

## Sample Nanny Contract

Name(s) of employer(s): \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of nanny: \_\_\_\_\_  
Address: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Number of children: \_\_\_\_\_  
Name(s) of children: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start date: \_\_\_\_\_

### Compensation and Benefits:

Pay: \$ \_\_\_\_\_ per hour/week/month. This is to be paid weekly/every 2 weeks/monthly/  
15<sup>th</sup> and 30<sup>th</sup> of the month.

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

Taxes: (Describe 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 (name of insurance company).

Paid Vacation: \_\_\_\_\_ week(s) per year. Nanny will give employer \_\_\_\_\_ weeks notice of any  
upcoming vacations. Also, state whether nanny will be paid for week's employer is on vacation.

Paid holidays: (List all that apply, for example, Christmas, Thanksgiving, Easter, etc.)

Room and Board: yes/no (If yes, list benefits, such as nanny's own telephone line (long-distance  
charges excepted), food stipend or groceries per week, appliances such as microwave, television,  
bed, etc.)

Extras: (Gym memberships, eye exam fee, dental cleanings, etc.)

**Schedule:**

Nanny's work hours are as follows:

Sunday	_____
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____

Include hours (am/pm) and days off.

Number of sick days: \_\_\_\_\_

Number of personal days: \_\_\_\_\_

Nanny will give employer \_\_\_\_\_ days notice for personal days taken, and will call by \_\_\_\_\_ a.m. the first day of illness.

**Duties:**

(List the nanny's responsibilities. Be specific. For example, taking the child/children to playgroups or to the park every Wednesday at 3 p.m., doing the child/children's laundry each week, give medications on time when necessary, pick from school days and times, etc.)

**Transportation:**

Use of car to transport child/children: yes/no

Logistics: If yes, specify whose car (the nanny's or employers) she'll drive, and who will pay the car insurance. State if employer will pay for mileage driven if nanny drives her car. (Current rate for IRS is \$.38/a mile). Also, state that you will provide a car seat to be used each time the child/children are in the car.

**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 the nanny should put the baby down, etc)

Discipline: (specify whether you want the nanny to discipline your child and method to be used.)

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 not to eat.)

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/children is not allowed, and 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, grandparents, your sister, etc.)

**Emergencies:**

If a medical emergency arises, the nanny should (list appropriate measures here). (Enclose a letter authorizing your nanny to take your child/children to the doctor or emergency room and seek medical care.)

Nanny must contact the parents immediately.

Mother's number \_\_\_\_\_

Father's number \_\_\_\_\_

Grandparent's number \_\_\_\_\_

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

The employer agrees to review the nanny every \_\_\_\_\_ month.

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

If nanny has a grievance, she can (list appropriate measure here).

**Changes and Amendments:**

In the event of the birth of another child, a nanny (list here if nanny and employer must discuss first if nanny wishes to continue employment, or if she will receive more money per week for the care of the new baby, and how much)

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

**Notice of Termination:**

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

The employer must give the nanny \_\_\_\_\_ weeks'/months' notice if her services will no longer be required.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date