**Moolani Family Childcare Agreement**

**Nanny Name:** Chimi Wangmo

**Start Date:** April 2, 2018

**Overview**

* We view you as part of our family and hope you do the same
* We want you to feel comfortable communicating with us if anything at all is upsetting you
* When Camden and Chase are awake they are your 1st responsibility

**Basic Responsibilities**

* Full childcare for 2 children
* Drop off and pick up to/from school (to be coordinated with Dana and will vary depending on the day)
* Taking the kids to organized playdates (to be coordinated with Dana)
* Taking the kids to classes and after school activities
* Daily cleaning and organizing of the kids’ space and shared spaces (e.g., living room, kitchen, etc.)
* Cooking and preparing meals for Camden and Chase

**Compensation**

* $880/Week (paid weekly)
* Overtime: Hourly time over the weekly schedule (E.g., babysitting) will be paid at $20/hour but no more than $50/night
* Sleepovers (or after 8:30pm): As per above, $50/night
* Time off for Holidays: We follow US stock market holidays (see Vacation section), which you will be paid for. If needed, and you agree to come in on one of those days, you will be paid overtime at $20/hour
  + If a holiday outside of the days above is of importance to you, you will be paid and can take the time off, within reason. Please provide us with at least 2 weeks-notice so we can find coverage
* Sick days: Please refrain from coming to work when you are sick. You will be paid for a reasonable number of sick days
* Transportation: We will provide you with a monthly Metro card
* We will provide you with the family credit card for emergency use and if we ask you to purchase something for Camden and Chase
* Please let us know what groceries we can keep in the house for you on a weekly basis. Please let us know throughout the week if there is anything you need for yourself

**Preliminary Schedule (subject to change in September)**

**Current**

* 5 days a week – basic schedule 7:30am - 6:30pm
* We will provide you with advance notice if overtime is needed
* Sleep over or stay late, with advance notice
* Dana travels for work 3-4 times a year so it requires earlier morning hours and later evening hours (we can discuss on occurrence)
* We will provide transportation home for late nights

**Summer**

* 5 days a week – basic schedule 7:30am - 6:30pm
* Thursday evenings traveling to the Hamptons with Dana and the kids and spending the night – we will compensate for the extra time and travel
* Friday evenings you can chose to stay out East or we will provide transportation (Jitney or Train) home

**Daily Housekeeping Responsibilities**

* Laundry 2-3 days / week (and ironing 1 day / week) for Camden & Chase
* Make beds daily
* Keep Camden & Chase’s room and play areas neat and clean
* Light cleaning in kids bathrooms and kitchen
* Keep pantry and front hall closets organized
* Cleaning the stroller regularly
* Keep shopping list of supplies and food needed
* When Camden & Chase arrive home from classes or school always wash their hands
* Keep house clean and organized always
* Communication is key so please always come to us if you have any questions at all

**Vacation**

* First year: 1 week paid vacation (taken at mutually agreed upon time)
* After first year: 2 weeks paid vacation (taken at mutually agreed upon time)
* Paid holidays (days off): New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas and one more holiday of your choosing

**Travel**

* Traveling with us domestically on vacations (Florida, California, Colorado, Utah, Arizona) and to the Hamptons in the summer is required

**Cell Phone**

* Please always bring your cell phone when leaving the apartment
* Please keep personal cell phone use to a minimum
* Please send us updates and pictures of the kids throughout the day

**Additional Comments**

* Please discuss any questions regarding the children including discipline, visits to other apartments, play dates, etc. with Dana and Karim as they come up
* Unless otherwise instructed by a doctor, we ask that you please get an annual flu shot and that you are also vaccinated against pertussis (whooping cough). We will gladly reimburse you for the costs of these shots
* In the unlikely event that you need to end your employment with our family, we kindly ask that you give us adequate notice (at least four weeks) so that we can search for and train a suitable replacement
* We kindly ask that you keep confidential any private information you come to know about us and our children including information pertaining to medical, financial, legal and career-related matters