



Nanny Agreement

This agreement made this ____ day of _____, 20__ between Karoline's Nannies and _____ (nanny).

This is an agreement stating that the previous mentioned nanny understands and agrees to the following statements:

- 1.) Karoline's Nannies is a placement agency, acting as a broker between families and nannies.
- 2.) Karoline's Nannies provides opportunities for nannies to have temporary and permanent placements for employment with families.
- 3.) Karoline's Nannies is not responsible for any acts of misbehavior in homes of clients (i.e. stealing, acts of negligence, etc.). Nanny is responsible for behavior that goes on in homes of clients.
- 4.) If a family inquires of a nanny to do additional business with friend/s of family, the nanny will direct the family to contact Karoline's Nannies, as this will be considered a "referral", and Karoline's Nannies depends on referrals for growth in our services. This, in turn, will provide more jobs to our nannies.
- 5.) Nanny will not accept additional childcare assignments directly from temporary clients. Agency will call nanny for assignments. If a family does ask the nanny directly for other dates needed, the nanny may accept the job/s, but the nanny and/or family will need to contact Karoline's Nannies to notify the agency of the additional dates nanny will be working.
- 6.) Nanny will not encourage delinquent payments from families or smaller payments from families. Payments from families need to be paid directly after services have been rendered from nanny.
- 7.) Nanny understands that she/he will be paid after each job has been completed.
- 8.) Nanny has read and understands pay structure for temporary jobs.
- 9.) Nanny understands that all assignments are allotted to nanny based on availability, experience, and client's requests.
- 10.) It is nanny's responsibility to provide agency with C.P.R./First Aid cards, copy of driver's license, copy of car insurance, copy of social security card, copy of driving record, and background information. Karoline's Nannies provides nanny with background information sheet to send in to Karoline's Nannies, being sure to send it in with payment of \$10 made payable to Karoline's Nannies.

- 11.) Nanny shall maintain complete professionalism at all times while on Assignment/s.
- 12.) Nanny will bring one or more activities for child/children to client's home.
- 13.) Nanny will call agency every two weeks to update availability for work.
- 14.) When calling temporary clients to confirm for a job, nanny will push *67 to remain anonymous. Families are directed to contact agency for anything, as agency is liaison between nanny and family.
- 15.) Nanny will not give out personal number to temporary clients.
- 16.) Nanny will contact family immediately after request for services has been made. If nanny is not successful, then several attempts should be made to get in touch with family for confirmation of jobs.
- 17.) Nanny will arrive at each job at least 10 minutes early.
- 18.) If Nanny accepts a job and cancels less than 24 hours notice of when Nanny is due at the families home, Nanny will pay agency \$25 before given any more assignments.

Nanny Signature _____ Date _____