



Orientation Checklist

House Walk Though:

Kitchen and food:

- ☐ Walk through the entire house explaining how to exit locked doors
- ☐ Explain areas of the house are off limits to children.
- ☐ Explain how the major appliances work.
- ☐ Give a tour of the kitchen pointing out:
 - ☐ favorite foods
 - ☐ foods to avoid. Tell Nanny the foods that might trigger allergies and therefore never touch.
 - ☐ Discuss special rules if any about meals and snacks.
 - ☐ Discuss how much junk food in a day is allowed
 - ☐ Discuss pet foods (if applicable)
- ☐ Discuss where and when eating is allowed.

Living Room:

- ☐ Go over Cable/TV/VCR/DVD Operation
- ☐ Talk about how much and when your child(ren) can watch TV.

Children's spaces (living room, bedroom, den, etc):

- ☐ Show age appropriate toys
- ☐ Show favorite games and activities
- ☐ Discuss ideas for rainy days
- ☐ Show special projects for the Nanny to do with the child
- ☐ Tell your Nanny what your child is generally not allowed to do

House, general:

- ☐ Review locations of...:
 - ☐ Circuit breaker
 - ☐ Heating/ Air Conditioning
 - ☐ Fuse box
 - ☐ Water shut off valve
 - ☐ Gas shut off valve
 - ☐ Any inside meters
 - ☐ Invisible fence controls
 - ☐ Candles / flashlights
- ☐ Go over any pet care, if applicable
- ☐ Demonstrate any Phone/Intercom functions
- ☐ Discuss any people who have an extra set of keys in the event that the Nanny misplaces hers.

Neighborhood Walkthrough:

- ☐ Show local buses and subway
- ☐ Show local amenities, like where you buy kids and household food and supplies

Household Rules and on the job expectations:

- Discuss rules which you expect to be followed (These should have been covered in earlier interviews, though it may be useful to remind them of these rules again). These include:
 - Is napping allowed when the child(ren) sleep?
 - Are personal errands allowed at work?
 - If your caregiver has children, is she/he allowed to bring them to work? If yes, how often?
- Discuss clearly her responsibilities
- Discuss computer access
- If there are any household chores that your Nanny will perform, demonstrate how you feel they should be done.
- Discuss what privileges you wish to extend to her such as foods she can eat, computers she can use, phone calls she can make or not make.

Health, Safety and Emergency:

- Discuss any alarm systems and how they work. Don't forget to give code words in the event of an accidental alarm.
- Discuss food safety (your feelings about grapes or hot dogs)
- Explain what medications should be given and where they are kept, and policies of when you medicate.
- Make copies of your Emergency Contact Sheet, making sure your Nanny has a copy with her/him at all times (keep a copy in the diaper bag).
- Go over locations of:
 - First aid box.
 - Fire extinguishers
 - Emergency phone contact lists <link to our section on this>
 - Hand guns
- Demonstrate the fire escape route and meeting place in case of house fire
- Review Emergency plans for pick-up of children in case of community emergency (on 9/11, many nannies were unable to reach working parents and unsure if they should pick up their charges from school or other activities. Hopefully, a pick-up plan will never be needed but for the safety of the children, we recommend developing one.)
- Remind your Nanny about drowning precautions such as bathtubs, toilets sinks, outdoor ponds, and buckets.
- Introduce sitter to neighbors or friends you can depend on to keep an eye on things while you are away.
- Make sure your Nanny knows your address and phone number of your house in the event of a call to 911.
- Show how the security system works