

**Family Guide**

**About the Family**

**Parent Details**

Name:

Date of Birth:

Mobile:

Email:

**Parent Details**

Name:

Date of Birth:

Mobile:

Email:

Work Address:

**Children Details**

Name:

Date of Birth:

Medical/allergy info:

Teacher Name:

**Children Details**

Name:

Date of Birth:

Medical/allergy info:

Teacher Name:

**Children Details**

Name:

Date of Birth:

Medical/allergy info:

Teacher Name:

**Children Details**

Name:

Date of Birth:

Medical/allergy info:

Teacher Name:

**EMERGENCY DETAILS**

*In an emergency the Nanny should first call 000.*

Emergency Number: 000/112

Poison Number:

Closest Police Station:

Closest Police Station Number:

Nearest Hospital Location:

**Second to that, the Nanny is to notify:**

Emergency contact:

Phone Number:

Emergency contact:

Phone Number:

**Emergency Contact Notes:**

**Doctor Information**

Family Doctor:

Doctor Clinic Name:

Doctor Clinic Location:

Contact Phone Number:

Family Medicare Number:

Private Health Provider Information:

**Contact: Other**

*Extended family nearby:*

Name:

Relation to Family:

Contact Details:

Do they hold a house key?

*Neighbour:*

Neighbour's Name:

Contact Details:

Available to call if needed?

## Medical

Location of Medicine Cabinet:

Location of First Aid Kit:

## Allergy Information

Family Member:

Allergy Information:

Action Plan Located:

## Medication Information

Prescription Medication Details:

Family Member:

Dosage:

When:

Further Notice:

## Home Information

Wifi Name:

Wifi Password:

iPad/Tablet Code:

TV Parental Lock Codes:

Notes on screen time policy:

Notes on homework policy:

## Car Information

Registration Number:

Car Key Location:

Notes about the car/garage:

## Photo Permissions:

Notes on Photos:

Notes on File Management:

Photo permissions/restrictions

**Current Daily Routine:**

<b>TIME:</b>	<b>NOTES:</b>

### Discussion/ Additional Notes to Consider:

The family manual is set out to list important information for your nanny to refer to when she needs it. We want to keep that short and sweet and avoid it coming across like a rule book. Families and homes are complex, so it's important to acknowledge that there is more information to give the nanny. This sheet helps highlight the topics we left off of the manual so you can consider if they are better suited for a face to face chat or to run through on the first day. If you feel they are important to be put in writing, we've left a blank page on the manual for you to add.

#### Things that are important to you

- What information would you like to share about your family's religion?
- What information would you like to share about your family's culture?
- What information does the nanny need to know about your approach to discipline?
- What are your expectations for what the children can/can't eat?
- What are the expectations of both parties when someone is feeling sick?

#### House Rules:

- What are your preferences for the nanny using the TV with the children?
- What are your preferences for the nanny using the TV during their lunch break?
- Do you have any rules for the children that you want the nanny to know about?
- What are your preferences for other screen time with the children?
- What does the nanny need to know about the online content your children may look at?
- Are there any areas of the house you would like to keep off limits?

#### Pet Care:

- Do you have pets?
- Is there anything the nanny needs to know about the pets?
- Is there anything the nanny needs to do for the pets?

#### House Stuff:

- What information does the nanny need about household security?
- Are there any nanny/security cameras? (You must notify your nanny if they are being filmed.)
- What is your policy for the nanny eating from your fridge/ pantry?
- What is your policy for your nanny to make tea and coffee in the home?
- How does your family practise sustainability?
- Which night does the bin need to go out?
- How will the nanny manage the household expenses? (Petty cash, ATM card etc)

#### Routine:

- What information does the nanny need to know about school/care drop off/pick up?
- What are the regular times to be aware of for school/activities/extracurricular activities?
- What are the nanny's expectations from you if you're running late getting home?

### FURTHER FAMILY NOTES