

**Thinking  
about  
childcare?**

*What are my  
options?*

*How do I hire  
a childcare  
provider?*



**NEW PARENTS GUIDE to  
Hiring a Childcare Provider**

**NEW YORK**

# Congratulations on becoming a parent!

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At Hand in Hand, we've learned it's never too early to consider childcare options. That's why we created this New Parents Guide to Hiring a Childcare Provider—with a focus on nannies and babysitters—to help you make decisions and do the right thing for your family, and in your home.

We'll take you through the different options available to you and share our Fair Care principles for hiring a childcare provider in your home or as part of an increasingly popular alternative, nanny shares.

Finally, if you're a childcare provider who has also become a new parent, we have a page at the back just for you.



*Hand in Hand is a national network of parents and families who employ nannies, housecleaners and home attendants. We came together to work for dignified and respectful working conditions in the home because our experience taught us this benefitted the employer and worker alike.*

## Have questions about Hand in Hand?

Email [info@domesticemployers.org](mailto:info@domesticemployers.org) or visit our website: [domesticemployers.org](http://domesticemployers.org). You can sign-up for a webinar, request a workshop in your community, or get more involved in making quality care and quality care jobs a reality in New York State, by joining our NYC chapter. Email [nyc@domesticemployers.org](mailto:nyc@domesticemployers.org) to sign-up and get involved.



## STEP 1 Decision-making

There are many different ways to find childcare. While this packet is mainly for people hiring a full or part-time babysitter or nanny, many of these resources can apply to any form of childcare you choose.

### What are my childcare options in New York City?

<b>Subsidized</b>	You may be eligible for city-funded day care <a href="http://www.nyc.gov/html/acs/html/child_care/child_care_eligibility.shtml">http://www.nyc.gov/html/acs/html/child_care/child_care_eligibility.shtml</a>
<b>Day Care</b> (private)	Check out EarlyLearn NYC <a href="http://www.nyc.gov/html/doh/html/living/childcare-find.shtml">http://www.nyc.gov/html/doh/html/living/childcare-find.shtml</a>
<b>Hire a Nanny or Babysitter</b>	<ul style="list-style-type: none"><li>• Use a matching site like Care.com or Sittercity.com</li><li>• Try a “nanny share” i.e. one nanny cares for two or more children from different families</li><li>• Referrals from friends</li><li>• Parent listserves</li><li>• Beyond Care Childcare Cooperative <a href="http://beyondcare.coop">http://beyondcare.coop</a></li></ul>



## STEP 2 Choosing Fair Care

If you decide to hire someone in your home to clean, cook, assist, or care for members of the household, you are a domestic employer. This means your home is the workplace of a domestic worker.

A domestic worker is someone who works in another person's home caring for children, supporting seniors or people with disabilities, or cleaning and/or cooking.

Hand in Hand supports families to create caring homes and fair workplaces, by following three simple practices:



**FAIR PAY**



**CLEAR  
EXPECTATIONS**



**PAID TIME OFF**

If you become a domestic employer, make your home a workplace you can be proud of.

Take the Fair Care Pledge <http://faircarepledge.com> and we'll help you do the right thing in your home.



## STEP 3 Putting Fair Care into Practice



### FAIR PAY

By paying a fair wage, plus overtime, you are ensuring that your employee has what she needs to sustain herself and her family. This contributes to a positive, long-lasting relationship and healthy home.

For many, it can be a challenge to align what's fair with what we feel we can afford, but by offering the worker you employ the highest wage you can—and showing her how much you value her work—you are reinvesting in your own household and doing all that you can to ensure the best support for yourself, your home, and your family.

Here are some Fair Pay tips:

- Pay on time and for all hours worked.
- When calculating wages, consider the cost of living and calculate what a living wage might look like. We recommend this calculator: <http://livingwage.mit.edu>
- Increase a wage when responsibilities increase, i.e if you have a second child or if you add housecleaning to the job.
- Remember a nanny share is more work for the nanny! Consider paying at least \$3-5 more per child in a share arrangement, i.e. \$18/hour for one child becomes \$21-23/hour for two.
- Prepare to pay overtime when your employee works over 40 hours/week or over 8 hours/day. Overtime = 1.5 x the hourly wage.

