



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

10 E. Athens Ave, Suite 214, Ardmore, Pennsylvania 19003, Tel: (610) 645-6550 Fax: (610) 645-6540

REFERRAL AGREEMENT

NannyTemps™, Part Time Nannies, Tutors, Homework Helpers, Housekeepers, Cooks (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 referral fee based on the referral fee schedule for referral of a temporary nanny, part time nanny, tutor, homework helpers, housekeepers, cook (the "Helper") with the Client. The fee, subject to 6% sales tax for PA residents, shall be paid as follows:

- (a) Upon the execution of this Agreement, the Client shall pay TPNN a non-refundable Annual Registration Fee of \$100 (\$75 for Renewals) and
- (b) The referral fee shall be due prior to the Helper's employment (the "Commencement Date").

2. INTRODUCTION. If at any time the Client hires a Helper introduced by TPNN for all jobs except full time permanent jobs the Client is obligated to pay to TPNN the referral fee as published on TPNN's rate card. If the Client hires any Helper introduced to the Client by TPNN for full time permanent employment the Client shall be obligated to pay in full to TPNN 14% (live-out) or 16% (live-in) of the Helper's gross annual salary including any bonus offered to the Helper. In the event that Client refers anyone introduced to Client by TPNN to a third party who hires the services of the Helper within two years of introduction, the Client shall be obligated to pay TPNN's current referral rates. In the event that Client refers any Helper introduced to Client by TPNN to a third party who hires the permanent full time services of the Helper within two years of introduction, the Client shall be obligated to pay TPNN in full percentage fee based on current referral rates, of the Helper's gross annual salary including any bonus offered to the Helper.

3. REFERRAL SERVICE. The Client understands that TPNN is strictly a referral service and that the Client is solely responsible for the selection of the Helper. 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 Helper. The Client acknowledges that the Helper 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 Helper, including without limitation, the Helper's negligence, malfeasance, nonfeasance or willful misconduct.

4. 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 Helper. Additionally, in the event TPNN is named as a defendant in a lawsuit involving the Helper, the Client or any other person, arising out of the Helper'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.

5. CANCELLATION AND REFUND. If between the Hiring Date (the date that the Client agrees to have the Helper work and the Helper agrees to commit to the job) and the Commencement Date the Client desires to cancel the employment of the Helper, the Client shall be refunded the prepaid referral fee less a \$100 processing fee. The Client is obligated to pay the cancelled Helper the four hour minimum for day work, 25% of potential earnings for a job that was up to nine days or one week severance pay if the Helper was hired for longer than nine days. Payment to helper is waived if Helper is referred into another job.

6. 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 2, 5 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.

7. 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.

8. 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.

9. 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.

10. 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: _____