

## **NANNY CONTRACT**

This contract, executed on **DATE OF MAKING CONTRACT** between **EMPLOYER NAME** (herein referred to as “Family”) and **NANNY NAME** (herein referred to as “Nanny”), has the following terms of employment:

### **Start Date**

Nanny will start employment on **START DATE** and continue until either party elects to terminate the relationship. As a matter of courtesy and in order to provide a secure work environment for both the Family and Nanny, both parties agree to the provisions listed in the “Termination” section.

### **Worksite Address**

Work will be performed primarily at **ADDRESS HERE.**

### **Schedule**

Nanny agrees to work **PART-TIME or FULL-TIME** hours, with a typical schedule being: 9:00 AM to 6:00 PM per day, four to five days a week.

While the schedule is subject to change, Family will limit fluctuations as much as possible and will notify Nanny regarding schedule changes at least a week ahead of time. Nanny is never obligated to work more than normally scheduled hours.

## **Duties and Responsibilities**

Complete childcare, including but not limited to:

1. Tend to child's needs such as feeding, changing, bathing, dressing, brushing teeth, and naps as needed. Put the absolute safety of the child first.
2. Serve snacks/meals to the child; clean up kitchen and table messes related to the child. Nanny will load and unload the dishwasher as needed.
3. Supervise, plan, and actively engage in activities with the child. Sanitize toys as needed.
4. Encourage age-appropriate social skills and independence for the child.
5. Limit screen time as directed by Family.
6. Administer medicine to the child if needed, as directed by Family.
7. Maintain the cleanliness of the home by picking up after herself and the child. Keep play areas clean and organized (with child's help when appropriate).

Duties and responsibilities may change as the child grows, and as the needs of Family change. All parties will renegotiate terms as needed if the duties and responsibilities change.

### General provisions:

1. Nanny is **NOT** to use her personal vehicle to transport the child at this time.
2. Nanny must be professional and have a good work ethic – a good attitude, fun, active, responsible, trustworthy, confidential, reliable, and committed to the job and Family.
3. Smoking is never permitted in or on the Family's home or property.
4. No visitors except with prior notification and approval from Family.
5. Alcohol consumption is never permitted while Nanny is on duty.
6. At the time of termination of employment, and prior to receipt of the final paycheck, Nanny agrees to return to the Families any and all property used as applicable.

### Compensation

Regular gross pay: \$\_\_ per hour.

Wages will be paid **weekly** (every Friday) via the method agreed upon by both Nanny and Family.

### Expenses

Pre-approved, work-related expenses will be reimbursed at cost. Nanny will keep all receipts and submit them to the employer for reimbursement at the end of the month (WEEK).

## **Recording Device**

Family reserves the right to use cameras in their home. The family will not place cameras in private areas such as bathrooms. Family will disclose the use of cameras (both audio and video).

## **Confidentiality**

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 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.

## **Emergency Contacts**

### **Family**

Mother:

Father:

**Relatives:**

Grandma:

Grandpa:

Aunty:

**Nanny**

Name:

Contact #:

Spouse's Name:

Spouse's Contact #:

**Performance & Contract Reviews**

A formal performance evaluation should be completed on a quarterly basis to ensure and maintain open communication regarding Nanny's performance, the children's development, the state of the home, and any other pertinent information. After 1 year, Nanny is eligible for a raise.

## **Termination of Employment**

Should it become necessary for either party to terminate employment without cause, both parties agree to provide at least **14 days'** notice. If Family fails to give 14 days' notice for termination without cause, Family will give equivalent severance. If Nanny's employment is terminated due to reasons stipulated later in this contract, she will receive no severance pay.

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

Grounds for immediate termination and no severance package include:

1. Allowing the child's safety to be compromised in any way
2. Violating this contract in any way
3. Inconsistent or non-performance of job responsibilities
4. Lying, stealing, or otherwise being dishonest to Family
5. Convicted of a crime
6. Breach of confidentiality clause
7. Repeatedly late to work
8. Smoking or consumption of alcohol while on duty

**By signing below, we state that both parties have read, understood and agree to be fully bound by the terms and conditions of this contract.**

NANNY NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYER NAME \_\_\_\_\_

DATE \_\_\_\_\_