mentioned above.

Morningside Nannies has an office that is conveniently located inside the loop. Our staff personally answers our phones throughout the business day, **Monday through Friday from 8:30 AM until 5:00 PM** and we interview over 20 applicants each week and welcome client visits. MN's BBB rating - no complaints!

**LOCALLY OWNED:** Pat Cascio founded the very first nanny agency in Houston in 1983, she founded Morningside Nannies in 1992. Pat comes into the agency every day and works alongside her staff. Pat served on the board of directors of the International Nanny Association since 1998 and was elected president of the board in 2000 and served 8 terms. Pat has been interviewed and quoted by the following publications: **New York Times, New York Post, Washington Times, Washington Post, USA Today, Wall Street Journal, The Oregonian, Miami Herald, Denver Post, The Houston Business Journal, Houston Press, River Oaks Examiner, The Seattle Times, The Village Voice, Chicago Sun-Times, Chicago Tribune, San Jose Mercury News, Las Vegas Review Journal, Concierge's Magazine, Time Magazine, Martha Stewart's Kid Magazine, USA Weekend, Money Magazine, Robb Report, Parents Magazine, Child Magazine, Working Mother Magazine, Real Simple Magazine, Bottom Line Personal Magazine, Cosmopolitan Magazine, Cookie Magazine, Twins Magazine and Expectant Mother Magazine.** She has also appeared on the four local news stations; **FOX, Channel 2, Channel 11 and Channel 13** evening news programs, and was a guest on **Great Day Houston** as well having been interviewed for **Tom Brokaw's Evening News, the Early Show** and has done several on-air radio interviews for various local markets. Pat is considered an "Industry Expert."

## Client Responses to Follow Up Survey

### Question: “Was Morningside Nannies responsive to your needs?”

- “Very! We made you work and you did! I was extremely picky! Thanks.” *Dr. Cheryl Caragnano, Pediatrician*
- “Yes. You always asked questions to ensure proper performance.” *Cynthia Cisneros, Television News Personality*
- “The first person you recommended met my needs perfectly” *Carolyn Goodrich, Stay at home mom*
- “Yes, very. I described the person I wanted and that’s what you found for me. Thank you.” *Penny Featherston, NorAm Energy*
- “Very! In a time crunch you provided me with two excellent applicants within hours!” *Dr. Anita Tonking*
- “Extremely! We were relocating from out of state and MN met every one of our needs.” *Susan Sherman, CPA*
- “You listened to my request and responded promptly. I feel very fortunate to have such superb childcare and appreciate the luxury of returning to work with out worry. Many thanks go to Morningside Nannies for that.” *Jeremy and Lauren Blachman*
- “I could have picked a name out of a hat and gotten a good nanny – all the candidates were very well qualified.” *Tari Hoekel, Attorney*
- “Morningside was by far the best as compared to the other services we used!” *Dr. Michael O’Reilly and Dr. Valerae Lewis*
- “The quality of candidates was very good. It was a difficult decision but Amy has proven to be a wonderful choice. We could not have found a better person. I would recommend your services to anyone looking for a nanny.” *Sonia Breathwit, Business Owner*
- “Compared to other agencies Morningside presented a higher caliber of candidate.” *Phyllis Epps, Law Professor*

### Question: “Please compare your experience with Morningside Nannies with other methods you have used to locate a nanny.”

- “I trust MN & their research into their nannies more than any of the other 7 agencies we talked with. The checks are reliable and the quality of nannies was superb. The process of finding a nanny was handled quite professionally.” *Dr. Kim Burgess, Pediatrician*
- “I am delighted with the outcome, and enjoyed the process.” *Dr. Rick Smalley, Professor Rice University*
- “Morningside Nannies blew the others away!” *Myron Morris, O.R. Business Manager and Dr. Audrey Winer, Pediatrician*
- “I am a very satisfied customer. My other methods of recruiting yielded unacceptable results. The nannies that I’ve hired through MN have been superior.”
- “I have used two other agencies, both were difficult to work with and did not live up to their promises and MN did.” *Dr. Susan Streusand*
- “MN was outstanding. The process was stress free and the caliber of applicants was far superior to that of other agencies. MN was thorough in their review and timely presentation of candidates.” *Susan Sherman, CPA*
- “MN only sent me nannies that fit my needs. I felt that I wasn’t sent the resume of everyone on file.” *Jodie MacCrory, IBM*
- “Originally, I tried to find a nanny on my own and it took me much, much longer and only half of them spoke English. I had to do my own background checks. MN made it much easier, faster and more efficient.”** *Holly Weinstock, Stay at home mom*
- “Objective and professional with an obvious personal touch, small but important comments about each person.” *Dr. Shari Roehen*
- “I liked the fact that you screened the candidates before sending them to us, rather than sending the candidate to me before I knew anything about them, like happened with \_\_\_\_\_, your competition.” *Name Withheld*
- “We’ve placed ads in newspapers on 2 occasions and have gone through an Au Pair program twice. This has been our best experience by far!” *James Wilt, Houston Symphony*

