



THE
PHILADELPHIA
NANNY NETWORK,
INC.

Dear Client:

We would like to introduce you to **The Philadelphia Nanny Network, Inc.**, a service firm specializing in referring nannies, homework helpers, tutors, housekeepers and cooks. Established in 1985, we recruit applicants throughout the United States as well as locally.

Our service addresses permanent full time, part time and temporary needs. There are three divisions to assist you. Permanent Placement Services assists families with finding a full time permanent nanny or a part time nanny. **NannyTemps™**, the temporary division, helps families in need temporary nannies as well as evening babysitters. Additional Services, assists with finding homework helpers, tutors, housekeepers and cooks.

In order to serve your family in the most effective manner, **The Philadelphia Nanny Network Inc.** is a tripartite service consisting of an in-depth assessment of both the family and candidate, a matching system devoted to meeting the mutual needs of the family and the candidate and a follow-up designed to appraise the success of the match. There are also "**Nanny Network**" get-togethers, a support group for in-home service providers, to share ideas and make new friends.

Please refer to the enclosed rate card for agency fees and employee compensation. Complete the enclosed forms and send or fax them to the Ardmore address below.

We always have a pool of qualified applicants seeking employment. They have been screened, interviewed and reference checked and we would appreciate the opportunity to help you choose the right candidate for your family. Our service is designed to meet the needs of the discerning parent. Call us to discuss your family's individual household needs. We look forward to hearing from you soon.

Respectfully,

**Wendy Sachs
President**



For Office Use
Date Sent _____
Date Received _____

Family Application

Feel free to include a photograph of your family!

Family Information

Parent 1 Name _____ Occupation _____ Full Time Part Time
Parent 2 Name _____ Occupation _____ Full Time Part Time
Home Address _____
City _____ State _____ Zip _____
Home Phone _____ Parent 1 Work _____ Parent 2 Work _____
Home Fax _____ Parent 1 Cell _____ Parent 2 Cell _____
Work Fax _____ Parent 1 E-mail _____ Parent 2 E-mail _____

Child(ren)'s Name(s)	Age	Birthdate	Grade	Do you plan on having more children?	<input type="checkbox"/> yes <input type="checkbox"/> no
_____ M or F	_____	_____	_____	Approximately when? _____	
_____ M or F	_____	_____	_____	Does your children take any medications?	<input type="checkbox"/> yes <input type="checkbox"/> no
_____ M or F	_____	_____	_____	Please describe. _____	
_____ M or F	_____	_____	_____	Any special needs? _____	
_____ M or F	_____	_____	_____	Please describe. _____	

What position(s) are you filling? (Check all that apply then proceed to the respective section to specify duties and responsibilities)

- Nanny (at home parent) Nanny (single mother) Doula Housekeeper Tutor
 Nanny (working parents) Nanny (single father) Baby Nurse Chef/Cook Homework Helper

➔ If you are hiring a Nanny/Baby Nurse/Doula: Live-in Live-out Either

Caregiver Duties and Responsibilities? (Check all that apply)

- Drive children Children's laundry Family laundry Tidy home Run errands
 Car available Children's ironing Care of pets Run/empty dishwasher Grocery shop
 Children's meals Family meals Overnight care Travel with family Go on family outings

Do you have a housekeeper? yes no How often? _____ If no, who does the cleaning? _____

Work Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Caregiver Qualifications and Characteristics

List any specific qualifications or experiences required. _____
 Age preference (circle) 18-30 31-45 46-55 55-65 Comment on preference _____
 Family's religion _____ Religion preference _____ Gender preference _____
 Who is caring for the children now? _____
 How long do you foresee the need for the caregiver? _____ By when do you need the caregiver? _____
 How many caregivers have you employed? _____ Briefly describe what has worked and what has not. _____

Caregiver Compensation:

Salary range _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____
 Overtime pay yes no How much per hour? _____ Car availability yes no Any limitations? _____
 Health benefits yes no negotiable _____ Reimbursement for nanny's own car use _____
 Travel _____ Use of the telephone _____
 Other comments _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Housekeeper:

Live-in Live-out Either

Housekeeper Duties and Responsibilities? (Check all that apply)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Clean entire home | <input type="checkbox"/> Laundry | <input type="checkbox"/> Cook light menu | <input type="checkbox"/> Set table for dinner |
| <input type="checkbox"/> Run errands | <input type="checkbox"/> Iron clothes | <input type="checkbox"/> Cook full meals | <input type="checkbox"/> Shop for gifts |
| <input type="checkbox"/> Care of pets | <input type="checkbox"/> Iron men's shirts | <input type="checkbox"/> Cook in a kosher kitchen | <input type="checkbox"/> Car available to use for duties |
| <input type="checkbox"/> Grocery Shop | <input type="checkbox"/> Iron bed and table linens | <input type="checkbox"/> Cook for restricted diet | <input type="checkbox"/> Supervise children |

Work Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Housekeeper Qualifications and Characteristics

List any specific qualifications or experiences required. _____
 Gender preference _____ Have you employed housekeepers/cleaning people in the past? yes no
 By when do you need a housekeeper/cleaning person? _____

