**SOPs** 

Nanny is a woman supervising and monitoring child safety, preparing snacks and meals, and changing diapers of toddlers and infants.

## **Duties of a Nanny:**

- Have a great decision-making skill
- Knows how to handle common kid behavior
- Learn safety training



## Responsibilities of a Nanny:

- Have specific duration of the service
- Be aware of how many kids to be taken care of
- Note the names of the child/children
- Confirm the charges to the guest
- Be aware of child's dislikes, likes and probe for any allergies
- Note emergency contact number of the parents
- Arrive at least 10 to 15 minutes before time
- Get yourselves familiar with kids in the presence of the parents
- Be on your toes with the ages from 1 to 5
- Make sure they are not near electrical sockets, contained or flowing water
- Inform the parents/guardian in case of any emergency, illness, or injury