### Additional Personal Comments:

- “Thank you so much. I would recommend your company to absolutely everyone in need of help.” *Jeanette Bedine, Business owner*

## **Ten Common Mistakes When Hiring a Nanny**

October 5th, 2007



Be aware of these common mistakes in hiring a nanny:

**1. Inadequate Reference and Background Screening:** Failure to speak candidly to a candidate's references about your job and their experiences with the candidate has led many a family to make a hiring mistake. This takes time, and in their hurry to staff the position, many families take, and then regret, this shortcut.

**2. Compensation out of Step with the Local Job Market:** Hiring a nanny is expensive. It is the most expensive form of US childcare. Offering below market compensation not only makes it harder to staff the position, but it also leads to frequent turnover as the nanny leaves for a better paying position.

**3. Unrealistic Expectations for Housekeeping Help:** Parents often have visions of the Brady Bunch's Alice in their heads when they hire a nanny. They reason that their child naps several hours every afternoon and the nanny should be able to use this down time to take care of all of the housekeeping chores. It IS realistic to expect that a nanny will leave your house in the condition you left it. Unloading the dishwasher, emptying the full kitchen trash, and cleaning up around the high chair are all realistic expectations. It IS NOT realistic to expect the nanny to spend the hour or two that your child is napping cleaning bathrooms, doing the parent's laundry, mopping floors, etc. A nanny typically works in a very isolated situation, with little adult interaction and no meaningful breaks away from work. She needs some time in her 9 or 10 hour day to sit down, have a cup of tea, phone a friend, or in some manner take a break before resuming full childcare responsibilities.

**4. Poor Communication about Wages and Taxes:** You might believe that the nanny should expect that you will deduct taxes, and when you offer her \$500 per week, she will only clear \$425 after taxes. Wrong! Many nannies (and domestics in general) hear and understand the salary offer as a take home pay. You need to clearly communicate all compensation issues, including overtime compensation, up front when hiring. Miscommunication on compensation had torpedoed many a nanny: family relationship.

**5. Hiring without a Written Work Agreement:** Don't do it! A well crafted work agreement will spell out all the terms and conditions of the employment relationship, including hours, duties, benefits, and compensation.

**6. Disagreement on Childcare Style:** The family is very permissive, the nanny believes in boundaries. The nanny believes in disciplining with time out, the family believes in taking away privileges. Talk about this up front. Ask the nanny about how she was reared. Articulate your philosophy and ask her for feedback. Inconsistency in discipline and childrearing philosophies is not good for your children, and you will not be happy with the relationship long term.

**7. Failure to Provide Training and Orientation:** The new nanny does not know exactly how your family operates. A family needs to spend adequate time - from several hours, to several days, acclimating the new nanny.

**8. Micromanagement:** This is common with families with new babies, and families hiring their first nanny. It is perfectly legitimate to articulate your expectations to the nanny, and to request that she maintain a nanny log. It is unreasonable to expect her to have your baby napping from exactly 9:00 - 9:45 and 1:00 - 2:15. Tell her what you need done, and if necessary how you like it done, and then give her the latitude and flexibility to order her day to accomplish what you expect.

**9. Failure to Pay for Holidays and Days the Family is on Vacation:** A full time nanny should expect to receive her guaranteed base weekly pay all 52 weeks of a year, whether you need her for all or part of a week or not. Nanny should only be docked for days when she is absent (sick, car trouble, whatever the reason) and there is no flexible leave time (paid time off) available. And remember, pay day should never be delayed - if you will be gone on your nanny's pay date please provide her pay in advance.

**10. Issues Transporting Your Children:** If the nanny is required to use her personal vehicle for work purposes, you need to reimburse her for mileage at the IRS stipulated amount, which is adjusted year to year. The nanny may be reluctant to use her vehicle; we always recommend that families provide a vehicle for their child's transport, including age appropriate safety seats.

### **Hourly Pay versus Salary For Household Employees**

Household employees – including nannies – must be paid according to the Fair Labor Standards Act (FLSA). That legislation dictates that families who hire a live-out nanny, must pay her overtime for any hours over 40 in a 7-day workweek (please note: live-in nannies are exempt from overtime). Each of the overtime hours must be paid at a rate that is at least 1.5 times that of the regular rate of pay.

So, let's say you pay your nanny \$11.50 per hour. Based on your 48-hour workweek, she would be paid \$11.50/hour for the first 40 hours and \$17.25/hour for the eight overtime hours.

