

**ALL ABOUT NANNIES, LLC**  
**Mailing Address:** 6225 South Huson  
 Tacoma, WA 98409  
 BUSINESS PHONE: 253-678-1334

Family Information		
<b>Family Last Name:</b>	Home Phone:	
Resident Address:	City:	Zip:
Major Cross Streets:	Email Address to email nanny profiles to:	

<b>Mother's Name:</b>		Cell Phone:	
Mother's Work Place:	Occupation:	Work #:	Fax #:
Work Address:		City:	Zip

<b>Father's Name:</b>		Cell Phone:	
Father's Work Place:	Occupation:	Work #:	Fax #:
Work Address:		City:	Zip

Children					
Child's Name	Age	Boy / Girl	Date of Birth	Activities	Personality (Energetic, Shy,...)

Do you currently have a nanny that you are replacing?	Are we able to call the home during the day?
Are any Children taking Medications or under Serious Medical Care (allergies?):	

***"Industry Standard" For vacation/sick/personal is 10 days per year for a Full-Time nanny. The family decides if they want to offer this after 3 months, 6 months, or 9 months of employment. (Please circle when you will be offering benefits) Major Holiday's paid off; IRS Code for gas mileage reimbursement is 44.5cents if they are taking the children in the nanny vehicle. Some families offer birthday paid off and the day after Thanksgiving as an extra perk. Health Insurance: Knowing how important it is for you to have a healthy nanny you may wish to negotiate this during the interview process. Part-Time nannies are normally offered half of the above benefits and are ultimately your decision.***

Nanny Criteria				
Live-In or Live-Out:	Full-Time or Part Time:	Undecided Schedule but Mostly Wanting:		
<u>Days and Times</u> Nanny Needed:		Major Holidays Paid Off? Yes or No	Start Date:	
Paid vacation days	Paid Sick Days	Hourly Rate \$                      Hourly Rate	Do you require a Non-Smoker?	Will there be a stay at home parent?
For Live-In Nannies, Please describe the Living Quarters:				
Will Driving be Required:	Will a Car be Provided:	Would you be willing to contribute towards health insurance? If so, Amount?		

**Family Information:**

Describe your Family's Lifestyle (Formal, Casual, Fast pace...)	
What kind of Child Care are you Currently Using:	
Are there any Pets in the House (if so, please list them):	
Do you have a swimming pool? If so, is the door self-closing?	
Does anyone in your home smoke? (Inside or Outside)	Are there any weapons in the House? (If so, what kind and are they locked up?)
Would you hire a mommy nanny? (Nanny with her own child)	What languages besides English are spoken in the home?
Describe Your Ideal Nanny:	
Describe a Typical Day for the Nanny:	
Nanny Characteristics: Please list important qualities you feel the nanny should possess:	
Please describe your family's philosophy on child rearing:	

**Specify any other Nanny Needs:**

<input type="checkbox"/> Cooking for Children	<input type="checkbox"/> Grocery Shopping	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Feeding Pets	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> Children's Laundry	<input type="checkbox"/> Driving	<input type="checkbox"/> Lt. Housekeeping	<input type="checkbox"/> Running Errands	<input type="checkbox"/> Ironing	<input type="checkbox"/>

Please keep in mind that the Nannies first priority is the care and well-being of the children, so we do ask that you try to make other additional Nanny needs as light as possible so as to not cause an overburden on the Nanny caring for your children.

**General Information**

Are there any hidden cameras in the home currently or in the future?
Are you working with any other agencies? If so, which one(s)?

**Our marketing department would like to know how you hear about us?**

- International Nanny Association (INA)
  - Yellow Pages:
  - Expectations (A Pregnancy Guide for Women)
  - Referral: (Please list individual's name) \_\_\_\_\_
  - Internet: (Please circle one) YAHOO                      GOOGLE                      AOL                      MSN
- Key Words Used: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

# All About Nannies, LLC

## Family/Agency Agreement

This FAMILY/AGENCY AGREEMENT between \_\_\_\_\_ (hereinafter "Employer") and All About Nannies, Inc., is entered in to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "Effective Date").

### **PURPOSE OF AGREEMENT**

Employer desires to hire an in-home child care provider. (hereinafter "Nanny") All About Nannies is a nanny placement agency and desires to assist Employer in recruiting, locating, and qualifying candidates to serve as a Nanny for Employer.

