

NANNY - EMPLOYEE/EMPLOYER AGREEMENT FOR CHILD CARE AND HOUSEHOLD DUTIES

Child Care Duties

1. Meals - This includes the preparation of a healthy breakfast, lunch and/or dinner for the children. Meals can be discussed prior to preparation until Nanny becomes aware of what the children normally eat for each meal. The Nanny is not expected to prepare meals for the Parents or other adult members of the household, unless otherwise specified.

2. Dressing - The Nanny shall ensure that the child is appropriately dressed for activities in which they are engaged, taking into consideration the weather and nature of the activity. The Nanny must ensure that the clothing is clean and worn properly. The Nanny is responsible for teaching the child all personal hygiene including dressing, potty training, washing their hands after going to the restroom and before eating, cleaning their teeth after each meal and taking a daily bath/shower.

3. Child Development and Nap Time - The Nanny shall engage the child or children in all activities striving to teach them proper speech, basic phonetics and arithmetic, shapes, colors, animals. The Nanny shall also teach the child how to share with other children, etiquette and how to keep their toys and things in an orderly fashion. The Nanny will play with the child to encourage speech and personality development. The Nanny must supervise the child at all times and never leave the child unattended. All activities must be supervised. When it is time for the child to take a nap, the Nanny must do her best to ensure that the nap is taken at the proper time each day. While the child is taking a nap, the Nanny must keep the monitor near and periodically check on the child.

4. Discipline - The Nanny must never hit nor touch the child in an aggressive manner. The Nanny must never use any profane or derogatory language in front of the child. The Nanny must never grab the child harshly or shake the child in any way. There will be activities that the Parents deem dangerous for the child and forbid the child from engaging in these activities. The Nanny must adhere to the Parents' choices for what they deem dangerous and forbidden. Time-outs are used as a method for discipline. All other punishment is the Parents' responsibility. Any child behavioral modification and suggested solutions should be discussed with the Parents and given full approval and authorization prior to implementation.

5. Communication - The Nanny must keep an open line of communication with the Parents at all times. Problems or issues with the child's behavior, routine, attitude or discipline must be discussed immediately. If the Nanny has personal problems that might interfere with the care of the child, this must be discussed immediately. If the Nanny has problems with her childcare or household duties, then the Nanny must inform the Parents immediately. The Nanny promises to be honest with the Parents regarding all aspects of the child's care and in return asks the same of the Parents. All issues will be resolved with good communication and without confrontation. The Nanny will never ask the child (children) to do something that the Parents do not want the child (children) to do and/or keep secrets with the children with respect to this conduct.

6. Transportation - Whenever the Parents direct, the Nanny will take the child to and from activities such as parks, parties and special events in the vehicle provided by the Parents or the vehicle belonging to the Nanny if the Parents have agreed to its use. Whenever the Nanny is taking the child from the house for a walk or drive, the Parents must be made aware of such activities. If the Parents cannot be reached, or are not at home, then a message must be left for their information as to where the Nanny is going and as to how long the activity will take. The Nanny must never veer off the intended activity to do something that the Parents do not know about. The Nanny must never take the child in anyone's vehicle or to any strange location that has not been discussed with, and approved by, the Parents. The Nanny must never, under any circumstances, leave the child alone in the car.

7. Releasing Children - Under NO circumstances will the Nanny release a child to any relative, neighbor, family friend or personal friend without the direct approval and authorization of the Parents. If the Parents give such authorization, then the Nanny must be certain that the child is being released to that specific person by checking identification.

8. Termination - The Nanny agrees to provide the Parents with at least two (2) weeks' notice prior to leaving employment and the Parents agree to provide two (2) weeks' notice before terminating the Nanny unless the personal safety of either the Nanny or the children is involved. In such case, the Nanny can leave employment immediately. Upon notice to terminate this agreement either by the Nanny or Parents, each party will attempt to end the relationship amicably and professionally.

Household Duties

1. General Household Maintenance - The Nanny will be responsible for the general household maintenance as it directly relates to the care of the children. However, at no time will the general household maintenance interfere with the direct care of the child or children. These duties must be done while keeping a close eye on the child or children. The priority is always the care of the children first.

2. Kitchen - Daily cleaning of the kitchen area which includes dishes used by the Nanny and/or children, highchairs, toys in kitchen area, floor underneath the eating area and highchairs and other chairs used by children. All dishes used to cook for the Nanny and/or children must be put into the dishwasher or washed by hand after each meal. Also, the floor in the kitchen area must be swept and mopped daily.

3. Playroom - Nanny must pick up the toys daily after each play period and at the end of each day. Clothes or any other items left in the play area must be returned to their place. Vacuuming or mopping is done daily/or weekly as needed.

4. Garbage - The Nanny will be responsible for emptying the diaper pail and removing any garbage from the child's bedroom and bathroom on a daily basis.

5. Child's Bedroom and Bathroom - The Nanny is responsible for complete maintenance of the child's bedroom and bathroom. This includes changing the sheets, keeping the room vacuumed and organized, wiping down the bathroom counters, removing clothes from the hamper and keeping all mirrors wiped after washing of hands and brushing of teeth.

6. Laundry - The Nanny is only responsible for the bedding of the child's crib/bed and the laundry belonging to any child under her care.

7. Cooking - The Nanny must cook for any child under her care and learn what meals are desired for each child. However, the Nanny does not have to cook gourmet meals or special meals for each child unless it is easy to do and time permits at breakfast and lunch times. Dinners will be a set meal for all children. The Nanny must be aware of any food allergies and be careful NOT to bring such foods into the house or provide such foods to the child.

8. Medicine - The Nanny shall not administer any medication, including over-the-counter drugs, unless specifically directed to do so by the Parents. The Parents also know that the Nanny will need a written request and approval for all medication administered by the Nanny. All medicine administered by the Parents or the Nanny must be logged with exact dosages and the time given so that no overdosing occurs.

9. Emergencies - In the case of an emergency, the Nanny will contact the Parents immediately. If the situation requires immediate attention by a professional Doctor or Paramedic, then the Nanny must dial 911 or the Poison Control Center prior to calling the Parents. If the Parents cannot be reached, then the Nanny must turn to her list of people to call in the event of an emergency and follow the steps previously outlined by the Parents as to who should be called next. This list of phone numbers for emergency use will be posted next to telephone in the kitchen area. The Parents will sign and date two "Authorization to Treat a Minor" cards per child: one to be put on file in their pediatrician's office, and the other held in the Nanny's possession. In the unlikely event of an emergency, if the Parents cannot be reached by the Nanny, the Doctor and/or Hospital, this allows the Doctor to ask permission of the Nanny to administer any medically necessary care to the child or children. If the Nanny is required to treat the child or children, the Parents understand that all medical care administered would be on the advice and at the discretion of medical personnel only, and the Nanny cannot be held liable for any decisions made by said medical personnel. Furthermore, the Nanny cannot be held liable for any medical bills incurred by such medical attention.

This Agreement is executed by the Employer and Employee at _____ .

On (date) _____ , _____ .

Employer's Signature (Parent)

Employer's Signature (Parent)

Employee's Signature (Nanny)