



Contracts

When you hire a caregiver, be clear about your expectations. One of the ways you can communicate your expectations and minimize potential conflict is to have a written agreement. Whether you're hiring a live-in or live-out caregiver or someone who provides care in their own home, a written agreement can help both of you understand the conditions of employment and your respective responsibilities. A written agreement should contain the following:

Hours/Place

- Regular hours and overtime hours
- Where care will take place
- Statutory holidays
- Vacation
- Cancellation policy (days when care is not needed)
- Performance appraisal
- Conditions for termination

Illness Policy

- Illness of child
- Illness of caregiver
- Backup caregiver

Financial Agreements

- Salary (amount and payment schedule)
- Late fees
- Benefits (E.I., C.P.P. or Q.P.P., provincial health plan, etc.)
- Receipts

Outings

- Escorting to/from school, lessons, extra-curricular activities
- Walking or by car
- Car insurance/Car seats

Food/Nutrition

- Children's food (supplied by caregiver or parent)
- Sweets/candy/snacks
- Caregiver's meals (your home)

**Activities**

- Learning-oriented activities
- Outdoor
- Television

Items Supplied by Parents

- Diapers
- Change of clothing (appropriate to the season)
- Special toys or blanket
- Food and/or formula, snacks
- Car seats
- Cribs or cots

House Rules for Caregivers In Your Home

- Use of the telephone
- Personal visitors
- Use of personal items
- Kitchen privileges
- Off-limit areas

Behaviour Management Policy

- Use of positive interaction
- No form of physical punishment

Other responsibilities

- Housekeeping duties
- Pets