# Weekly Checklist

Each week, there will be a number of tasks to complete. Here is an example checklist for you to adapt to suit your family’s needs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Nanny Daily Tasks | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast / Clean-up / Teeth done |  |  |  |  |  |
| Beds made & Bedrooms tidy |  |  |  |  |  |
| Dishwasher on |  |  |  |  |  |
| School bags double checked |  |  |  |  |  |
| Washing on (incl. sheets if needed) |  |  |  |  |  |
| School Run |  |  |  |  |  |
| Lunch planned & prepared for the next day |  |  |  |  |  |
| Dinner planned & prepared |  |  |  |  |  |
| School pick up  |  |  |  |  |  |
| After school activities  |  |  |  |  |  |
| Homework & Reading  |  |  |  |  |  |
| Dinner Time |  |  |  |  |  |
| Kitchen tidied / bins emptied if needed |  |  |  |  |  |
| School Bags Packed for the next day & Uniforms ready |  |  |  |  |  |
| Bath & Bed time  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Nanny Weekly Tasks | Monday | Tuesday | Wednesday | Thursday | Friday |
| Meal plan completed for week & food shop List prepared |  |  |  |  |  |
| Timetable & planning reviewed for week |  |  |  |  |  |
| Children’s wardrobes and drawers tidied |  |  |  |  |  |
| Food shop |  |  |  |  |  |
| Toys cleaned |  |  |  |  |  |
| Playroom tidied |  |  |  |  |  |

# Family checklist

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| --- | --- | --- |
| Day | Reminder | Yes / No |
| Monday | Leave Nanny notes for the week ahead |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday | Nanny Catch Up (Without children) |  |
| Friday  | Weekly Checklist review with Nanny |  |
|  | Overtime Calculated - Paid |  |
|  | Kitty Money Reimbursed / Topped Up  |  |