

Lighthouse Nanny

Welcome Packet & Service Agreement (Long Term Nanny Search)

Welcome! Thank you for choosing Lighthouse Nanny. We are so excited to start searching for your perfect nanny. 🧡

If you're reading this packet, it's because you're in the market for a long term nanny for your family. Our long term contracts usually run for 6 or 12 months. We can also adjust this for special circumstances if needed, so be sure to include your desired contract length when you fill out your bio.

You've most likely already completed your intro call. If you haven't done so yet, feel free to book yours [here](#).

Now, please read through the following welcome packet to make sure you're up to speed on how our process works.

At the end, please add your name and signature in the section labeled "Service Agreement". Then, upload the signed document to the section in your Lighthouse profile labeled "Service Agreement".

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Getting started: The search process

1. Complete your Lighthouse profile.

You will receive a link from Lighthouse where you can edit your own profile. We'll use the information you share here to create your job listing, which will then be visible to all the nannies within the Lighthouse pool.

If you need some inspiration, check out our [example profile](#).

Please also include the schedule you want your nanny to work. If you are somewhat flexible on the schedule, include the range of hours (e.g., 15-20 hours per week). Remember, our minimum rate for an employment contract is €20 per hour and our minimum rate for freelancers is €25 per hour.

A note on freelance vs. employment contracts: It is not always possible to indicate a preference for a freelance over an employment contract, or vice versa. This is generally going to be determined by the number of hours and/or duration of the contract you are offering, as well as the nanny's own tax status. Learn more about [freelance vs. employed nannies here](#).

2. Review your match(es)

After you complete your profile, we will create your job listing. We may also send it to specific candidates if there are any obvious matches from our side. If a nanny is interested in your job listing, she will apply automatically, via our database.

We ask for patience during this phase. This process can take months and sometimes, there may be no interested candidates. Lighthouse is extremely selective in our onboarding process, accepting only about 20% of our nanny applicants. This means there is a much larger number of interested families than there are qualified nannies, and not every family will be lucky enough to find a match.

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You will hear from us when there is an available match. If you do not hear from us, it means we have not received an interested applicant.

If you should find a nanny on your own, please let us know. We do not charge a search fee for listing your job in our database, but we do ask you to keep us informed if your circumstances change and you are no longer interested in searching with us.

3. 30-minute interview

When you receive a message from an interested candidate, the next step is to set up a 30-minute interview.

This interview can be done via phone, Zoom, or FaceTime, or it can also be done in person. Some families choose to have the nanny come over to their home and meet the children right away. This is entirely up to you.

We just ask you to be courteous about the 30-minute time limit.

Please remember, the purpose of this interview is to see if you and the nanny might be a good match for building a long term relationship. Ask questions about past experience, family routines, and other questions that might help you determine if this person could fit in with your family. This is not a time to negotiate scheduling or salary. This will be finalized after this meeting, if both sides still wish to proceed.

How to schedule the interview:

Please let us know you are interested in meeting the candidate, and we will connect you with the nanny via email. Scheduling will be done via Whatsapp group or email thread.

4. Trial day (optional)

If your initial interview went well but you'd like even more time to get to know the nanny, that's no problem. Feel free to book a trial day.

This can also be done via Whatsapp group or email thread.

The trial day is typically between 1 and 4 hours. This is a chance to get to know one another better and see if the working chemistry would make for a good long term match.

The trial day must be compensated at the nanny's regular rate.

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If the nanny is a registered freelancer, she will send you an invoice for the time. If the nanny is only able to work via employment contract, the trial day can be paid in cash right away at the end of the session. This is the ONLY time cash payment is permitted.

Finalize the details: Contract creation

5. Review contract with Lighthouse

After the trial day, both parties should have enough information to decide if they'd like to move forward with a contract. We will be in touch after your trial day to find out how things went, and how you'd like to proceed.

If you're ready to move forward with the contract, we will draw it up for you, and send it to you to review.

Please allow at least one week to prepare the contract, and another week to review it. In extreme cases we may be able to expedite this process, but in general we ask for understanding as this is a meticulous process which often involves consultation. Due to a high processing volume we are not generally able to rush this process.

Lighthouse prepares both freelance and employment contracts. If we are setting up an employment contract, we will use our original contract template, whether you choose to employ your nanny through our partner [Quitt](#), or through your own tax advisor. (More about using Quitt vs. a tax advisor below). Freelance contracts will also be created via our original template.

