

# General Nanny Information

## WEB RESOURCES

### **Care.com**

*This website offers information on nannies in this area. Simply enter your zip code and you will have several local choices for nannies. This does require you to register for their services. They do offer a free basic option to view limited information along with other options which require a subscription fee. Under the link articles and resources is an excellent resource in answering basic questions in your search.*

### **Nannies4hire.com**

*This website offers information on nannies in this area. It does require registration with subscription costs, it does give the abilities to preview prior to subscribing. Under the contact link you can find online help files that include information on interview, background checks and other useful information.*

### **Nannynetwork.com**

*In the link 'LIBRARY AND FAQ's' have excellent section with called helpful forms and tools which include sample agreements as well as logs in a pdf format. There is also valuable information concerning hiring information and tips.*

### **Nannypay.com**

*Offers a nanny payroll service for a fee.*

### **Nannyville.com**

*Nanny agency links available to the Ogden office.*

### **Sittercity.com**

*Offers a 7 day trial to view of information on nannies in this area. Offers services in pet care, elderly care and other options.*

### **Resourcesforchildcaring.org**

*Excellent resource document entitles "Hiring a Nanny" Your Tax Responsibly as an Employer by Tom Copeland, JD available at:  
<http://www.resourcesforchildcaring.org/pdfs/nannynational.pdf>*

## ADVERTISING/MARKETING IDEAS

Network in your neighborhood or employment by asking everyone you know if they know someone who takes care of children interested in a nanny position. Place notices on local community bulletin boards, at grocery stores, pediatrician's offices, beauty shops, in church bulletins, college campus, etc. Other possibilities include advertising in local, daily newspapers in Child Care Help Wanted section. Run the ad on at least two consecutive weekends. Contact local employment agencies regarding household employees.

## INTERVIEW INFORMATION

If you are interviewing a stranger by telephone, begin by finding out about the caregiver, rather than by describing the kind of person that you are looking for. The following is a guideline to help you select and interview a prospective in-home caregiver.

Some questions to ask are:

- Have you worked with children before?
- How long have you worked with children?
- What ages?
- Do you smoke?
- Why do you like working with children?
- What kinds of things do you like to do with children?
- Why did you leave your last job?
- Could I have the names and phone number of people for whom you have worked for?
- How do you discipline children?

If you are happy with the responses you get to the above questions, you should ask the candidate what questions he or she has for you. Listen to the questions each person asks. They can help you learn much about the candidate's interest and experience.

Keep notes and schedule interviews with those that interest you the most. Some typical questions during this interview might be

- What activities would you plan for my child during the day?
- What would you do if my child disobeyed you?
- What would you do if you became angry with my child?
- How do you feel about doing housework with child care? (Some caregivers will do household chores such as laundry and fixing meals.)
- How often will the television be on and what programs will be shown?
- Will my child play outside every day?

Let your child and the prospect caregiver spend some time together. No matter how well the interview goes, if the two do not seem to like each other, the child care situation will not have a good beginning.

If you are not happy with the candidates, keep looking. Remember, you are the "boss". Many parents hire home-based caregivers on a two- or three-week trial basis to be certain that their choice is correct. Once you have selected someone, let your other candidates know your search has ended. Tell them you appreciate their time and ask if they may keep their names for future use. Save your notes just in case.

## CONTRACT INFORMATION

Once you have made your selections, a written agreement with your caregiver is advisable. An agreement would include the following:

1. Days and hours caregiver is to work
2. Terms of payment, including
  - Amount to be paid
  - When payment is due
  - Whether payment is by check or cash
  - Payment for overtime, care at odd hours, weekends
  - Payment for additional duties
  - Payment for holidays, sick leave, vacation and emergencies
  - Social Security to be paid
  - Health insurance may be provided
3. Instructions for special foods and medications
4. Instructions for special needs of your child
5. Emergency plans in the event of an accident, illness, fire, bad weather or other emergencies.
6. Telephone numbers and full names of yourself, spouse, doctor hospital emergencies.
7. Feeding and sleeping schedules of all children in care.
8. Agreement about visitors, phone calls, television and radio while the caregiver is working
9. Other tasks the caregiver is to perform, such as housework, shopping, preparing meals and so forth.
10. Amount of notice (any pay ) necessary to end arrangement

## FINGERPRINTING

*Cache County Sheriff 750-7400 charge of \$5.00*  
1225 Valley View Highway, Logan UT

*Utah State University Police 797-1939*

Fingerprinting by appointment \$10 Student or USU employee  
or \$25.00 for non employee or student.

BACKGROUND CHECKS – See website for Department of Criminal Investigation at [www.dci.utah.gov](http://www.dci.utah.gov) or <http://publicsafety.utah.gov/bci/forms.html> (See the Employee Backgrounds for authorized agencies link)

From DCI's website (August 2008)

**Working with children and vulnerable adults - Utah Law 53-10-108** allows qualifying entities to request Utah criminal history information. Public law 105-251, the Volunteers for Children Act which amended the National Child Protection Act of 1993, was enacted October 9, 1998 to allow these same qualifying entities to request fingerprint-based national criminal history record checks of their volunteers and employees.

Application form is attached.

“Utah Criminal History and National Child Protection Act Background Checks”

#### PAYROLL INFORMATION

Check with your cities business license office to find out if you need a business license

Logan 716-9230

Utah State Tax Commission [www.tax.utah.gov](http://www.tax.utah.gov)

Obtain a Utah withholding tax ID number using form TC9. You will need to get a W4 from your nanny and send a W2 form to them at the end of the year. Publication #14 is an excellent resource.

Internal Revenue Service [www.irs.gov](http://www.irs.gov)

Nannies are categorized as Household Employees. Publication 926 and 15 give tables for withholding and current information on your responsibilities.