

## Sample Contract

Read through our sample contract for suggestions and examples.

Name(s) of employer(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of nanny: \_\_\_\_\_

Address: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Number of children: \_\_\_\_\_

Names of children: \_\_\_\_\_  
\_\_\_\_\_

Start date: \_\_\_\_\_

Place: \_\_\_\_\_

### Compensation and Benefits:

Pay: \$\_\_\_\_\_ per week/month/hour to be paid (every Friday, 15th and 30th of the month, etc.)

Taxes: (Explain how taxes will be handled) For example, "Employer will deduct all applicable taxes from the nanny's paycheque and make tax payments to the CCRA

Paid vacation: \_\_\_\_\_ week(s) per year. Nanny will give employer \_\_\_\_\_ weeks notice of any upcoming vacations.

Paid holidays: (List any that apply, for example, Christmas, Easter, etc.)

### Schedule:

Nanny will work \_\_\_\_\_ hours a week.

Employer will pay \$\_\_\_\_\_/hour for any extra hours worked.

Nanny's work hours are between \_\_\_\_\_ a.m./p.m. and \_\_\_\_\_ a.m./p.m.  
from (list days)

Days off: list days \_\_\_\_\_

Sick days: \_\_\_\_\_ days a year

Personal days: \_\_\_\_\_ days a year.

Nanny will give employer \_\_\_\_\_ days notice for personal days taken, and will call by \_\_\_\_\_ a.m. the first day of illness.

Duties:

(List the nanny's responsibilities. Be specific. For example, taking the child to playgroup or to the park every Wednesday at 3 p.m., doing the child's laundry every Friday, giving medications on time when necessary, feeding the baby with expressed breast milk every two hours, etc.)

Transportation:

Use of car to transport child: yes/no

Logistics: If yes, specify whose car (the nanny's or parent's) she'll drive, and who will pay the car insurance. If it's the nanny's car, state that you will provide a car seat to be used each time the child is in the car.

Parenting Philosophy:

Naptime method: (specify nap time each day; whether nanny can let baby cry it out, and for how long, how many times during the day a nanny should put baby down, etc.)

Discipline: (specify whether you want the nanny to discipline your child by using time-outs, etc.)

Television: yes/no If yes, how many hours a day? \_\_\_\_\_ hours

Meals: (List how many meals a day, what your child is allowed to eat, and what he isn't)

Hygiene: (List specific rules; for example, nanny must wash hands before and after diapering, etc.)

Safety: (Specify areas in your house and outside where your child is not allowed, and any other safety rules to be enforced)

Authorization to release child: (List anyone who is allowed to visit or pick up your child during the day, for example, grandparent, your older sister, etc.)

Emergencies:

If a medical emergency arises, the nanny should (list appropriate measures here). (Enclose a letter authorizing your nanny to take your child to the doctor or emergency room and seek medical care.)

Nanny must contact the parents immediately.

Mother's phone number: \_\_\_\_\_

Father's phone number: \_\_\_\_\_

Reviews, Raises, and Grievance Procedures:

The employer agrees to review the nanny every \_\_\_\_ months.

Cost-of-living raises will be given every (year/\_\_\_ years/depending on review).

If nanny has a grievance, she can (list appropriate measure here).

Changes and Amendments:

In the event of the birth of another child, a nanny (list here if nanny and employer must discuss first if nanny wishes to continue employment , or if she will receive more money per week for the care of the new baby, and how much)

Contract can be changed or amended if both parties agree: yes/no

Notice of Termination:

The nanny must give \_\_weeks'/months' notice of termination in writing.

The employer must give nanny \_\_weeks/months notice if her services will no longer be required.

Should the employer terminate the agreement, employer agrees to pay all wages up to and including nanny's last day of work. Yes/no

Signatures:

\_\_\_\_\_

Nanny Date

\_\_\_\_\_

Parent Date

\_\_\_\_\_

Parent Date

\_\_\_\_\_