

Nanny Work Agreement

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Welcome to our family! **Carmelina Ayala** specializes in providing exceptional care for newborns through 6-year-olds, with over 15 years of professional nanny experience.

The following contract ensures we are all on the same page regarding start date, vacation days, sick days, payments, expense reimbursement, and additional guidelines outlined below under “Nanny Responsibilities and Daily Schedule.”

While the agreement below is static, the addendum serves as a working/active agreement as the child(ren) grow and develop through the years and their needs change.

This agreement, executed on date, is between:

Parent: signature

Parent: signature

and **Carmelina Ayala**, and includes the following terms of employment:

1. **START DATE**

The Employee will start full-time employment on start date and continue until either party decides to terminate the relationship.

2. **WORKSITE ADDRESS**

Work will be performed at the Employer’s home located at address.

3. **WORK SCHEDULE**

The Employee will provide childcare from Monday to Friday during the hours of work hours.

The Employee agrees to work a standard time frame of 35-40 hours per week, referred to hereafter as a standard work week, or as agreed to by both parties.

4. JOB RESPONSIBILITIES

A specific list of tasks, timelines, and instructions (referred to as Nanny Responsibilities and Daily Schedule) will be provided for review. Once agreed upon, it will be referenced as Addendum A to this contract.

- Dependent Care: **Carmelina Ayala** will provide care for the child(ren) as specified by the Employer (names and birth dates to be listed in the executed contract).

5. COMPENSATION & BENEFITS

1. **ONE CHILD:** The weekly compensation for standard nanny duties will be a salary of **\$agreed rate** for 35-40 hours per week for one child. Wages will be paid weekly every Friday or as agreed upon by both parties.
2. **TWO OR MORE CHILDREN:** The weekly compensation for standard nanny duties will be a salary of **\$agreed rate** for 35-40 hours per week for two or more children. Wages will be paid weekly every Friday or as agreed upon by both parties.
3. **PAY RATE ADJUSTMENTS:** Each year, the Employee will receive a performance review and will be eligible for an increase in compensation based on the results.
4. **WORK-RELATED EXPENSES:** The Employer agrees to reimburse the Employee for any work-related childcare expenses within two weeks. The Employee will obtain approval by phone, text, or email if the expense exceeds \$25. Expenses exceeding \$25 without prior approval will not be reimbursed.
 1. The Employee will provide receipts detailing work-related expenses for reimbursement. Miles driven while on the job using the Employee's car will be reimbursed at the IRS Mileage Reimbursement Rate, which covers the cost of gasoline as well as general wear and tear on the car.
 2. The Employee will maintain a mileage log and submit it to the Employer for reimbursement at the end of the week. Trips longer than 20 miles round trip require prior approval via phone, text, or email from at least one Employer.
5. **PAID VACATION:** The Employee will receive 10 days of paid vacation per calendar year. The Employee must notify the Employer of vacation dates at least one month in advance. Unused vacation days will roll over to the following year, up to a maximum accumulation of 20 days total.

6. **SICK LEAVE:** The Employee will receive 5 days of sick leave in a given calendar year. The Employee agrees to use best efforts to notify the Employer at least 12 hours in advance before being absent due to illness. Unused sick leave will roll over to the following year, up to a maximum accumulation of 10 days total. The Employee understands that the Employer does not provide medical insurance.

6. PAID HOLIDAYS

The Employee understands that each family has unique holiday needs and traditions. We are committed to working together to create a holiday arrangement that respects both family time and the Employee's personal celebrations. The holidays below are structured to provide clarity while maintaining flexibility for mutual agreement.

The Employee will receive a minimum of 6 standard paid holidays per year, with up to 4 additional optional holidays to be agreed upon with the Employer (10 total possible paid holidays).

Standard Paid Holidays (6 days):

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

Optional/Flexible Holidays (4 days) - to be agreed upon during contract negotiation:

- New Year's Eve
- Martin Luther King Jr. Day (*Nina's Birthday*)
- Presidents' Day
- Christmas Eve

The Employee and Employer will discuss which optional holidays will be observed as paid time off. Alternatively, the Employee may work these days with prior agreement, and receive compensatory time off on a 1:1 basis (one day worked = one day off) on mutually agreed dates.

If a holiday falls on a weekend, the Employee will receive the closest business day off as paid vacation, provided that any consecutive holidays do not fall on a Saturday and Sunday. If so, the Employee will receive either Friday or Monday off, but not both.

7. CONFIDENTIALITY

The Employee understands that all private information obtained about the Employers or their dependents during employment, including but not limited to medical, financial, legal, and career information, is strictly confidential and may not be disclosed to any third party for any reason.