Housekeeper Compensation Package:

Salary range for FT _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____
 Hourly range for day work _____ Gross or Net of taxes Health benefits yes no negotiable _____
 Reimbursement for housekeeper's own car use _____ Other comments: _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Chef/Cook:

Chef/Cook Duties and Responsibilities? (Check all that apply)

- Cook full meals Set table for dinner Plan daily menu Prepare food for special functions
 Cook in a kosher kitchen Serve dinner to family Plan formal meals Serve at special functions
 Cook for restricted diet Clean up dinner meal Plan special functions Organize kitchen

Work Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Chef/Cook Qualifications and Characteristics

List any specific qualifications or experiences required, i.e vegen, organic, vegetarian, raw food meal prep, ethnic cooking. _____

Gender preference _____ Have you employed chef/cook in the past? yes no

By when do you need a chef/cook person? _____

Chef/Cook Compensation Package:

- Salary range for FT _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____
 Hourly range for PT work _____ Gross or Net of taxes Health benefits yes no negotiable _____
 Reimbursement for Chef/Cook's own car use _____ Other comments: _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Tutor or Homework Helper:

Tutor or Homework Helper Duties and Responsibilities? (Check all that apply)

Child's Name _____ School _____

Please explain any acknowledged learning styles or challenges. _____

- | Math | Language Arts | Science | Foreign Language |
|--|---|---|--|
| <input type="checkbox"/> Arithmetic | <input type="checkbox"/> Pre-Calculus | <input type="checkbox"/> English | <input type="checkbox"/> Middle School Science |
| <input type="checkbox"/> Elementary math | <input type="checkbox"/> Reading | <input type="checkbox"/> Physical Science | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Geometry | <input type="checkbox"/> Grammar | <input type="checkbox"/> Biology | <input type="checkbox"/> French |
| <input type="checkbox"/> Pre-algebra | <input type="checkbox"/> Essay Writing | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Latin |
| <input type="checkbox"/> Algebra I | <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Physics | Miscellaneous |
| <input type="checkbox"/> Algebra II | <input type="checkbox"/> SAT Verbal | <input type="checkbox"/> SAT Science | <input type="checkbox"/> Study Skills |
| | | | <input type="checkbox"/> Special Ed |

Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Tutor/Homework Helper Qualifications and Characteristics

Specific qualifications or experiences required. Undergrad student Grad student Teacher Certified teacher Flexible
Gender preference _____ Have you employed a Tutor/Homework Helper in the past? yes no
For how long do you foresee the need for a Tutor/Homework Helper? _____
By when do you need a Tutor/Homework Helper? _____

Tutor/Homework Helper Compensation Package:

Hourly range _____ Other comments: _____

Lifestyle

Do you want the employee to call you by your first name or family name? _____
Do you want the employee to join you for dinner? _____
Do you see the employee as a member of the family or as an employee? _____
What are the parents hobbies? _____
How often during the week do the parents go out without the children? _____
How often does the family entertain at home? _____
Does anyone in the family smoke? _____
Pets: Type _____ Who cares for them? _____ Do you belong to a club? _____

Home Description

Layout of the home:

Number of bedrooms _____ Colonial or ranch _____
Number of bathrooms _____ Approximate square footage of home _____
Is there a playroom? _____ Do you have a swimming pool? yes no
Do you use surveillance equipment in your home? yes no If yes, please explain _____
Is there a separate room for the employee? yes no Other amenities for the employee _____
A separate full bathroom for the employee? yes no _____
Employee's room location in the home _____

Who may we thank for referring you to The Philadelphia Nanny Network, Inc. ? _____

Where did you hear about The Philadelphia Nanny Network, Inc. ? _____

For Office Use: Additional Notes

THE PHILADELPHIA NANNY NETWORK, INC.

www.nannyagency.com ♦ E-MAIL: wsachs@nannyagency.com
10 East Athens Ave, Suite 214, Ardmore, Pennsylvania 19003 Tel: (610) 645-6550 Fax: (610) 645-6540

REFERRAL AGREEMENT
Long Term, Full Time as of 1/1/2008

I, _____ (the "Client") and The Philadelphia Nanny Network, Inc. ("TPNN"), hereby enter into the following agreement:
1. **REFERRAL FEE.** The Client shall pay to TPNN a fee in the amount of 14% for live-out and 16% for live-in of the nanny's gross annual salary including any bonus offered to the nanny for referral of a full time nanny (the "Nanny") with the Client. The minimum fee is \$3600. The fee, subject to 6% sales tax for PA residents, shall be paid as follows:

- (a) Upon execution of this Agreement, the Client shall pay TPNN a non-refundable Application Fee of \$150 (\$125 for returning clients) and
- (b) The balance of the fee shall be due: (i) within 10 days after the Nanny is hired (the "Hiring Date"), or (ii) Upon the commencement of the Nanny's employment (the "Commencement Date"), whichever date is sooner.

