

OFFICIAL NANNY CONTRACT

Name(s) of employer(s): _____

Address: _____

Name of nanny: _____
Address: _____

Social Security number: _____

Number of children: _____
Name(s) of children _____

Compensation and Benefits:

Start Date: _____

Pay: \$ _____ per hour/ week/ month. This is to be paid weekly/ every 2 weeks / 15th / 30th of the Month.

Nanny will work _____ hours per 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. Refer to www.IRS.gov for options.

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: No / Yes, Explain: _____

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)

Transportation: Use of vehicle to transport child/children: Yes No

a.) : If yes, specify the vehicle: _____

Parenting Philosophy:

Naptime (explain): _____

Discipline (explain): _____

Television (explain): _____

Meals (explain): _____

Hygiene (explain): _____

Other Rules (explain): _____

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(s).

Cost-of-living raises will be given every _____ year(s).

If nanny has a grievance, he/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 he/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