

# The Smart Parent's Guide

Checklist of things to do before hiring a babysitter (do 1, 2 & 4) or nanny (do 1-4)

## 1. Get from your helper:

- Home address
- Home phone number
- Cell phone number
- Take photo or photocopy of 2 pieces of ID (passport, driver's license etc.)
- 3 references – names /contact info
- Social Insurance Number, if this for a regular position and do payroll

## 2. If you are hiring a nanny, you have to:

- Verify eligibility to work in Canada
- Set up a CRA business number
- Have helper sign a TD1 form
- Remit EI/CPP/taxes by 15<sup>th</sup> of month
- Set up a WorkSafe employer account
- Sign a contract with the helper

## 3. Practical set up:

- Make a copy of a set of keys
- Make 2 copies of the emergency info list (one for inside the home & one for trips)
  - your home address & phone number (when people panic they forget!)
  - contact info for you
  - back up contact info for trusted others
  - Kid(s) names, ages and any allergies

## 4. Optional – nice to have:

- Daily schedule for kid(s), favorite games and outdoor activities
- Walk her through the house including fire extinguisher and emergency exits
- Memberships to local museums
- Library card

# Helper Information to Keep on Record

Helper full legal name \_\_\_\_\_

Social Insurance Number \_\_\_\_\_

Home address \_\_\_\_\_

Home phone number \_\_\_\_\_

Cell phone number \_\_\_\_\_

Photo or photocopy of at least 2 pieces of ID (passport, driver's license etc.)

1<sup>st</sup> reference – name /contact info \_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> reference – name /contact info \_\_\_\_\_

\_\_\_\_\_

3<sup>rd</sup> reference – name /contact info \_\_\_\_\_

\_\_\_\_\_

# Employer Records

- CRA business number
- 

How to obtain – call 1-800-959-5525

or go to <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/rgstr/menu-eng.html>

- TD1 form (to be filled every year in January or anytime a helper starts)

<http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html>

- WorkSafe Employer account number
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WorkSafe BC (WCB) <http://www.worksafebc.com/>

Workers' Compensation Board (WCB) - Alberta <http://www.wcb.ab.ca/employers/>

Workplace Safety and Insurance Board (WSIB) Ontario - <http://www.wsib.on.ca/en/community/WSIB>

# Emergency info – on fridge

Family name

Home address

Phone number at home

Parent name and Cell phone number

Other emergency contact – local

Other emergency contact – local

Out of town emergency contact

Allergies - name and age of child

Allergies - name and age of child

Allergies - name and age of child

**For Emergencies, call 9-1-1**



# Emergency info – on outings

Family name

Home address

Phone number at home

Parent name and Cell phone number

Other emergency contact – local

Other emergency contact – local

Out of town emergency contact

Allergies - name and age of child

Allergies - name and age of child

Allergies - name and age of child

**For Emergencies, call 9-1-1**