### **TERMS AND CONDITIONS**

1. The parties agree and acknowledge that any Nanny hired by Employer will be an employee of Employer. All About Nannies will not be a party to any employment agreement or contract between Employer and the Nanny candidates All About Nannies submits to Employer.

### **SERVICES PROVIDED BY ALL ABOUT NANNIES**

A. Recruiting Services. All About Nannies agrees to use its best efforts to recruit and qualify Nanny Candidates in a timely manner on behalf of Employer. All About Nannies will submit candidates' portfolios for Employer to review. All About Nannies is required to only locate candidates willing to serve as a Nanny based upon the job description provided by Employer, and upon the salary information and geographic locations identified by Employer and Nanny Candidates.

### **DUTIES OF EMPLOYER**

A. Best Efforts and Final Decision. Employer agrees to use best efforts to reach an agreement for in-home child care services with Nanny candidates submitted by All About Nannies. The parties, however, acknowledge that this process is subjective by nature and that the final hiring decision is that of Employer. Employer is responsible for negotiating the terms and conditions of any agreement with the Nanny candidate(s) in accord with the job description provided with Employer's Application. All liability associated with the hiring decision will be assumed by Employer.

B. Verification of Information. Employer will also be responsible for verification of the Nanny candidates' eligibility for employment in the United States as provided by the Immigration and Naturalization Services Form I-9. All About Nannies will provide I-9 forms as needed by Employer. Employer is responsible for verifying all other information pertinent to Employer's decision to hire or retain the Nanny candidate. While All About Nannies will make every effort to ensure that information provided about each candidate is complete, neither **ALL ABOUT NANNIES NOR THE INVESTIGATORS CAN FULLY ENSURE THAT THE BACKGROUND INFORMATION AND OTHER RECORDS USED BY ALL ABOUT NANNIES, ARE ACCURATE OR COMPLETE INFORMATION ABOUT A PARTICULAR CAREGIVER.** All About Nannies encourages Client to thoroughly review the background information and to interview the potential Nanny candidates to further determine their suitability. All About Nannies makes no representations or warranties regarding the background information received with regard to the Nanny candidates. Employer is responsible for ensuring the accuracy of the information each Nanny candidate provides.

Hiring Decisions Prior to Receiving Background Information. All About Nannies encourages Employer to thoroughly review and verify all of the background information it provides to the Employer as well as to interview the potential Nanny candidate. All About Nannies does not recommend that Employer hire a Nanny candidate prior to receiving any background information. **IF EMPLOYER DECIDES TO HIRE A NANNY CANDIDATE PRIOR TO RECEIVING ANY OF THE BACKGROUND INFORMATION ALL ABOUT NANNIES PROVIDES TO THE EMPLOYER, EMPLOYER UNDERSTANDS THAT HE OR SHE IS PROCEEDING AT HIS OR HER OWN RISK.**

C. Relationship between Employer and Nanny. Employer and Nanny Candidates have the full and complete authority to negotiate the terms and conditions of child care. Employer and the Nanny candidate must, however, comply with all applicable state laws, rules and regulations. In the event Employer or the Nanny candidate does not comply with any such law, rule or regulation, Employer will indemnify and hold harmless All About Nannies from any and all claims arising from such noncompliance.

D. Referral of Nanny to Third Parties. Employer agrees that if a Nanny is hired through All About Nannies, Employer shall be prohibited from recommending that Nanny to other third parties to provide nanny services to those third parties. Employer agrees and understands that a referral by Employer to any third party of a Nanny that has been provided to Employer by All About Nannies is harmful and damaging to the interests of All About Nannies. Employer acknowledges that any such damages for breach of this Section will be difficult if not impossible to calculate in monetary terms, and will be irreparable to All About Nannies. As such Employer agrees that if Employer breaches this Section, All About Nannies shall be entitled to liquidated damages equal to the amount of fees that referral would have been generated had it gone through All About Nannies.

E. **Option for Working Interview:** In order for you to feel comfortable with the nanny candidate you might hire, we offer a five (5) day working interview before making a formal offer to the nanny candidate. These 5 days must be used in a ten (10) calendar day period. The nanny is paid his/her hourly rate by the family during this time. If after the working interview you wish to hire the nanny candidate, only the permanent placement fee will be due. If you **DO NOT** officially extend an offer to hire the nanny candidate, our temporary fee of **\$25.00** will be charged for every day the nanny candidate worked in the home.

### **FEE SCHEDULE**

A. Application Fee. Employer will pay a \$150.00, non-refundable application/service fee (\$300 for nanny share). The application fee is due at the time this Agreement is signed by the Employer and returned to All About Nannies. Employer acknowledges that All About Nannies will perform no services until the application fee is paid in full.

