

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/
15th and 30th 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. 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: 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