Most importantly, be honest with yourself and your family. If being a fair employer sounds unaffordable to you, consider other options such as daycare or group shares.



## STEP 3 Putting Fair Care into Practice



### CLEAR EXPECTATIONS

Creating clear expectations, through open and respectful communication, is the foundation for the relationship between you and the worker you employ, providing clarity on both sides for daily tasks.

Here are some important ways to create clear expectations in your home:

- It all starts in the hiring process. A relaxed interview that creates space for two-way conversation allows a prospective employee's personality and experience to shine through.
- A mutually-agreed-upon written work agreement or contract helps ensure everyone is on the same page about the job duties, benefits, and needs.
- Regular check-ins provide everyone with the opportunity to share what's been going well and areas that might need improvement.
- Occasional reminders that you welcome a worker's questions and want to know about their concerns means that you can solve most issues as they arise.
- Make sure to respect the worker in your home: greet her in the morning, return home on time, ask about her family, and thank her regularly.



## STEP 3 Putting Fair Care into Practice



### PAID TIME OFF

Paid time off—including medical and sick leave—will ensure that your employee is rested and healthy and ready to do her job well.

Here are the Fair Care guiding principles around offering paid time off:

- Provide full-time employees with at least **two weeks** of paid vacation and **five** paid sick days per year.
- Provide part-time employees sick days and paid vacation: **one hour** for every **thirty hours** worked.
- Any unused vacation should be paid out as additional pay when the worker leaves the job.
- Provide the standard **eight** paid government holidays or agreed upon holidays of the employee's choice.
- Try to provide at least **one month** of paid family or medical leave, with guaranteed employment upon return.





## Are you a domestic worker who is a new parent?

Care providers are, of course, parents themselves. If you need support balancing your new family with your work, there are an array of domestic worker and community organizations that may provide support.

### **NDWA**

[newyork@domesticworkers.org](mailto:newyork@domesticworkers.org)  
[www.domesticworkers.org](http://www.domesticworkers.org)  
646-780-7814 ENGLISH &  
646-780-7809 ESPAÑOL

### **Adhikaar**

Serving the Nepali community, including domestic workers, nail salon workers, and more. Email at [info@adhikaar.org](mailto:info@adhikaar.org) or call (718) 937-1117.

### **NICE**

New Immigrant Community Empowerment. Serving Latinx community in Queens  
[www.nynice.org](http://www.nynice.org)  
718-205-8796

### **Damayan Migrant Workers Association**

Serving the Filipino community, with a focus on care workers. Email [contact@damayanmigrants.org](mailto:contact@damayanmigrants.org) or call (212) 564 6057.

### **National Employment Law Project (NELP)**

Provide legal support to domestic workers. Email [nelp@nelp.org](mailto:nelp@nelp.org) or call (212) 285-3025.

If you haven't already done so, consider asking your employer to sign the Fair Care Pledge, provide you with paid time off and family medical leave to spend time with your family.

If you are looking for new employment, consider joining a worker cooperative. New York has a number of care cooperatives including:

### **Beyond Care Childcare Cooperative**

<http://beyondcare.coop>

### **Carroll Gardens Association**

[www.carrollgardensassociation.com](http://www.carrollgardensassociation.com)

### **Cooperative Home Care Associates**

<http://www.chcany.org>

### **Damayan Cleaning Cooperative**

<https://www.facebook.com/damayanmigrantworkers/>

### **Golden Steps**

### **Eldercare Cooperative**

<http://goldensteps.coop>

### **Maharlika Cleaning Cooperative**

<https://maharlikacleaning.coop>

### **We Can Do It**

### **Housecleaning Cooperative**

<http://www.wecandoit.coop>