

SAMPLE NANNY SHARE CONTRACT

1. ***Parent or Legal Guardians***

Name and Contact Info

2. ***Child Care Provider***

Name and Contact Info

3. ***Children***

Names

4. ***Locations and Schedule of Care***

Addresses and Schedule

5. ***Time Frame***

The employment period will be for 6 months, from ____ to ____ , at the end of which the contract terms will be reviewed.

6. ***Responsibilities***

_____ (Name of Childcare Provider) is responsible for:

- A. Creating a safe, fun, and caring environment, including playing games, singing songs and reading stories to the children.
- B. Ensuring that children eat meals and snacks regularly.
- C. Keeping children as germ-free as possible – eg. wash hands after park, etc.
- D. Requesting permission from all families in advance for taking children off of the home grounds for outings to places like the park or library–this could happen in the morning at drop-off.
- E. Maintaining a clean environment including helping with after snack and lunch clean-up and end-of-day toy and bottle clean up.
- F. Putting children down for naps when appropriate by walking or soothing down – no cry-it-out for periods of more than 5 minutes at a time.
- G. Communicating with parents regarding children’s behavior, eating, and sleeping habits.
- H. Bringing her own lunch/snacks and also eating food at the host family’s home that is offered.

The families (insert names) are responsible for:

- 1. Providing their children with food, extra diapers, wipes, changes of clothes, sunscreen, bibs and bottles and any other items needed for the day.
- 2. Providing high chairs, cribs or beds, blankets and a double stroller to enable the childcare provider to take the children on walks and take them to the park and any other furnishings needed to ensure a smooth and comfortable day for all.
- 3. Communicating with the childcare provider regarding the children’s health and behavior that might be important for her to know in caring for the children.

4. Providing access to the kitchen for food storage, water, and additional snacks for the childcare provider.

7. Emergencies

In case of emergency, _____ (insert name of childcare provider) will first call 911, then contact all parents via both work and cell phone numbers. If parents cannot be reached she will call other emergency contacts provided for each child.

8. Communication

The families and the childcare provider (insert names) are responsible for maintaining regular, timely and open communication.

- During the time of the share, maintaining a way to communicate with each other, in the case of an emergency or a timely request (like allowing one of the children to try the food of the other children) – see above.
- In the case of any major change that impacts the share (like the loss of cell phone service or an illness), each party is responsible for communicating directly with all others in the share.
- If an issue needs a response or will impact others within 24 hours, the responsible party must communicate immediately via text.
- Issues that are less time sensitive can be shared via email, by phone or in person.

9. Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Name of child 1 (sample)	9:30am-3:30pm (6 hrs)	9:30am-3:30pm (6)	10:30am – 4:30pm (6)		
Name of child 2					
Name of child 3					
Total hours					

Total hours:

Naps: Routines for naps will be determined in coordination with the parents.

Meal and Rest Breaks: The childcare provider should take at least one 15-minute “on duty” rest break every three hours worked and one 30-minute “on duty” lunch break each day (for days 5 hours and longer). If this isn’t occurring, Jessica should alert the families and together we should determine how to make this possible by aligning the nap schedules of the children or staggering drop-offs/pick-ups.

9. Illness: Parents will keep children home for 24 hours following the last sign of any of the following

symptoms: pink eye, flu, lice, high fever, vomiting, diarrhea, or contagious rashes.

10. Food: Each family will provide food for their own child. Dietary restrictions include (list by name of child):

11. Wages

The childcare provider will be paid as follows per child

- \$__ per hour for care of a single child
- \$__ per hour for care of two
- \$___ per hour for care of three children

12. Payment Schedule

- Families will pay the childcare provider at the end of each week for the actual hours worked and any other benefits pay owed (sick leave or vacation leave if used).
- Families will pay the childcare provider for her earned and unused vacation pay at the end of the contract period (insert date)
- In the case of a late arrival, the childcare provider will not be paid for that time unless the families impacted agree to shift the time frame of the share back so as to make up for the lost time. (For example, if the schedule was 9:30am to 3:30pm and the childcare provider arrives at 10am, the families and the childcare provider could agree to shift back the schedule to 10am to 4pm.)
- Similarly, if a family arrives late for drop-off or pick-up, they are expected to pay as if they arrived on-time or for any additional time in which the childcare provider is caring for their child.

13. Benefits

Sick Days: Sick days accumulate at the rate of one day per month (equivalent to the average number of hours worked on the day the sick day is used - see schedule above).

- The childcare provider may use up to one additional sick day that hasn't yet been earned.
- Beyond that, she may elect to use vacation days for illness or to take unpaid sick leave.

In case of sickness, Jessica and the host family will contact one of the pre-agreed upon back-up providers to cover the shift. –Paid sick days are meant to ensure the safety and health of both the children and the caregiver. They do not represent additional pay if unused. Sick leave may be used to attend child school conferences and other personal matters with advance notice.

Alternative care-providers (list):

Vacations: Paid vacation days accumulate at the rate of one paid vacation day per month, for which she will coordinate with the families to either take off, or continue working and be paid the additional day's wages. Each family pays the equivalent of the average number of hours they use in one day. This is due at the end of the contract period.

Federal & State Holidays:

The following are paid holidays (and will be taken and paid as part of the weekly salary):

Martin Luther King Jr. - Jan
President's Day - Feb
Cesar Chavez – March
Easter - April
Memorial Day – May
4th of July – July
Labor Day - September
Thanksgiving –Nov
Christmas –Dec
New Years- Dec/Jan

14 Termination Policy.

Either families or Jessica may terminate this agreement at any time, for any reason, with four weeks notice (or immediately with 2 weeks pay). To be binding, any modifications to this contract must be in writing and signed by all parties to the agreement.

15 Emergency contact info:

Name of Child:

- Birth Date:
- Doctor:
- Health Insurance Co. & Number:
- Allergies:
- Vaccinations:
- Current conditions:
- Parent contacts:
- Other emergency contacts:

(Add in any other children)

Signed by:

BY: _____
Name of Childcare Provider

BY: _____
Name of Parent 1

BY: _____
Name of Parent 2

BY: _____
Name of Parent 3