**Family and Nanny Work Agreement**

 Nanny Legal Name: Phone: Social Security:
 Address: Email: Date of Birth:

Family Parent Name: Phone: Email:
 Parent Name: Phone: Email:
 Backup Contact: Phone: Email:
 Child Name: Address:
 Child Name:
 Child Name:
 Family Pets:

This contract between the hiring Family \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (herein known as Family) and the childcare provider
\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (herein known as Nanny) shall be in force for one year from the date of signature. Both parties agree to give at least \_\_\_\_\_\_\_ weeks-notice before terminating unless Nanny is terminated for cause. Although this agreement outlines the duties of the Nanny, it is not all-inclusive and from time to time, the Nanny will be asked to perform additional duties that contribute to safety and well-being of the children.

 Nanny and Family agree to make every effort to adhere to the planned schedule. Both parties will communicate
 changes with at least three (3) days-notice and agree to adapt to emergencies if they should occur. When the Family
 does not need the Nanny to work (Family travel or vacation days), the Nanny will be paid.

 Monday from to Hourly Paid Rate: Paid Holidays Include:
 Tuesday from to Gross Weekly Pay: New Year’s Eve and New Year’s Day
 Wednesday from to Net Weekly Pay: Memorial Day
 Thursday from to Hourly Overtime Rate: 4th of July
 Friday from to Weeks Paid Vacation: Labor Day
 Saturday from to Number Sick Days: Thanksgiving and Day after
 Sunday from to Number Personal Days: Christmas Eve and Christmas Day

 How much notice must Nanny give Family for personal and vacation days?
 How will Nanny taxes be handled?
 Nanny is compensated for work related use of personal auto at a rate of \_\_\_\_\_ per mile
 When are Expense Reports due? When will expenses be reimbursed?
 Benefits: Check all that apply
 [ ]  Health Insurance [ ]  Auto Insurance [ ]  Dental [ ]  Vision [ ]  Cell Phone [ ]  Other
 In case of an auto accident while Nanny is using a vehicle during work hours, the deductible will be paid by \_\_\_\_\_Nanny
 or \_\_\_\_\_Family. Percentage paid? \_\_\_\_\_\_ Amount of deductible? \_\_\_\_\_\_\_\_\_

 Typical Daily Schedule including Routines and Recurring Activities
 Monday: Tuesday: Wednesday:

 Thursday: Friday: Saturday:

 Sunday: Overnights Bedtime routine:

 Bath/shower routine:

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 Household Management and Housekeeping. Family will provide all necessary supplies. Check all that apply
 [ ]  Cook Meals [ ]  Clean Kitchen [ ]  Child Laundry [ ]  Family Laundry [ ]  Vacuuming
 [ ]  Mop Floors [ ]  Dust [ ]  Clean Bathrooms [ ]  Playroom Pick Up [ ]  Trash/Recycling
 [ ]  Out of Stock items [ ]  Grocery Store [ ]  Household Shopping [ ]  Dry Clean Pick Up [ ]  Pet Care
 [ ]  Other:

 Detailed Summary of Nanny’s Duties and Responsibilities:

Meals. Family will provide all necessary food to prepare nutritious meals, snacks, and beverages for Nanny and Child(ren) during normal working hours.

Child(ren) Allergies:
Child(ren) Food Restrictions:
Special Diets:
Family Allergies:
Family Meal Preferences:
Meal Preparation Guidelines:
Special Food items requested by Nanny:

 House Rules. Check all that apply
 [ ]  Make Bed [ ]  Bath \_\_x per week [ ]  Curfew time: [ ]  Family Dinner [ ]  Apologize
 [ ]  Computer limit: [ ]  Television limit: [ ]  Gaming limit: [ ]  Homework first? [ ]  Required reading
 [ ]  Ask permission [ ]  Pick up your stuff [ ]  Exercise time: [ ]  One family chore [ ]  Food only in kitchen
 [ ]  Other:

Confidentiality. Nanny understand the necessity of discretion and confidentiality for all matters pertaining to the Family and will not discuss (by any means, including electronic messaging) any personal information related to the Family including but not limited to the Family’s employment, finances, friends, relatives, activities, or medical conditions. Nanny will not post any information or pictures of Family including Child on social media.

 Emergency Management Plan
 Disasters likely to affect the home. Select all that apply.
 [ ]  Earthquake [ ]  Tornado [ ]  Flood [x]  Fire [ ]  Hurricane [ ]  Extreme temperatures
 [ ]  Other:
 Safety equipment locations:
 Fire extinguishers: First Aid Kit:
 Escape routes from home: Meeting place location:

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 Emergency Information:
 Pediatrician Name: Phone: Address:
 Urgent Care: Phone: Address:
 Preferred Hospital Phone: Address:
 Poison Control Phone: 800-222-1222
 Where to find medical insurance card and/or authorization to approve medical treatment:

 Summary of Child Development, Personality and Preferences, and Discipline:

 Renewal or Termination. The Nanny and Family Agreement can be renewed or amended at any time. Renewal of the
 agreement will specify any changes in the salary or changes in the job description or schedule.
 If the Family must terminate the Nanny’s employment unexpectedly, the Nanny will be paid severance pay. \_\_\_Yes or
 \_\_\_\_ No. If yes, the amount will be \_\_\_\_\_\_). If the Nanny is terminated for gross cause a severance will not be paid. If
 at the time of termination, Nanny has expenses owed to the Family, those amounts may be deducted from the Nanny’s
 pay. \_\_\_\_\_ Yes or \_\_\_\_ No.

There are \_\_\_\_\_ supplemental pages to this agreement.

 Nanny Signature Date

 Parent Signature Date

 Parent Signature Date