If you have any questions or concerns during the contract process, you can feel free to [schedule another call with us](#) to go over any details you'd like to know.

Once the contract is signed by both the family and the nanny, it is legally binding. For freelance contracts, work may begin immediately after this step. For employment contracts, please continue to steps 6 and 7.

6. Set up Quitt / Contact tax advisor (Employment contracts only)

If your contract is an employment contract (as opposed to a freelance contract), you will need to make sure you are properly registered with all the necessary German authorities in order to start work. This includes registering with the Finanzamt, signing up for accident insurance, and making sure you are ready to pay your employee via payroll.

There are two avenues we suggest for handling this process:

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A.) Quitt

[Quitt](#) is a digital service dedicated exclusively to helping families in Germany legally employ domestic workers such as nannies, cleaners, and gardeners. They handle everything for you, from registration with the Finanzamt, to signing up for insurance, to paying social contributions, to payroll.

In comparison to a tax advisor, Quitt's rates are generally more reasonable, charging a maximum fee of €39 per month.

After you have signed your contract, you may go ahead and create your account within Quitt. If you need support with this process, Lighthouse can also create your account for you and then transfer it to you after the initial set up.

Use our code "[LighthouseNanny](#)" for €20 off your first month with Quitt. You can feel free to share this code with friends or colleagues who might be interested in trying Quitt for their own hiring.

B.) Tax Advisor

If you have already employed domestic help or other employees in the past, you may wish to continue using the processes already in place from your own tax advisor. This is not a problem. We will simply prepare the contract for you and send it to your tax advisor to begin the employment registration process.

7. Probation period (Employment contracts only)

Like all German employment contracts, there is a probation period for every long term contract.

- For an employment contract of 6 months, the probation period is 1 month.
- For an employment contract of 12 months, the probation period is 3 months.

The 12% fee which is payable to Lighthouse is due at the end of the probation period. 19% VAT will also be added to this. Continue reading for more information on pricing.

The probation period may be adjusted proportionally for contracts of interim lengths.

8. Contract renewal

For long term (6mo+) contracts created from April 2025 onward, there is €200+VAT renewal fee for renewing existing contracts. This includes factoring in any adjustments in holiday, salary, or other relevant updates.

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Contracts & Pricing

Nanny rates

Lighthouse nannies are able to set their own rates based on their experience. Our starting rates are €20 per hour for employed nannies and €25 per hour for freelancers. These are the most baseline prices. If you have multiple children or require a nanny with special training (such as infant care), the cost will be higher.

If you'd like to factor a number into your budget before meeting any nannies, you can estimate around €25 (employment contract) and €30 (freelancers). Please remember this is just a placeholder and may vary depending on the criteria of your search, and the nanny's qualifications.

Lighthouse commission at a glance

Type of contract	Minimum fee for booking (e.g., hotel nanny for a single evening)	Short term contract (e.g., temporary nanny for two weeks)	Long term contract (e.g., 6- or 12-month nanny contract)	Short term extension into long term contract	Long term contract extension
Amount due	€42 + VAT = €50	20% of nanny's total earnings	12% of nanny's total earnings	10% of nanny's total earnings	€200+VAT
When is payment due	Due upon signing contract	Due upon signing contract	Due after probation period	Due after probation (if any)	Due upon signing contract

Lighthouse commission in more detail

The minimum fee applies for all bookings where 20% of the nanny's total earnings is equal to €42 or less. This is for one-off bookings, such as having a hotel nanny for an evening or other single occasion. E.g., You hire a nanny for 4 hours one evening, who charges €120 in total. €120 would be due to the nanny, and the minimum booking fee (€42 + VAT = €50) would be due to Lighthouse.

A short term contract is anything between one night and several months. This is perfect for families visiting Berlin for an extended visit, or families hoping to bridge a gap between other care solutions. The commission fee here is 20% of the nanny's total earnings during the duration of the contract.

