



Date: _____

SUMMER FAMILY APPLICATION

Mother First Name: _____ Last Name: _____		Home Phone: _____
Father First Name: _____ Last Name: _____		
Home Street Address: _____ City: _____ Zip: _____		Primary contact parent: _____
Mother place of employment/Occupation: _____	Mother work phone #: _____	E-mail address: _____
Father place of employment/Occupation: _____	Father work phone #: _____	Additional #'s: _____

General directions to your home? _____

Who lives at your house? Children and adults other than parents.

Name	Male or Female	Birthday	Allergies/Special Needs Other Helpful Information

Do you have any pets? NO YES If yes, how many and what kinds? _____

Does anyone smoke in your home? NO YES

Has anyone in your home ever been arrested or convicted for any offense other than a minor traffic violation? YES NO
If Yes, please explain _____

How did you hear about The Nanny Agency, Inc. _____

NANNY/SITTER'S SCHEDULE: Starting Date _____ Ending Date _____

What are the hours you would need the nanny/sitter?

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							
Total Hours							

Additional information about schedule:

NANNY JOB DESCRIPTION:

Please indicate which of the following activities are expected from the nanny during scheduled work hours:

Physical care of child's

- bathing/personal hygiene
 preparing meals
 attend to health and safety
 bedtime/naptime
 dressing
 transportation to and from activities

Planning of age-appropriate activities which will contribute to the child's physical, emotional, intellectual, and social development, allowing for creativity:

_____science/math _____music _____art _____reading/story time _____dramatic play
_____swimming _____field trips to zoo, museums etc. _____ outings and walks to neighborhood parks

Discipline

Physical discipline of any kind is forbidden. The family's preferred method of discipline is as follows:

Light housekeeping related to the child's

_____bedroom _____bathroom _____play areas _____food preparation/cleanup
_____laundry _____nutritious meals and snacks _____shopping needs: clothing, toys, groceries

Please provide additional instructions of expectations of the nanny:

Generally Accepted Guidelines for Nannies and Families

1. Nanny's personal activities and appointment are to be scheduled during time off unless unavoidable. If unavoidable, advance notice and communication with the family is expected.
2. Nanny is not to have visitors to the home unless the family has been informed and approves of the visitors.
3. The family will establish a petty cash budget for planned activities and expenses related to child care (zoo, lunches out, museums, etc.), and the nanny will work within the budget and provide receipts for any expenditure.
4. There is to be absolutely no smoking or use of alcohol or drugs while caring for the children. Doing so is immediate grounds for dismissal.
5. Nanny is expected to be prompt, dependable and prepared to work during each scheduled time.
6. Family and nanny will notify each other at least 2 weeks in advance of any planned vacation or absence and provide as much notice as possible for emergency changes in schedule.
7. Child/children's nap time is considered a break time for the nanny. This time may also be used to attend to some of the light housekeeping duties while still providing a break for the nanny.
8. Days or partial days that the parent unexpectedly takes off and care is not needed are to be considered paid days off for the nanny.

JOB OFFER FOR NANNY POSITION

Salary Range \$ _____ PER HOUR or \$ _____ PER WEEK Is overtime expected? _____

Paid to nanny: WEEKLY BIWEEKLY

Family is responsible for tax obligations (Go to <http://www.breedlove-online.com/taxes.html> to calculate tax)

Dates the family will not need nanny (vacation, holidays, etc.):

June _____ PAID UNPAID

July _____ PAID UNPAID

Aug. _____ PAID UNPAID

Mileage Reimbursed _____NO _____YES _____per mile

Other Benefits: _____Car available _____Health Club/Pool Membership _____ Travel with family

To be signed when nanny accepts job offer:

Family Signature _____ Date _____

Nanny Signature _____ Date _____

Agency _____ Date _____