

# MINDING MULTIPLES

## NEWBORN CARE

### DAYTIME OR OVERNIGHTS

**Mailing Address:** 3633 North 3<sup>rd</sup> Ave. #2085, Phoenix, AZ., 85013

BUSINESS PHONE: 602-274-1990

**BUSINESS FACSIMILE: 602-266-9787**

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?):

Are you working with any other agencies? If so, which one(s)?

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:	
	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:				

**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?)
	What languages besides English are spoken in the home?
Describe Your Ideal Nanny:	
Describe a Typical Day/Night 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> Children's Laundry	<input type="checkbox"/>	<input type="checkbox"/> Lt. Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<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 heard about us.**

- PVMOMS
  - Arizona Cardinals, Phoenix Suns
  - International Nanny Association (INA)
  - Yellow Pages:
  - Referral: (Please list individual's name) \_\_\_\_\_
  - Internet: (Please circle one) YAHOO                      GOOGLE                      AOL                      MSN
- Key Words Used: \_\_\_\_\_

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

## Minding Multiples

### Family/Agency Agreement

This FAMILY/AGENCY AGREEMENT between \_\_\_\_\_ (hereinafter "Employer") and Minding Multiples 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") Minding Multiples 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

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

### SERVICES PROVIDED BY MINDING MULTIPLES

A. Recruiting Services. Minding Multiples agrees to use its best efforts to recruit and qualify Nanny Candidates in a timely manner on behalf of Employer. Minding Multiples will submit candidates' portfolios for Employer to review. Minding Multiples 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 Minding Multiples. 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. Minding Multiples 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 Minding Multiples will make every effort to ensure that information provided about each candidate is complete, neither **MINDING MULTIPLES NOR THE INVESTIGATORS CAN FULLY ENSURE THAT THE BACKGROUND INFORMATION AND OTHER RECORDS USED BY MINDING MULTIPLES, ARE ACCURATE OR COMPLETE INFORMATION ABOUT A PARTICULAR CAREGIVER.** Minding Multiples encourages Client to thoroughly review the background information and to interview the potential Nanny candidates to further determine their suitability. Minding Multiples 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. Minding Multiples 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. Minding Multiples 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 MINDING MULTIPLES 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 Minding Multiples 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 Minding Multiples, 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 Minding Multiples is harmful and damaging to the interests of Minding Multiples. 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 Minding Multiples. As such Employer agrees that if Employer breaches this Section, Minding Multiples shall be entitled to damages equal to the amount of fees that referral would have been generated had it gone through Minding Multiples.

### **FEE SCHEDULE**

A. There is no **Registration Fee** for hiring a sitter. There is a **\$50 Registration Fee** for month to month care.

B. Referral Fee. **The referral fee is \$20 per day or \$250.00 per month** for the scheduled Newborn or Baby Care Provider. **Please ask about special fees for extended care totaling more than one month.** These fees are due in full once the nanny is selected and confirmed.

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

C. Third-Party Referrals. In the event Employer does not hire or retain the services of a Nanny candidate submitted to Employer by Minding Multiples, 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 Minding Multiples 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 Minding Multiples, and the term of this period will be one month (30) days. If Employer discharges the nanny, or if the Nanny quits in either case within the first 30 days of Nanny's first day of employment, then Minding Multiples will replace the Nanny one time at no additional charge.

B. Minding Multiples 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 Minding Multiples referral or other sources and terminates automatically at such time.

### **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

**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 Service Fee of \$20 per day.
- The non-refundable Registration Fee of \$50 for month to month care.
- The non-refundable Service Fee of \$250 per month.