B. Referral Fee. The referral fee is \$995.00 for a full time live-out nanny, as well as a part-time nanny (20 hour minimum) per work week, and Mother's Helper. The referral fee is \$1,400.00 for a live-in nanny. The referral fee is \$1,200.00 for a Household Manager and Nanny/Housekeeper. The referral fee for "nanny share" is \$1200.00 (Split 50/50 between the two families.) This fee is due in full before the first day the nanny begins in-home child care services for employer. Failure to pay the referral fee in full by the first day the nanny begins in-home child care services will result in employer forfeiting any and all rights under the Guarantee Period as set forth hereinafter.

\_\_\_\_\_  
INITIAL HERE

C. Changing working schedule: If after you submit your family application and you change what days/hours/time frame you require a nanny for your family there will be an additional \$100 fee assessed to your credit card. Our staff spends an insurmountable time speaking with several nannies regarding your position and if this changes in an form we will need to re-contact those nannies and verbally express your new changes.

D. Late Charges. A Late Charge of \$100.00 shall be applied if the placement fee is not paid prior to the first day of service and any and all outstanding balances shall accrue interest at 1 1/2% per month until paid in full.

E. Third-Party Referrals. In the event Employer does not hire or retain the services of a Nanny candidate submitted to Employer by All About Nannies, and Employer refers the Nanny candidate to a third party who hires or retains the services of the candidate within one (1) year after the termination of this Services Agreement, Employer will pay to All About Nannies, Inc. the entire placement fee under the same terms and conditions as if Employer had hired or retained the services of the Nanny candidate.

**GUARANTEE PERIOD**

A. There will be a probationary period for the first Nanny candidate Employer accepts as a result of the services of All About Nannies, and the term of this period will be one hundred and eighty (180) days. If Employer discharges the nanny, or if the Nanny quits in either case within the first 180 days of Nannies first day of employment, then All About Nannies will replace the Nanny one time at no additional charge. If is within 180 days and you need to replace your nanny receiving new nanny portfolios will depend on the "current" nanny pool. Additional advertising and recruitment may be necessary, which may take one o two weeks. Prorated fees for the need of additional replacement services are as follows and will be counted by the date of hire for the originally placed nanny:

- First 180 Days: No additional charge to replace one nanny.
- 181 - 365 Days: \$150 non-refundable service fee to reinstate your application and start the process. (Excluding live-in nannies)
- After one year: 100% of the most current placement fee for returning families, plus \$150 non-refundable service fee to reinstate your application and start the process. (Excluding live-in nannies)

B. All About Nannies, Inc. will make only one replacement free of charge under the Guarantee Periods defined above. Should termination of employment occur due to a misrepresentation concerning the duties required of, compensation to or treatment of the nanny applicant or if you refuse to sign a work agreement outlining the nanny's work hours, pay and duties, this Guarantee Period shall not apply.

**TERM AND TERMINATION**

A. Termination. The search for candidates will continue until such time as Employer hires a Nanny from an All About Nannies referral or other sources and terminates automatically at such time. This Agreement can also be terminated by either party in writing with ten (10) days notice.

**OTHER TERMS AND CONDITIONS**

A. This Agreement contains the entire agreement between the parties. Modifications to this Agreement must be in writing and signed by both parties. This Agreement will be governed by the laws of the State of Arizona. In the event either party files suit to enforce the terms and conditions of this Agreement, the prevailing party is entitled to recover its costs, expenses and reasonable attorneys' fees.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Parent

**VISA & MASTERCARD ONLY**

**NOTE:** Our audit department requires this information be completed by the client. This information is faxed to our private fax and is in a secure area.

Credit Card #: \_\_\_\_\_

Expiration Date \_\_\_\_\_ 3 or 4 digit code on front or back of card: \_\_\_\_\_

Billing Address For Credit Card: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Please print the name as it appears on card: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

I AGREE TO PAY THE TOTAL ACCORDING TO MY CARD ISSUER'S AGREEMENT.

**\*\*NO REFUNDS ARE GRANTED\*\***

You have my authorization to charge my credit card for the following:

- The **NON-REFUNDABLE** Application/Service Fee of \$150.00. (If you are mailing a check we will not start the process until the check has cleared our bank.)

If your personal check does not clear an additional banking fee, NSF fee and inconvenience fee of \$100.00 will be assessed.