

NANNY EMPLOYMENT CONTRACT

A written agreement between a family and their nanny

This template is provided for general informational purposes and is not a substitute for legal advice. Employment laws vary by location and consider having an attorney review your final agreement.

1. Parties and Employment Details

This agreement is made between:

Employer(s) name(s): _____

Home address (place of employment): _____

Nanny's full legal name: _____

Nanny's address: _____

Nanny's phone number / email: _____

Children in Nanny's Care

Child's name / age: _____

Child's name / age: _____

Child's name / age: _____

Add rows as needed. Note the date of any additional children born or added during the term of employment.

Employment start date: _____

Employment end date (if temporary or seasonal): _____

Position type (check one):

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Arrangement (check one):

☐ Live-in ☐ Live-out

2. Work Schedule

Regular work schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Daily start time: _____

Daily end time: _____

Expected break time(s): _____

Evening / weekend hours, if any: _____

Overtime rate and approval process: _____

Notice required for schedule changes: _____

Additional notes (occasional late evenings, travel, or overnight care required):

Notes: _____

3. Job Responsibilities

The Nanny's duties include (check all that apply):

- ☐ Supervising children
- ☐ Preparing meals and snacks
- ☐ Feeding infants or young children
- ☐ Organizing educational and age-appropriate activities
- ☐ Reading, crafts, and outdoor play
- ☐ School or daycare pick-up and drop-off
- ☐ Helping with homework
- ☐ Managing nap schedules
- ☐ Bathing or dressing younger children
- ☐ Children's laundry
- ☐ Cleaning bottles, dishes, and toys used during the day
- ☐ Tidying children's bedrooms and play areas

Other duties (be specific): _____

Be as specific as possible. Spell out exactly what's expected (e.g. "unload the dishwasher and walk the family dog") rather than vague terms like "light housekeeping."

4. Pay and Benefits

Hourly wage or annual salary: _____

Pay schedule (check one):

☐ Weekly ☐ Biweekly ☐ Monthly ☐ Other: _____

Payment method: _____

Overtime rate (if applicable): _____

Mileage reimbursement rate for transporting children: _____

Reimbursement process for approved purchases: _____

Bonuses or annual raises (if offered): _____

Health insurance or wellness stipend (if applicable): _____

5. Paid Time Off and Holidays

Paid vacation days per year: _____

Paid sick leave per year: _____

Recognized paid holidays: _____

Personal days, if offered: _____

Does unused PTO carry over to the following year?

☐ Yes ☐ No

Notice required for vacation requests: _____

Family travel without Nanny is this treated as Nanny's PTO?: _____

6. House Rules and Parenting Preferences

Screen time limits: _____

Discipline approach: _____

Outdoor play guidelines: _____

Car seat and transportation safety requirements: _____

Visitors to the home policy: _____

Personal phone use during working hours: _____

Posting photos/information about children on social media: _____

7. Emergency Procedures

Parent/guardian contact information: _____

Emergency contact (name and phone): _____

Pediatrician's name and phone number: _____

Preferred hospital or urgent care center: _____

Known allergies: _____

Medical conditions: _____

Medications and dosage instructions: _____

Health insurance information (if applicable): _____

Nanny is authorized to seek emergency medical treatment for the child(ren) when the parent/guardian cannot be reached:

☐ Yes ☐ No

8. Confidentiality and Privacy

The Nanny agrees to:

- Not share photos of the children or family with others outside the family
- Not take or share photos of the family home
- Follow the family's social media rules (e.g. no posting pictures of the children)
- Not share home security information such as access codes or key cards
- Not share the child(ren)'s medical or educational information with third parties

9. Ending the Agreement

Notice period required to end employment: _____

Conditions for immediate termination: _____

How final paychecks will be handled: _____

Return of family property (keys, cards, devices, etc.): _____

Handling of unused paid time off upon termination: _____

10. Acknowledgement and Signatures

By signing below, both parties agree to the terms outlined in this Nanny Employment Contract.

Employer

Employer Signature

Date

Nanny

Nanny Signature

Date

This template is for general reference only and does not constitute legal advice. Employment law (minimum wage, overtime, paid leave, tax withholding, etc.) varies by state/country, consult a local employment attorney or your state labor department before finalizing.