If your nanny is on a salary, you are allowed to manage overtime in a different manner. Let's say you both have agreed to a salary of \$600 for the 48-hour workweek. In this case, the contract should explicitly state that the regular rate of pay for the first 40 hours is \$11.54/hour. The overtime rate for the remaining 8 hours per week is \$17.31 per hour. Therefore, the total weekly salary is \$600.

While it may seem superfluous to split the salary into regular and overtime rates, it is an important protection. There have been many lawsuits around the country brought by former nannies claiming families did not pay overtime. Unless overtime is explicitly addressed in writing, the judge will almost always assume overtime was not paid and force the family to pay back overtime wages plus interest.

For those families, it's a very costly situation. The good news is it can easily be avoided with a couple of simple sentences.

MORNINGSIDE NANNIES OWNER, PAT CASCIO, QUOTED - WALL STREET JOURNAL ONLINE ARTICLE. HERE ARE A FEW EXCERPTS FROM THE ARTICLE:

How to Find the Right Nanny  
**The Tough Job of Hiring a Good Caregiver**  
July 27, 2006 Wall Street Journal

“Hiring an in-home employee can be one of the most-difficult and worrisome financial decisions parents can make. Aside from figuring out how to manage payroll, state and local , insurance and paperwork, you're also dealing with having a stranger living in your home.”

“Find nanny salary and perks in your region [here](#). Some parents also offer additional benefits, such as transportation and health-care insurance. (That doesn't include taxes, insurance and other costs you may incur...)”

Patricia Cascio, president of the INA, says many people wind up feeling uncomfortable with a new adult in their home -- that's why the turnover rates for live-in nannies are extremely high. ‘The likelihood of getting on each other's nerves is enormous,’ she says. There also are far more live-out nannies ([available](#)) than live-ins, which makes it more difficult to find an experienced live-in nanny.

‘Unless you're a couple with crazy work schedules, like a doctor's, I would recommend looking for a live-out person,’ Ms. Cascio says.

“Once you've decided the live-in/live-out question, you need to figure out how many hours you expect your nanny to work. Is it a 40-hour work-week, or do you need more flexibility? Do you expect the nanny to handle such things as night feedings or weekend babysitting? What additional duties do you expect the nanny to perform? (Will she be cooking for the family, doing laundry, or running errands?) Is travel involved?”

“Have a list of questions prepared in advance that will give you some insight into the candidate's approach to childcare. Explain your needs and expectations, and share your own thoughts on how you expect your children to be treated. To ensure a good fit, it's important that the nanny feel as comfortable with you and your family as you do with the nanny.”

“Once you've whittled your list of candidates down to two or three, it's time for the second set of interviews. Introduce your children to the candidates, and discuss specifics on what would be expected of the nanny during work hours”

“Next comes the background check. Placement agencies typically handle the background check for you...”

“If you're happy with the results and are ready to hire a nanny, set up a third interview to review your work agreement, make any changes that are mutually agreeable, and then make your offer. Afterward, sign your agreement and provide the nanny with a copy. (If you hired your nanny through a placement agency, Ms. Cascio says you'll be charged a placement fee, typically 10% of the nanny's annual salary, or a flat fee...)”

“Now that your recruiting job is done, time to focus on your new positions as payroll manager and employee-benefits director. The law treats any household employer as a small business, so you're required to withhold taxes from your employee, including Social Security, Medicare and unemployment taxes -- collectively known as the infamous "nanny tax." For 2006, employers who pay a household worker \$1,500 or more generally are required to file and pay taxes, up from \$1,400 last year.

“Depending on where you live, you also may be required to contribute to a state unemployment insurance and disability fund, and a workforce-training fund, according to Tom Breedlove, partner at Breedlove and Associates, an Austin, Texas, company that handles paperwork-filing services for clients with household workers. (Breedlove's site has [a calculator](#) that can help you figure out how much you'll pay.) To pay these taxes, you'll need to file [IRS Form SS-4](#) to get an employer identification number. In addition to withholding and paying taxes for your employee, you'll need to file [IRS Schedule H](#) and provide your nanny with a [W-2](#) each year.”

“...if the idea of all that paperwork is too much, companies such as Breedlove, GTM Household Employment in Clifton Park, N.Y., and HomeWork Solutions of Sterling, Va., will do the work for you...”

“...there are plenty of good reasons to put your employee on the books: In addition to risking an audit, you may lose valuable child-care tax credits and the ability to pay for care with pre-tax dollars using a tax-advantaged dependent-care savings account.”

“Finally, call your homeowners-insurance provider. Depending on your state, and your work arrangement, you may need to buy additional coverage to protect you in the event your nanny is injured in your home or sues you.”