2. **GUARANTEE.** TPNN provides a one year (365 day) guarantee period ("the "Guarantee Period") beginning on the Commencement Date. If the Nanny resigns or is terminated for any reason within the first thirty (30) days of the Guarantee Period, TPNN shall, at the Client's option, (i) replace the Nanny or (ii) refund the Client 70% of the total fee. The client must deliver written notification to TPNN of the termination and Client's choice of (i) or (ii). If the second referral is not successful within the first month, TPNN reserves the right to decline replacing the Nanny. If the Nanny resigns or is terminated for any reason during the 31st to 365th day of the Guarantee Period, TPNN shall replace the Nanny. TPNN's obligations under this paragraph 2 shall be null and void if: (i) payment is not made in accordance with paragraph 1 of this Agreement; (ii) the Client alters the Nanny's job description from that which the Client expressed in its family application for a Nanny, and such alteration causes the Nanny to resign; (iii) the Client chooses to replace the Nanny and the second Nanny resigns or is terminated; (iv) the Nanny resigns due to illegal activity, substance abuse or acts of moral turpitude within the Client's household.

3. **REPLACEMENT POLICY.** TPNN will work in good faith to make a second referral but will not be required to provide services of any kind between termination and replacement dates. The Client may choose to hire a temporary nanny at the current temporary fees. If the replacement Nanny stays in the employ of the Client beyond the original year (Commencement Date to 365th day), the Client will be required to pay TPNN for the services provided by the Nanny beyond the completion of the initial year up to one full additional year. The additional fee will be a prorated fee based on the rate of \$325 per month with each week rounded forward to complete a month.

4. **INTRODUCTION.** If within two years from the date of this Agreement the Client hires any Nanny introduced to the Client by TPNN, the Client shall be obligated to pay TPNN current percentage rate fee of the nanny's gross annual salary including any bonus offered to the nanny pursuant to paragraph 1 of this Agreement. In the event that Client refers any Nanny introduced to Client by TPNN to a third party who hires the services of the Nanny within two years of introduction, the Client shall be obligated to pay TPNN current percentage rate fee of the nanny's gross annual salary including any bonus offered to the nanny pursuant to paragraph 1 of this Agreement.

5. **REFERRAL SERVICE.** The Client understands that TPNN is strictly a referral service and that the Client is solely responsible for the selection of the Nanny. The Client further understands that it is the Client's responsibility to confirm and verify all references and information supplied by TPNN and that the Client, and not TPNN, is the employer of the Nanny. The Client acknowledges that the Nanny is not an employee of TPNN and that in no event shall TPNN be liable or otherwise responsible for any action or performance of the Nanny, including without limitation, the Nanny's negligence, malfeasance, nonfeasance or willful misconduct.

6. **INDEMNITY.** The Client on behalf of itself and all successors and assigns agrees to release and discharge TPNN, its officers, directors, employees and agents harmless from any and all liabilities, claims, action and causes of action whatsoever arising out of or in any way connected with the referral or subsequent action or performance of the Nanny. Additionally, in the event TPNN is named as a defendant in a lawsuit involving the Nanny, the Client or any other person, arising out of the Nanny's or the Client's negligence, malfeasance, nonfeasance or willful misconduct, or involving the Client's payment of TPNN's fee, the Client agrees to indemnify TPNN and pay all of TPNN's costs and attorneys' fees.

7. **CANCELLATION REFUND/FEE.** If between the Hiring Date and the Commencement Date the Client desires to cancel the employment of the Nanny, the Client shall be refunded 80% of paid fee, if fee is paid in full; or charged 20% of owed fee, cancellation fee, if referral fee is unpaid.

8. **LATE PAYMENT FEE.** If payment is not received by TPNN in accordance with paragraph 1 of this Agreement, Client shall be liable for an additional \$25.00 for each week any payment remains outstanding. In the event the Client defaults in its payment of any of the fees set forth in paragraph 1, 4, 7 or this paragraph, the Client agrees to pay all costs incurred by TPNN in connection with its collection of such fees, including reasonable attorneys' fees. In the event the Client or Clients are husband and wife each Client shall be jointly and severally and in their entireties obligated to pay TPNN the agreed upon fees.

9. **CONSTRUCTION.** This Agreement shall be governed by and constructed in accordance with the laws of the State of Pennsylvania without regard to principles of conflicts of law. Notwithstanding the foregoing Client expressly agrees that any action relating to the contract and/or non-payment of fees may be brought in the Court of Common Pleas of Montgomery County, Pennsylvania and/or Magisterial District 38-1-07 and Client hereby irrevocably consents to the personal jurisdiction of said courts.

10. **SUPERSEDING EFFECT.** This contract supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the Client and TPNN with respect to their obligations under this contract.

11. **MODIFICATION OF CONTRACT.** This contract contains all the agreements and conditions under which the contract is to be performed and no course of dealing or usage of the trade shall be applicable unless expressly incorporated in this Contract. The terms and conditions contained in this Contract may not be added to, modified, superseded or otherwise altered except by written modification signed by authorized representative of TPNN.

12. **CLAUSE HEADINGS.** The headings and subheadings of clauses herein are used for convenience and ease of reference and shall not limit the scope or intent of the clause.

THE PHILADELPHIA NANNY NETWORK, INC.

CLIENT

By Father

By: _____

Mother

Date: _____

Date: _____