



Cambridge
— NANNY GROUP —



Nanny Family Agreement

Template/Sample Document

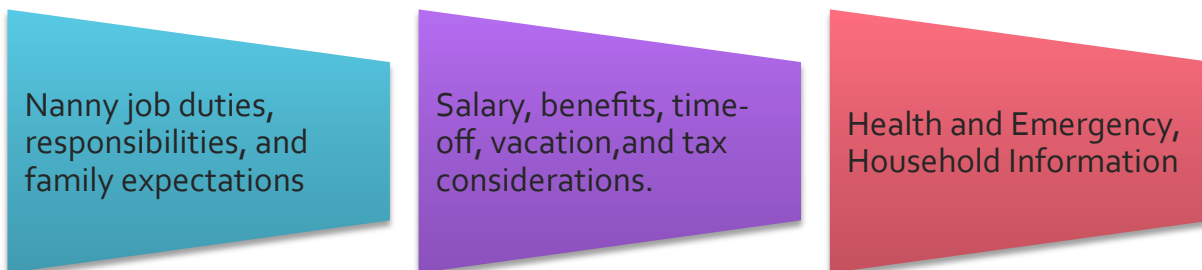
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It is so important to starting out on the right foot with your nanny. You want to show your new nanny that she's valued, that she fits into your family culture, and she's likely to be supported and successful in her new work environment. A Family and Nanny Agreement may be the most important tool to ensure your nanny has the information and resources she needs to do her job - well!

A Family and Nanny Agreement, although not legally required, sets the framework for a successful relationship because details are worked out ahead of time and the ground rules firmly established. The contract should not be a one-time document that gets tucked away in a drawer. Most families review it annually and update it any time significant changes occur (e.g., new baby!). Think of it as a job description and employee handbook all rolled into one – helping everyone get on the same page.

What should a contract cover?



Your nanny's job duties and responsibilities should be covered in detail. The document covers a wide variety of topics including salary, benefits, insurance, and tax considerations, as well as family and nanny expectations, household information, health and emergency, meals, vacation, and much more.

Possible components of your agreement:

- ✓ Wages and pay schedule. (e.g., will your nanny be paid weekly or bimonthly).
- ✓ Work hours (e.g., 8:30am – 5pm).
- ✓ Taxes (e.g., Employer will deduct all applicable taxes from the nanny's paycheck and make tax payments)
- ✓ Benefits (e.g., Personal time off, sick pay, paid holidays, health insurance, transportation reimbursement)
- ✓ Duties & responsibilities (e.g., children's laundry, meal preparation, etc.)
- ✓ Access to family vehicle/usage rules or rules around use of the nanny's car.

- ✓ Occasions when the nanny must stay late. (e.g., will you provide additional pay)
- ✓ Procedure for when your nanny is sick (e.g. nanny must call by 6:30am).
- ✓ Do activities need to be pre-approved by family or does the nanny of the authority to plan her own day (e.g., visits to museums, playgroups, activities, etc.)
- ✓ House rules (e.g. certain rooms are off limits, whether or not nanny may invite visitors over).
- ✓ Performance/Merit Pay Increases.
- ✓ Guarantee pay increase for additional children.
- ✓ Naptime method, schedule, and whether the nanny can let the baby cry and for how long.
- ✓ Discipline (e.g., time outs)
- ✓ TV and computer access (e.g., what type of programming and how much TV time per day.
- ✓ Cell Phone policy. Can nanny make or accept personal calls during work day?
- ✓ Daily Activities (e.g., child must have 30 min. of tummy time, 30 min. of reading stories, etc.)
- ✓ Meals (e.g., meal preparation, off limit foods, food allergies.)
- ✓ Snacks (e.g., nanny may only give child snacks from approved snack list)
- ✓ Safety (e.g., children must wear bike helmets)
- ✓ Authorization to release child (e.g., grandparents)
- ✓ Procedure if medical emergency arises. (Be sure to keep a letter in a predetermined place authorizing your nanny to take your child to the doctor or emergency room and seek medical care.)
- ✓ Terms of separation (e.g. how long must a notice be given by family and nanny).
- ✓

Is a Nanny Contract Legally Binding

As with any employment agreement, a nanny contract is hard to enforce. Illinois is an "employment at-will" state which generally means an employer can terminate an employee for any reason. However, sometimes the nanny is being fired for gross negligence or willful disregard for the terms/conditions of employment which is why it is very important that the nanny and family both sign off on the Nanny and Family Agreement. Be sure to make copies for your nanny to keep and review.

