

# Lighthouse Nanny Code of Conduct

Lighthouse Nanny is committed to helping nannies find top quality employment and freelance work. We offer contracts with competitive rates and terms for both employees and freelancers. In exchange, we promise families high-value childcare and support for their household.

Below is a brief code of conduct that outlines the expectations for nannies during their work with Lighthouse families.

## 1. Phone use should be limited.

Please keep your phone away while you're working. There are certain exceptions to this, such as playing developmentally appropriate music (classical music, children's music, etc.), taking a photo or video to share with parents, or sending a quick update to the parents. Scrolling and personal messages should only be done while off the clock or on an official break.

## 2. Always leave the family's space tidier than you found it.

Unless it's explicitly written in your contract, you're not expected to handle housekeeping tasks. However, any tasks related to the children fall under your domain—and cleaning up after feeding, changing, and playing is the bare minimum.

If the children are napping or otherwise occupied, make sure you've done any necessary tidying or other tasks that need taking care of. This might include:

- Folding and put away children's laundry
- Straightening up clothes in children's dresser
- Restocking diaper bag/kita bag
- Preparing baby food or snacks
- Cleaning bottles/pacifiers/teethers
- Tidy up toys
- Setting up an activity for the baby/kiddos after nap time
- Cleaning and wipe down toys periodically (especially during cold/flu season)

## 3. Disciplinary decisions belong to the parents.

It can be hard to keep your cool when a little one is having a melt down, but it is a crucial part of our work as early childhood educators. While we do have to make decisions in the moment

sometimes, the ultimate decision of how to handle outbursts and tantrums rests with the parents alone. This includes whether or not to issue time out, to restrict privileges, or any other type of consequence. These are not decisions that you are able to make without consulting the parents.

Tools that you are *always* able to rely on include:

- Natural consequences. "Uh oh, you poured out your water. Now let's clean it up together."
- Redirection. When a toddler bites, say a simple "No" and hand him a teething toy or something safe to bite on.
- Co-regulation. Rather than sending a child away to time out, calmly sit with the child who is having a melt down. You can offer a hug, but don't force it. Just let her know you are there when she is ready to talk again. Set an example for emotional regulation by keeping your cool, despite the big feelings.

If issues are coming up repeatedly, open up a dialogue with the parents to make sure you are both aligned on how you will handle these situations going forward.

#### 4. No screen time.

Do not offer recreational screen time to children in your care. This includes ipads, TV, and your own phone. Screen time may be allowed for pre-approved educational purposes (such as homework assigned by a teacher).

#### 5. Avoid or limit sweet treats.

Sweets should be given sparingly and only ever with parental permission. There can be exceptions of course, such as baking cookies together or going out for ice cream on a sunny day, but make sure you have an open dialogue with the parents about whether or not you're able to make these decisions from day to day, or whether you need to check in each time. If the child is under 2 years old, steer clear of sugary snacks entirely.

#### 6. Engage the children in developmentally appropriate play.

Playing with children is an important part of your work. Help to guide their play when necessary, such as bringing new and creative ideas to the table. Crafts, science experiments, obstacle courses, outdoor time, organized field trips. Show initiative in bringing a varied array of educational experiences to your nanny kids.

## 7. Foster language development.

Lighthouse Nanny is founded around the principle of fostering language skills through play and conversation. You're never expected to prepare full lessons or provide formal tutoring, but remember that supporting linguistic development is a large part of your role. Infuse your interactions with language as much as you're able. Engage the little ones in conversation, sing songs, read stories, and play games with active dialogue.

### Code of Conduct Agreement

I certify that I have read the above code of conduct and will embody these terms as long as I am working with Lighthouse Nanny.

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Print Name

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Date

Signature