



## Temporary Nanny Referral Guidelines

### What types of assignments do you assist with?

Clients rely on our temporary services for a variety of situations including:

- Date nights
- Weekends away
- School breaks and holidays
- When children are ill\*
- As backup for regular childcare providers

\*Backup care for sick children can be a more difficult placement. While SPN nannies are experienced in caring for children with certain illnesses, we are not able to place a nanny in homes where children have the following:

- Flu
- Head lice
- Highly contagious viruses
- Hand, foot, and mouth disease
- Fevers above 102 degrees

Our assignments have a 5-hour minimum and we are unable to book a nanny for a split shift. Alternatively, we can treat each shift as a separate assignment and book two nannies. Each shift must meet the 5-hour minimum.

### What are the qualifications of your temporary nanny candidates?

We require all candidates to have the following:

- Professional childcare experience
- U.S. work authorization
- Valid driver's license and auto insurance
- CPR training
- TB Clearance
- Pertussis (if working with children under the age of 1 year old)

### What does your screening/background check process consist of?

Our temporary nannies are subject to the same exacting standards as our permanent nannies. SPN vets temporary nannies with our 21 Point Screen method. This includes, but is not limited to:

- Completing an in-depth application and interview
- At least 3 verified references
- Criminal Background check
- Driving Record check
- Social Security verification
- National Sex Offender check

### **How far in advance do I need to request a nanny?**

While we are unable to guarantee a placement, over the past five years our average fill rate is 97%. The more time we are given to fill a request, the more confident we are in meeting your needs. We regularly process on-call requests during business hours: Monday-Friday 8:00 am – 4:30 pm. We are often able to work on and fill last minute requests so please contact us at your earliest opportunity. If you have a last minute need after hours, please contact us via the online request form.

### **What do the temporary nannies charge? Do I pay the nanny directly?**

Our temporary nannies typically charge \$30 per hour. You will pay the nanny directly upon the completion of the assignment, either by cash or check. Any additional options for the assigned nanny will be noted in the confirmation email. The nanny's wages are separate from our agency fees.

### **What are the agency fees?**

- \$150 Annual Membership Fee (*waived if the \$450 consultation fee has been paid for a long-term search within the past year or if currently employing a long-term SPN nanny*)
- \$7.75 per hour Referral Fee is applied once a nanny has been confirmed for your requested dates. *For invoices less than \$500, these fees will be charged to the credit card on file. For invoices exceeding \$500, SPN will issue an Intuit invoice to submit a bank transfer payment electronically. If payment is not received within three business days, we will process the payment via credit card with a 4% service fee.*

### **What about mileage reimbursement?**

When possible, we recommend the family provide a vehicle for the nanny to use during the assignment. However, if the nanny uses her own vehicle, the 2022 IRS mileage reimbursement rate is 58.5¢ per mile.

### **How do I deal with taxes?**

Since the nanny will be employed directly by your family, you will need to be aware of your obligations as a household employer. Household workers who are paid \$2,400 or more in the 2022 calendar year must be issued a W-2 form and the household employer (the family) must contribute to Social Security and Medicare taxes. We are happy to answer general questions, or you may seek the help of a domestic payroll service such as:

- **HomeWork Solutions** – [www.homeworksolutions.com](http://www.homeworksolutions.com)
- **Gtm** - [www.gtm.com](http://www.gtm.com)

If you will be paying taxes, please let us know so that we may discuss the implications with the nanny.

**Can I interview the temporary nanny ahead of time?**

There is not a formal interview process for temporary nannies. If the nanny has not worked with your family previously, she will call to introduce herself and discuss any necessary logistics for the assignment prior to the start of the assignment.

**What information from the nanny’s file will I receive?**

Due to the nature of their work, temporary nannies meet many different families. To protect their privacy, along with the families for whom they have worked, we do not share their references for temporary work. We complete an internal review of references to determine whether the nanny meets our standards, and provide you with a synopsis of their experience. You will also be provided with their phone number for communicating during the assignment.

**Can I make arrangements directly with the nanny?**

All bookings should be made through SPN. In the event that you have an immediate need after business hours or over the weekend and you book the nanny directly, we require immediate notification via e-mail or after hours voicemail.

**What if I decide to modify the agreed upon schedule?**

Once we have assigned a nanny to fill your job, you are responsible for paying her for the *entire assignment* at the confirmed hourly rate, even if the hours are decreased. If you increase the nanny’s hours, you will compensate her for those additional hours and contact Stanford Park Nannies immediately as supplementary agency fees will apply.

**What is your Cancellation/Change Policy?**

Once we have assigned a nanny to your job, the Referral Fee will be processed with no refunds. If an assignment is canceled or changed with less than 24 hours notice, you will also be responsible for paying the nanny for 5 hours. If the nanny cancels, we will find a replacement, or apply a credit toward a future booking.

**Is it possible to hire the same nanny for each assignment?**

Though we cannot guarantee that the same person will be available for each assignment, we will do our best to honor special requests. We require that all scheduling be done through the agency; clients may not contact our nannies directly to request services.

**What if I decide to hire a temporary nanny on a permanent basis?**

We are happy to apply the paid temporary fees to a long-term fee if you wish to hire a temporary nanny on a permanent basis. Some restrictions apply. See Client Service Agreement for details.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed