



What to **expect** when you're expecting ... **A nanny.**

A step-by-step guide to hiring and caring for your new addition.





Expect support, partnership, friendship, and fun!

How exciting! You're about to welcome a new addition to your family: a Nanny. Time to think about what you expect from her—and what she'll expect from you. Bringing a nanny into your life is more than a practical decision; it's the beginning of a journey for your family. With this guide from Care.com® HomePaySM, you'll have the tips and tools you need to foster a rewarding and mutually respectful relationship, every step of the way.

The information herein is general in nature and may not be applicable to or suitable for your specific circumstances. Accordingly, the information is not intended to be providing legal or tax advice, and should not be relied upon without the advice and guidance of a professional tax or legal advisor.

The Process



Budget



Interview



Security



Offer & Contract



Step 1: Budget

Expect to pay a fair wage *and factor in the unexpected*

As you try to determine your nanny's wages, consider what will fit your budget—and what will help you attract and retain the nanny you wish to hire. Here are some factors and extra things to think about as you try to nail down the right dollar amount.

Major factors

- Nanny's experience and skill level
- Number of kids
- Education and training
- Where you live
- Additional responsibilities like cleaning or cooking
- Live-in or live-out

Extra costs

- Mileage reimbursement
(if your nanny will drive your kids)
- Holiday bonus (usually 1-2 weeks' pay)
- Paid vacation, holiday and sick time
- Overtime costs
- Cost of activities (museums etc.)
- Nanny taxes (see page 5)

Maximize your savings

- If your employer offers a Flexible Spending Account, sign up—and save up to \$2,000 per year!
- See if you qualify for the ChildCare Tax Credit
- Ask for child care benefits from HR
- Share a nanny with another family
- Explore options like day care or family child care

Expect to pay nanny taxes

When you hire a nanny, you immediately become a household employer—and that means you need to take the lead on nanny taxes. In fact, a lot of families don't realize that, if they pay their caregiver more than \$2,000 a year, they're responsible for nanny taxes. But no need to stress. With Care.com® HomePaySM, you have the experts and resources needed to handle everything with confidence—from automatic payroll to effortless tax filings.

Big nanny tax to-dos*

- Verify worker eligibility
- Obtain federal and state household employer tax IDs
- File a New Hire Report
- Calculate employee tax withholdings and track employer taxes
- Prepare and distribute paystubs
- File state employment tax returns and remit state tax dollars
- File federal estimated tax payments and remit federal taxes
- Prepare and distribute Form W-2 at year-end
- Prepare Schedule H to file with your personal income taxes
- File all required year-end forms with the Social Security Administration
- Read and respond to any government notices or alerts
- Monitor any changes to tax and labor laws

*HomePay is ready to help you with any and all of them.

QUICK TIP

Use our nanny calculator to find the going rate in your area: [care.com/babysitter-rates](https://www.care.com/babysitter-rates)

Expect to go beyond what's expected *even offer to pay insurance*

Health Insurance

By law, your nanny is required to have health insurance. While it's not required for you to provide it or chip in, some employers help their nanny anyway. Not only is this a nice gesture, but it may also be a tax-advantage for both of you.

Car Insurance

If your nanny will drive your kids, contact your auto insurance agent (or hers) to ensure enough coverage exists should an accident occur. If you provide your car for transportation, add the nanny to your insurance.

Workers' Comp

If your nanny gets sick or injured on the job, you might be liable for any lost wages and medical bills. Workers' comp is not required in every state, but it's good for all employers to have.



Step 2: Interview

Expect to cover a lot of bases

Start with a phone interview

Narrow your list to the top 10 or so candidates and schedule times to talk with each of them. It's a great way to gauge interest, energy and professionalism.

Then, schedule in-person interviews

Meet face-to-face with your top candidates at a neutral location, like a coffee shop. During this phase, you should:

- Leave your kids at home, so you can ask questions and get a feel for the candidate's background and personality
- Ask to see a photo ID to verify that she is who she claims to be
- Pay attention to your first impression—and trust your gut!
- Evaluate things like punctuality, neatness, hygiene and mannerisms to get a sense of the candidate's professionalism

Conclude with in-home interviews

Invite the top 2 or 3 candidates to your home for a more in-depth interview.

- Discuss your household rules
- Ask detailed questions about her background and child care philosophies
- See how she interacts with your kids (and try not to watch like a hawk!), so you get a real sense of how they'll naturally interact

Expect answers—lots!

Use these interview questions to guide your conversation and to better understand your nanny's personality, goals and workstyle.

- Why do you want this job and what are your long-term goals?
- What do you love about working with and caring for kids?
- What was your most recent position and what were the ages of the children?
- What are fun activities you do throughout the day to engage children (including on rainy days)?
- Do you have any special training (ie, CPR, First Aid, etc)?
- What is your approach to discipline?
- Can you provide me with the names and numbers of people you've nannied for before?
- Are you comfortable with our family's diet/religious practices/special medications, etc? (Tip: If something is important to your family, make sure you address it in your interview!)
- What is your pay range?
- Can you provide proof of citizenship?

Expect to dig a little deeper.

Leave no room for guessing. Take this opportunity to ask any additional, detailed questions that will help you decide if your nanny candidate is “the one.”

- What are your favorite and least favorite nanny responsibilities?
- What would be your best nanny qualities (how would your previous employers describe them)?
- Are you ok with taking on extra household tasks, such as preparing meals and folding laundry?
- Are you comfortable having a dog, cat or other pets around?
- Do you have any health issues (ie, allergies) our family should be aware of?
- Do you have your own car and are you comfortable transporting my kids?

QUESTIONS TO AVOID

You shouldn't ask candidates questions about their:

- Age
- Marital status
- Childbearing plans
- Sexual orientation
- Religion/Race
- Disability status



Step 3: Security

Expect to know more

Have you found a nanny your whole family adores? Hooray! But before you make an offer, make sure you have a good handle on your nanny's background—it's just what security conscious parents do these days:

- [Ask for references](#). Request more people than the nanny provides (usually 3 child-care related and two personal) to get a well-rounded picture of her character. Not sure what to ask? We've outlined the best questions on the next page!
- [Double-check references](#). Make sure you're not unknowingly talking to a candidate's relative or friend, who may be biased. Look for connections between the two people online or on social media.
- [Run a background check](#). Learn as much information about the nanny you'd like to hire before you welcome her into your home.
- [Check out your nanny online](#). Search the candidate's name online and review anything you can find, including news items and social media profiles.
- [Trust your instincts](#). Your gut reaction will tell you a lot about a candidate.
- [Notify your state's employment office](#). Once you've hired your nanny, let your state's employment office know. Then, have your nanny fill out an I-9 to verify eligibility to work in the United States.

Want to learn more about safety? Go to care.com/safety



Step 4: Offer & Contract

Expect her to say, “Yes!” *fingers crossed*

The next step is to print out a nanny contract which she should review before she accepts the job. Think of yourself as a hiring manager—and remember that a nanny contract is designed to protect both you and your new nanny.

Your nanny contract should include:

- Start date
- Your family’s address
- Work schedule (days and hours)
- Nanny’s contact info
- Daily child care responsibilities
- Any additional tasks, from driving to laundry
- When and how your nanny will be paid
- Vacation, holidays, and sick days (how many days, paid or unpaid)
- Any additional benefits you’ll cover (insurance, cell phone, etc)
- When raises and reviews will occur
- Grounds for termination

Want a clearer picture of what a nanny contract should look like?
Download a sample at care.com/homepay/sample-nanny-contract

Don’t forget: when everything is settled, let the other applicants know the position has been filled.

QUICK TIP

Arrange a trial run to make sure the arrangement works for everyone. It can be a few days or a few weeks, depending on your comfort level.

Your nanny hiring cheat sheets.

We've compiled these quick tips to guide you through key steps of the nanny hiring process.



Top 10 questions to ask a nanny candidate

Aka, your interview cheat sheet!

1

Why are you interested in working for our family?

2

Can you tell me about your childcare experience?

3

What do you love about working with children?

4

Where did you grow up and go to school?

5

What would you do in case of an emergency [insert example]?

6

How do you motivate kids to do homework, go to bed, or do other tasks that they don't like?

7

Are you CPR-certified and/or do you know basic First Aid skills?

8

What's a situation that tested your mettle and how you handled it?

9

What are your favorite ways to spend the day with kids? Rainy days? School vacation days?

10

Have you ever made a mistake on the job and what did you learn from it?

5 Common Tax Myths, Solved

One of the biggest ways to prepare for your new nanny is to get a handle on nanny taxes. There's a lot of misleading information out there and Care.com® HomePaySM is here to help you sort fact from fiction.

Myth: Your Nanny Is an Independent Contractor

Truth: In most cases it's illegal to 1099 your nanny! According to the IRS, if you have nanny, typically you are a household employer—and that means you're required to give her a W-2 and pay taxes on schedule.

Myth: I Don't Get Any Benefit for All the Tax Hassle

Truth: Actually, when you pay your nanny properly, you may qualify for tax credits you couldn't receive if you paid her off the books. If you or your spouse has access to a Flexible Spending Account through work, you can pay for up to \$5,000 of child care costs pre-tax. And, you might also be eligible for the Child Care Tax credit, that can give you up to \$1,200 in tax savings each year.

Myth: I Don't Have Time to Do this Payroll Stuff

Truth: Paying your nanny legally takes a lot less time (and costs less!) than trying to clean up the mess if you're ever caught through an audit. And, with the help of HomePay, you can get expert guidance as well as answers to any questions you might have. Recognized as industry experts, we understand the "in's" and "out's" of paying properly.

Myth: It's Fine If My Nanny Wants to Negotiate Using Net Pay

Truth: Some caregivers prefer to negotiate on net pay. However, this doesn't take into account the nanny's federal or state income tax withholding liability. The only professional way to discuss wages is based on gross pay—any other way is confusing and can get legally murky.

Myth: I Don't Have a Nanny, So I Don't Have to Worry About the Nanny Tax

Truth: If you pay any kind of household helper (a dog walker, housekeeper, etc) more than \$2,000 per year, it's on you to pay nanny taxes. Technically, they're a household employee and proper tax payments and filing are required.

Prepare for your new arrival.

Yay! You're expecting a new nanny. Now help get her off to a great start, by providing important information upfront and giving her the "lay of the land."

- Share contact information of family members and your childrens' friends' parents
- Take her on a tour of your house--show her all the ins and outs
- Equip her with her own set of house keys
- Give her any membership cards and passes she might need
- Guide her through the diaper-changing process and bathing ritual
- If she plans to drive your car, show her whats what
- Inform her of any allergies or food issues your kids might have
- Tell her where she can find First Aid supplies and emergency medicine



What else do you
need to know?

Call the experts at Care.com®
HomePaySM—we can take the
work and worry of household
payroll off your plate

888. 273. 3356