Family Nanny and Family Agreement Template

Family and Nanny Agreement		
THIS CONTRACT BETWEEN THE HIRING FAMILY: _____ (HERIN KNOWN AS FAMILY) AND THE CHILDCARE PROVIDER _____ (HEREIN REFERRED TO AS NANNY) SHALL BE IN FORCE FOR ONE YEAR FROM THE DATE OF SIGNATURE OF BOTH PARTIES. FAMILY AND NANNY HEREBY AGREE TO A ONE-YEAR EMPLOYMENT COMMITMENT UNLESS A NANNY IS TERMINATED FOR CAUSE. BOTH PARTIES AGREE TO GIVE AT LEAST FOUR (4) WEEKS NOTICE BEFORE TERMINATION 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 SAFETY AND WELL BEING OF THE CHILDREN.		
Nanny Name:		
Address:		
Telephone	Cell	Email
Social Security	Date of Birth	
WORK SCHEDULE		
Monday from _____ to _____		
Tuesday from _____ to _____		
Wednesday from _____ to _____		
Thursday from _____ to _____		
Friday from _____ to _____		
Saturday from _____ to _____		
Sunday from _____ to _____		
Nanny and family agree to make every effort to adhere to the above schedule. Both parties agree to understand and adapt to emergencies if they should occur.		
Hourly Pay Rate:		Gross weekly Pay: Net weekly Pay:
Paid Vacation? How many week(s)?	Sick Days?	Personal Days?
Overtime Calculation time for Full Time Nanny:		
When the family travels or has personal days and does not need the nanny to work the nanny will be paid.		
Paid Holidays. Check all that apply. _New Years Eve_ _New Years Days_ _Memorial Day_ _4 th of July_ _Labor Day_ _Thanksgiving_ _Day after Thanksgiving_ _Christmas Eve_ _Christmas Day_ _Other		
Mileage/Car Reimbursement Detail:		
How will nanny taxes be handled?		
How much notice must nanny give family for personal or vacation days?		
Comments:		
BENEFIT		
Health Insurance Provided by Family? Yes ___ No ___		
Please check all that apply : ___ Dental ___ Vision ___ Other ___		

Car Insurance Provided by Family? Percentage Paid?		Nanny is compensated for work related use at a rate of ____ per mile.	
In case of accident while nanny is using vehicle during work hours the deductible will be paid by ____Nanny ____ family____ Both. Percentage Paid ____? Amount of deductible?			
Comments :			
MEAL AND HOME LIFE			
Family will provide all necessary food to prepare nutritious meals, snacks and beverages for nanny and child/ren during normal working hours.			
Food items requested by Nanny?			
Children's Allergies:			
"Off Limit" Foods :			
Meal Preparation Guidelines :			
Other:			
HOUSEHOLD HOUSEKEEPING			
Children's Laundry	Dishwasher – Load/Run/Unload	Clean up after meal preparation	Children's Bedroom/Playroom clean-up
Notify family of household/food items that are out of stock	Pet Care		
Typical Day Schedule (Activities and Schedule)			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

Detailed Summary of Nanny’s Duties and Responsibilities:

TERMINATION/RENEWAL

Either Party May Terminate the agreement upon ___ days notice

Nanny/Family Agreement can be renewed or amended at anytime. 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 ___ No ___ How much?

If the Nanny is terminated for gross cause a severance will not be paid.

At the time of termination, if the nanny has any expenses owed to the family (such as long Distance telephone charges) those amounts may be deducted from the nanny’s pay. ___ Yes ___ No

There are ___ supplemental pages to this agreement.

Nanny Signature	Date
Mother’s Signature	Date
Father’s Signature	Date