

Wee Care 4 Kidz
Contract for Nanny In~Home Placement

Agencies Responsibilities:

Monitoring Nanny for 30 Day Period

- *includes checking working hours and time sheets with family
- *parents concerns and comments concerning nannies duties
- *discussing any and all issues with family and nanny
- *continuing nanny service

6 Month Evaluation

- *includes checking working hour and time sheet with family
- *parents concerns and comments concerning nannies duties
- *discussing any and all issues with family and nanny
- *continuing nanny service

Monitoring Fees \$250.00

- *families responsible for fees due every 6 months payable to Wee Care 4 Kidz.
- *fees due for the following items:
 - *Payroll taxes (employer / employee)
 - *Payroll fees (issuing checks bi-weekly)
 - *Employees Withholding (payroll taxes)
- *fees are calculated by 20 hours per week
- *average cost per week \$10.00

Provide payroll/hours

- *bi-weekly time sheets for parents
- *copy of payroll check/taxes paid
- *quarterly payroll reports
- *year end reports for taxes and fees

Refunds

- *any and all fees refunded for termination of services in a 6 month working period

Cancellation Policy

- *All cancellations must be made to the agency with a 24-hour notice or by 4:00pm Friday for a Saturday, Sunday or Monday job to avoid payment to the nanny. This is because the nanny has reserved her time and has passed up other work opportunities, failure to cancel within the requested time frame results in compensation to the nanny a 3hrs minimum/ \$75.00 fee is non-refundable, if the job has been filled.

SIGNATURE _____

DATE _____