

Employment Child Care Contract

This is an agreement of employment between two parties, hereafter known as “employer” and “employee”. This agreement is subject to the State laws of

_____.

(Print) Legal name/s of employer/s:

(Print) Legal name/s of employee/s:

Employee section:

Employee’s Status: (circle one) Legal immigrant, legal U.S resident, naturalized citizen, American citizen, other: _____

Employee’s Social Security # _____

Employee’s: Driver’s License #: _____

Employee: Passport #: _____

Employee: work visa: _____

Employee: Do you consent to a background check? (Please circle):

Yes

No

Employer section:

This position is: (please circle)

Live in
Live out

Trials: (please circle)

1 session
2 sessions
3 sessions
4 sessions

Probation: (please circle)

1 week
2 weeks
1 month
3 months

Start date & end/renewal date: (please print)

Weekly hours: (please print)

Weekly salary and/or hourly pay: (please print)

Weekly pay day: (please circle)

Monday
Tuesday
Wednesday
Thursday
Friday

Cash
Check

(Print) Overtime policy and rate of pay:

** Overtime begins to accrue 15 minutes past the hour, per every hour an employee works beyond his/her set hours.

Vacation pay (please circle):

This is expected as a full week's salary

1 week
2 weeks
3 weeks
4 weeks

Seasonal retainer (Optional)

The employee has offered her services for a fixed 12-month calendar period. The employee is contracted to be available to work the set hours that the employer has specified. If the employer/s do not require the employee's services on the same schedule during any part of the year because of an unexpected vacation, a vacation, a trip, due to relocating elsewhere during the summer, or because the employer's children are in full-time camp, please indicate the employer's retainer and/or compensation:

100% salary
75% salary
50% salary
25% salary

Or indicate other arrangements: (nanny share, sourcing a position elsewhere for the employee, asking the employee to travel with the employer):

Tax: Employer will you pay the employee's social security, income tax, etc. (please circle)

Yes
No

Sick/Health pay: how many days/weeks per year are allotted: (please circle)

1 day
3 days
5 days
7 days
2 weeks
1 month

Other:

Annual raise:

Each year the employer and employee will renew this contract and a raise will be added according to:

The quality of previous service offered

The number of children being cared for

The % negotiated at the start of the original contract

Employer: What annual raise are you offering your employee? (Please print)

Employer: What duties do you require from your employee (circle your choices)

Childcare:

General care and attention:

Cleaning
Bathing
Feeding
Dressing
Changing (diaper)
Put to bed
Meal preparation
Travel
Sleep over

Health:

Basic first aid
CPR
Administer medications

Escort:

School/class drop off
School/class pick up
Attend classes with child
Drive child to school, class, and recreation sites

Enrichment:

Read to child
Cook with child
Take child on playdates
Take child to playgrounds and other facilities
Draw/paint with child

(Print) Employer. Indicate what else you would like your employee to provide your child?

Cleaning: daily/weekly (please tick)

Children's rooms only
Entire House/Apartment

Additional notes:

Laundry: daily/weekly (please tick)

Children's laundry only
Entire family's laundry

Additional notes:

Grocery shopping: daily/weekly (Please circle)

Children only
Entire family

Additional notes:

Additional errands: daily/weekly

Employer. Please define clearly *what additional duties you require*. Take your time to fill (print) in this section, as new duties cannot simply be added once both parties have signed this contract.

Household rules:

Employers to indicate rules (please circle) regarding care of the children and general house rules.

Diet:

No fast food

Gluten free

Dairy free

Sugar free

Vegan

Vegetarian

Egg-free

Peanut free

Other: (Please print)

Media: (indicate how many hours **per day**. Please print)

Computer

Laptop

I-phone

Touch phone

I-pad

Screen games

Video games

TV

What TV channels are allowed?

Evenings

Weekends

Other: (**Employer**. What other media entertainment rules you have? Please print)

Transportation: (please circle)

If transport needs to be provided please indicate payment/expenses allotted, such as gas.

Employer's car

Employee's car

Subway

Train

Air travel

Boat

Cab

Car service
Walking
Bus
Coach

Weekly expenses budget: (please circle)

Yes
No

Receipts kept? (please circle)

Yes
No

Other household rules: (please print)

Employer: Indicate the period of termination notice required: (please circle)

1 week
2 weeks
3 weeks
4 weeks

Employer's basis for immediate termination: (please circle)

- Ignoring or refusing to perform negotiated services
- Disorderly appearance
- Security breach
- Theft
- Abusive behavior
- Drug or alcohol abuse
- Repeated lateness
- Other: (please print)

Employee's basis for immediate termination of labor: (please circle)

- Habitual lateness without compensation
- Abusive behavior (employer or his/her children)
- Drug or alcohol related behavior
- Incorrect payment or delayed payment
- Adding errands without negotiation
- Inappropriate advances or overtures
- Other: (please print)

Additional notes:

Reference

It is understood that if the two parties separate amicably and in compliance with the articles of this agreement, the employer will provide the employee with a written and verbal reference.

Summary

The two parties referred to as “employer” and “employee” have entered into this agreement lawfully under the full jurisdiction of State laws of: _____ and such laws governing domestic work and labor.

By signing this agreement both parties affirm their obligation to faithfully fulfill all aspects of this agreement to the best of their ability for the time period agreed upon.

Signature of employer/s:

Signature of employee/s:

Copyright JAK BURKE INDUSTRIES LLC 2017.