

# 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 /  15<sup>th</sup> /  30<sup>th</sup> 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](http://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