

## **Nanny Contract**

Name of Employer/Parents:

Address:

Phone:

Name of Caregiver:

Address:

Phone:

Effective Date:

This contract is contingent on verifying references, legal status, and a successful background check.

### **Compensation and Benefits:**

Pay: \$\_\_\_\_\_ per week/hour to be paid (every Friday /every other Friday, of the month,)

Taxes: (Explain how taxes will be handled) For example, "Employer will deduct all applicable taxes from the nanny's paycheck and make tax payments to the IRS"

Health insurance: Employer agrees to pay (all or put specific dollar amount) of the nanny's health insurance, provided by \_\_\_\_\_ (add name of insurance company).

Paid vacation: \_\_\_\_\_ week(s) per year. Nanny will give employer \_\_\_\_\_ weeks notice of any upcoming vacations.

Paid holidays: (select all that apply): New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, etc

Room and board?: yes/no (If yes, list benefits, such as nanny's food stipend or groceries per week, television, etc

### **Schedule:**

Nanny will work \_\_\_\_\_ hours a week. Employer will pay \$\_\_\_\_\_/hour for any extra hours worked.

Nanny's work hours are \_\_\_\_\_ a.m./pm to \_\_\_\_\_ a.m./p.m from \_\_\_\_\_ day to \_\_\_\_\_ day

Sick days: \_\_\_\_\_ days a year ( sick days will not accumulate)

Nanny will call by \_\_\_\_\_ a.m. the first day of illness.

Parents will contact nanny \_\_\_\_\_ (insert name) by 4:00 p.m. if they are running late coming home

Nanny will not be required to come to work if the Government is closed due to snow storms (or other extreme weather).

If additional time is required to get to work safely, \_\_\_\_\_ (nanny) is asked to call parents to say she will be late and provide an estimated time of arrival

### **Duties:**

List the nanny's responsibilities. (Be very specific)

Schedule:

Feeding:

Dishes:

Diapering:

Clothing:

Laundry:

Other:

**Transportation:**

Nanny will use \_\_\_\_\_ car (nanny or parent's) to transport child

Parent will provide a car seat and install base to be used each time the child is in the car.

\_\_\_\_\_(nanny) will notify Parents immediately of any kind of car accident or traffic violation if the children are in the car at the time of the incident.

**Parenting Philosophy:**

Naptime method: (specify nap time each day; whether nanny can let baby cry it out, and for how long, how many times during the day a nanny should put baby down, etc.)

Discipline: (specify whether you want the nanny to discipline your child by using time-outs, etc.)

Television: yes/no If yes, how many hours a day? \_\_\_\_\_ hours

Meals: (List how many meals a day, what your child is allowed to eat, and what he isn't)

Hygiene: (List specific rules; for example, nanny must wash hands before and after diapering, etc.)

Safety: (Specify areas in your house and outside where your child is not allowed, and any other safety rules to be enforced)

Authorization to release child: (List anyone who is allowed to visit or pick up your child during the day, for example, grandparent, your older sister, etc.)

**Emergencies:**

If a medical emergency arises, the nanny should (list appropriate measures below).

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(Enclose a letter authorizing your nanny to take your child to the doctor or emergency room and seek medical care.)

Nanny must contact the parents immediately.

Mother's phone number: \_\_\_\_\_

Father's phone number: \_\_\_\_\_

Pediatrician's number: \_\_\_\_\_

**Reviews, Raises, and Grievance Procedures:**

The employer agrees to review the nanny's performance every \_\_\_\_\_ months.

Cost-of-living raises will be given every (year/\_\_\_\_\_ years/depending on review).

If nanny or parent has a grievance, each must speak to the other directly

**Changes and Amendments:**

In the event of the birth of another child, \_\_\_\_\_(nanny) will receive \$\_\_\_\_\_ more per week for the care of the new baby.

Contract can be changed or amended if both parties agree: yes/no

**Termination:**

The nanny must give \_\_\_\_\_weeks'/months' notice of termination in writing.

The employer must give nanny \_\_\_\_\_weeks/months notice in writing if her services will no longer be needed.

Should the employer terminate the agreement, employer agrees to pay all wages up to and including nanny's last day of work. yes/no

**Signatures**

Nanny's signature: \_\_\_\_\_

Employer's / Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

