

Nanny Contract Template

This agreement is between the hiring Family, _____ and the Nanny, _____.

Family and Nanny hereby agree to an on-going commitment unless Nanny is terminated for cause, Nanny leaves this at-will position for any reason, or Family is no longer in need of Nanny's services. Both parties agree to give at least 4 weeks notice before job termination, if at all possible. In lieu of notice Family may provide 1 month salary as a severance package unless Nanny has been let go for cause.

Although this agreement outlines the duties of Nanny, it is not all-inclusive and Nanny understands from time to time they may be asked to perform reasonable duties that contribute to the safety and well being of the children.

Dates & Hours:

Start Date: _____

Nanny will provide childcare during the typical schedule of:

Nanny agrees to work a typical time frame of ____ hours per week.

Nanny may work hours and days outside of the typical schedule as needed and agreed upon with Family.

With the understanding that Nanny must maintain a steady income even when Family is not in need of Nanny's services, Family agrees to pay Nanny for all hours in a typical schedule whether or not Family is in need of those hours. For example: Family is out of town and Nanny is not needed, or Family arrives home early and Nanny is not needed.

Compensation:

Nanny shall work at an hourly rate of \$_____. Hours in excess of 40 hours per seven day period to be paid at time and a half, per California state law.

Family will provide a W-2, Social Security, Medicare, and income taxes will be withheld from Nanny's paycheck.

Nanny understands that they are responsible for supplying their own health insurance policy but will receive a \$_____/month stipend to be used toward the

purchase of health insurance. Nanny will provide proof of insurance at start of employment and at Family's request.

Travel and Overnights:

Travel rate will be determined and agreed upon before the trip and is dependent on required hours and responsibilities. Nanny's travel expenses, room and board, and three meals daily will be paid for by Family.

Overnight stays at the Family home and while travelling with Family will be paid at a flat rate of \$____. Overnight rate begins when Nanny has completed all daily duties that are to be paid at the regular hourly rate, or at time and a half if hours have exceeded 40 hours within a 7 day period.

Vacation/Sick Pay/Holidays:

Nanny shall receive the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

If any of the above holidays occur on a weekend Nanny will be given the official Federal holiday that is observed.

Nanny shall be given 2 weeks of paid vacation per year. Nanny will notify Family of vacation plans with as much notice as possible, preferably 4 weeks or more.

Nanny will have up to 5 sick days per year.

Nanny will receive 3 personal days per year. Nanny agrees to use best efforts to give family at least 1 week notice before using a personal day. A personal day consists of __ hours per the schedule in this agreement and Nanny may use a partial day for things such as doctor's visits. A personal day may only be broken into two separate time blocks.

Unused vacation and PTO shall be paid at the Nanny's standard compensation rates at the termination of Nanny's employment.

Confidentiality & Privacy:

Nanny understands that any and all private information obtained about Family during the course of employment, including but not limited to medical, financial, legal, career and Family's assets are strictly confidential and may not be disclosed to any third party for any reason.

Nanny agrees that any pictures taken with or of the children may be shared with Family but not posted on any social media platform. The children's safety and wellbeing are of Nanny's utmost concern, therefore all information related to the Family such as home address, phone numbers, etc. are to be kept private.

Responsibilities for Childcare:

- Put the absolute safety of the children first before all other responsibilities. Tend to children's basic needs such as feeding, bathing, dressing, personal hygiene, and sleep, and administer medicine to the children as directed by Family.
- Supervise and participate in activities with children including:
_____, _____, _____,
_____, _____.
- Research and plan activities that have substantial child development, social relationship skills, and educational value.
- Monitor screen time as directed by parents.
- Keep a daily journal with a narrative of the children's meals, nap times, medications, activities, and developmental progress.

Household Support Duties:

-
-
-
-
-
-

General Rules:

- All guests must be pre-approved by Family before being allowed entrance into Family's home.
- Smoking and Alcohol consumption is never permitted while Nanny is on duty.
-
-
-
-
-

-
-

Cell Phone & Computer Use:

Nanny keeps a cell phone on hand at all times as a safety precaution and tool that is used to play music, keep track of time, take photos and more. Nanny agrees to limit personal phone and computer use while children are awake and will only take personal phone calls or texts from people outside of the Family if they are emergent.

Expense Account:

Family will provide a debit or credit card, or \$___ in cash for Nanny to use for household supplies and children’s activities and supplies.

Performance & Agreement Reviews:

Nanny requests that Family set aside a few minutes for a weekly meeting to maintain open communication regarding Nanny’s performance, the children’s development, the state of the home, and any other pertinent information. A formal performance evaluation should be completed on a quarterly basis to ensure all parties are maintaining the rules of this contract. Nanny and Family will revisit and amend this contract every 6 months or as needed.

Parent _____

Date: _____

Nanny _____

Date: _____