8. GROUNDS FOR TERMINATION

The following are grounds for immediate termination:

1. Compromising the health, safety, or welfare of the child(ren).
2. Gross misconduct or negligence including but not limited to theft, dishonesty, or violence.
3. Substance abuse including use of illegal drugs or alcohol while on duty.
4. Breach of contract terms including confidentiality or background check disclosures.
5. Consistent failure to perform agreed-upon job responsibilities.

9. SOCIAL MEDIA POLICY

The Employee understands that they should not publicly share or post their location, daily plans, or pictures of the children on any social media network. Private sharing of photos with parents via messaging is acceptable. Additionally, the Employee should not disclose the family's whereabouts to strangers unless pre-approved by the family.

10. CPR AND EMERGENCY CARE CERTIFICATION

The Employee agrees to maintain current Infant and Child CPR and Emergency Care certifications throughout the length of employment as required for ongoing employment.

11. PERFORMANCE REVIEWS

The Employer and Employee will review the performance of the Employee annually to address any issues or concerns to ensure continued high-quality service and care. Both Employee and Employer will address any concerns or issues promptly towards resolution.

12. EMPLOYEE NOTICE TO LEAVE EMPLOYMENT

Should the Employee wish to leave their position for any reason, a two-week notice is requested to provide ample time to find other arrangements for childcare.

13. EMPLOYER NOTICE TO TERMINATE EMPLOYEE

Should the Employer wish to terminate the Employee for any reason not listed in Section 8, the Employer shall give the Employee a minimum of two-week notice. Should the Employee find other employment after the notice of termination from the Employer, the Employee shall be required to:

1. Notify the Employer of the new employment.
2. Provide care to the Employer as agreed to by both parties, which shall be no less than two weeks from the notice of termination.

Family's Signature

Name: parent name

Date: date of signature

Name: parent name

Date: date of signature

Nanny's Signature

Name: **Carmelina Ayala**

Date: date of signature

ADDENDUM A

NANNY RESPONSIBILITIES AND DAILY SCHEDULE

The Employee agrees to perform the following duties as a requirement of employment. The Employer and Employee recognize that caring for young children requires flexibility, and these responsibilities will be adjusted as the child(ren) grow and develop.

CHILD SAFETY & CARE

- Put the absolute safety of the child(ren) first before all other responsibilities.
- Attend to child(ren)'s daily care needs including bathing, dressing, diaper changes, teeth brushing, and nap schedules.
- Administer medicine as needed and directed by the Employer.

EDUCATION & DEVELOPMENT

- Supervise and participate in age-appropriate activities including games, walks, play dates, playground outings, and reading.
- Plan activities that support child development, social skills, and learning through play.
- Encourage language development through conversation, storytelling, and interactive play.

MEALS & NUTRITION

- Prepare healthy, age-appropriate meals and snacks for child(ren) during scheduled hours.
- Clean up the kitchen and dining areas after meal times.

HOUSEHOLD SUPPORT (CHILD-RELATED)

- Maintain child(ren)'s bedroom and play areas as circumstances allow, including making beds, organizing toys, and keeping spaces tidy.
- Assist with child(ren)'s laundry as time permits, including clothes and bed linens.

TRANSPORTATION

- Based on agreement, the Employee will use their personal vehicle to transport child(ren) to activities and events as needed.
- Mileage will be reimbursed at the IRS Mileage Reimbursement Rate.
- Mileage logs will be submitted weekly for reimbursement.
- Employer will provide appropriate car seat(s) for the child(ren).

SAMPLE DAILY SCHEDULE

The following is a flexible template that will be customized based on the child(ren)'s age, needs, and family preferences:

Morning Routine (e.g., 9:00 AM - 10:00 AM) - Greet child(ren) and review day's plan with parents - Morning care: dressing, breakfast, teeth brushing - Free play or structured activity

Mid-Morning (10:00 AM - 12:00 PM) - Outdoor time: walks, park visits, or outdoor play - Learning activities: reading, puzzles, arts and crafts

Lunch & Rest (12:00 PM - 2:00 PM) - Lunch preparation and mealtime - Nap time or quiet activity for older children

Afternoon (2:00 PM - 4:00 PM) - Wake-up routine for nappers - Snack time - Activities: play dates, library visits, age-appropriate learning

Late Afternoon (4:00 PM - End of Day) - Free play or outdoor time - Light meal prep or snack - Tidy up play areas - End-of-day routine and parent handoff

Note: This schedule is a starting point and will be adjusted regularly based on the child(ren)'s developmental stage, family needs, and agreed-upon priorities. The Employee and Employer will communicate openly about schedule modifications as needed.