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A long term contract is a contract of either 6 or 12 months (Lighthouse does not arrange open-ended (*unbefristet*) contracts). This can either be a freelance contract or an employment contract, depending on the situation. This is for families based in Berlin who are looking to build a relationship with their nanny. The commission fee here is 12% of the nanny's total during the duration of the contract. So if the nanny will earn €1000 per month over 12 months, the Lighthouse commission fee is €1440 + VAT = €1713.60. This is due after the nanny passes her probation period, which is after one month for a 6-month contract and after 3 months for a 12-month contract.

A short term extension into a long term contract applies when, for instance, a family hires a temporary nanny for one month, and then makes a change of plans and wishes to bring that same nanny on for a full year. In this case, the family receives a discount from their original 20% fee, down to just 10%. So if the nanny will earn €1000 per month over 12 months, the Lighthouse commission fee is €1200 + VAT = €1428. This is payable after the probation period (if any) as stipulated in the new contract. If there is no probation, this is payable upon signing the contract.

A long term extension applies when a family with a 6- or 12-month contract wishes to extend their existing contract with the same nanny. The fee here is a fixed rate of €200+VAT = €238. This includes any adjustment required to salary, holiday, or other specifications.

Generate a quote for nanny services

Want to generate a quote to help estimate how much your nanny service will cost?

For freelance nannies, this is easily done. Simply multiply your estimated nanny rate by the number of hours per week for the duration of the contract.

For employed nannies, we recommend using [Quitt's quote generator](#). Simply start the registration process as though you were ready to register your account (you do not need to register anything yet). Enter your estimated monthly salary for your nanny, as well as her hours worked per week. Then Quitt will calculate your total estimated costs for you, factoring in tax, social contributions, and Quitt fees. They will also show you the tax deductions for which you would be eligible.

FAQ

Q. How long will the search process take?

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A. There is no way to answer this question for sure. Some searches wrap up in just a few weeks, while others take months. Due to an extremely high number of family applicants and a limited number of qualified nannies, many searches will not result in a match at all.

It's a good idea to budget between one and three months for your search.

Q. Am I allowed to reach out to other nanny agencies while also having a search open at Lighthouse?

A. Of course. We simply ask that you inform Lighthouse as soon as possible if you find a nanny through another platform, you inform us ASAP so we can close your search.

Q. Who will employ the nanny—me, or Lighthouse?

A. You. You will be the nanny's employer, or in the case of a freelance nanny, their client. The relationship between nanny and family is a direct one. Lighthouse Nanny is a *vermittler*, or broker. We are a third party agency.

Q. Is hiring a nanny tax deductible?

A. Yes. In Germany, you can deduct childcare costs from your taxes each year. Read more about the [childcare tax deduction and the household services tax credit](#) on our blog. This applies whether you work with a freelance or employed nanny. Agency fees are not tax deductible.

Q. When would I work with a freelancer vs. employed nanny?

There are certain instances when it is only possible to work with a freelance nanny. These include event nannying, hotel nannying, any one-off or short term booking, or any arrangement in which the family is not registered as living in Germany.

There are other instances when it is only possible to work with a nanny via employment contract. This includes more long-term contracts, particularly any long term contract in which the nanny is working more than 20 hours per week.

There are certain instances where it is possible to work with either a freelance nanny or an employed nanny. In these instances, the choice will come down to the nanny herself. Not all nannies are registered to work as freelancers, and not all nannies are eligible to work on employment contracts.

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Q. I don't want to pay my nanny for sick leave and holidays. Can I only search for a freelance nanny?

A. No. Working with a freelancer is only possible when such an arrangement is legally permissible, such as for short term work or when it is otherwise in the business interest of the nanny. If you hire a nanny in a recurring role for which her duties closely align with that of an employee, but pay her as a freelancer rather than on an employment contract, you could be guilty of [Scheinselbständigkeit](#), or false self-employment. *Scheinselbständigkeit* is a serious crime in Germany for both employers and employees and can result in having to back pay taxes, social contributions, and heavy fines.

Service Agreement

I have read through the above processes and wish to proceed with opening a nanny search with Lighthouse Nanny agency.

I agree to the search process, contract process, and pricing as it is presented here.

I understand that should I enter into an employment or freelance agreement with any nanny found via Lighthouse Nanny agency, that I will be obligated to pay the commission fee in full.

I, the undersigned, agree to be the main contact person for Lighthouse Nanny throughout the search process. I understand that as the main contact, it will be my name that appears on any invoices or contracts which may result in the future.

City, Date

Name [Typed]

Signature