

Loving Nannies Inc.

San Diego's Nanny Referral Service

1639 Haydn Dr. Cardiff By The Sea, Ca 92007

Phone/fax: (800) 682-8154 or Back up fax: 760-943-8309

www.lovingnannies.com email: info@lovingnannies.com

Family Application and Agreement

Thank you for choosing Loving Nannies! We are proud to offer the finest nanny placement service available for Southern California families. By now, you've met one of our helpful family consultants who hopefully answered your questions and explained how the system works. Our step-by-step approach is designed for both the comfort and safety of your family and also our nannies, who trust us to place them with the family employment they are looking for.

Please take a few moments, fill out this brief questionnaire, read and sign the application and agreement, then fax or e-mail back to our office at: (800) 682-8154 or info@lovingnannies.com. It is very important that you call us to make sure that we received your completed application. The information you provide will help us quickly match the most suitable caregivers for your family to interview. If you have any questions, please call us. We are here to help!

Family Information

Adult Name 1: Mr. and/or Mrs.

Day Phone 1: _____ Eve Phone 1: _____ Fax 1: _____

Adult Names 2: Mr. and/or Mrs.

Day Phone 2: _____ Eve Phone 2: _____ Fax 2: _____

Home Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Parent's Occupations: Mom: _____ Dad: _____

of Children _____ Ages

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Sex

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

How did you hear about Loving Nannies? _____

What type of domestic help does our family need? (Circle one or more) : Nanny | Housekeeper | Mother's Helper | Babysitter | Household Manager | eldercare | Tutor

Living Arrangements (Circle one) : Live -in | Live-out Traveling: No | Sometimes | regularly

Will you require they have a drivers license? YES | NO Driving Kids: YES | NO

Will you require they have a their own car? YES | NO Shopping and errand duty? YES | NO

How it works

1. LovingNannies offers part time nannies, full time nannies and live-in nannies. There are different costs, depending on what type of nanny you need. Please take a look at the costs of each type of nanny. This fee is for interviewing prospective nannies, scheduling appointments, and making sure that you only interview nannies who match your specific criteria and who are in your price range. All prices include 1 background investigation. Included in the background investigation is a Social Security Number Trace, a Reference History search, 1 County Criminal Check in the main city the nanny has resided, and a Department of Motor Vehicles Report.

Below is the **total** cost for using Loving Nannies referral services.

Babysitter (10 hours per week or less)	\$550
Part time nanny (29 hours or less per week)	\$750
Full time nanny (30 hours or more per week)	\$1000
Live-in nanny (nanny who lives in)	\$1250
Temp Nanny (Please ask for pricing, each situation is unique)	

2. Simply, complete this Application and Agreement. You can do this over the phone with a Loving Nannies representative, or you can fax or e-mail it to us. If we take your application over the phone, we require that you fax the agreement to our offices soon after. As soon as we get the upfront payment of \$250 and a signed agreement, we can begin your search.

3. Your Loving Nannies representative will call you and let you know that we have received your application. From there, you can either have the nannies call you directly for phone interviews, or your representative can set up interviews with the nannies whom you would like to meet. *If you do not tell us otherwise, we will assume that you want us to have the nannies call you for a phone interview.* Once you speak with prospective nannies, please call us and let us know whom you will be meeting with. Your representative will then either fax you the nannies application or go over each nanny's profile and past experiences with you over the phone. You will need to set up the interviews with the nannies during your phone interviews. All interviews will take place at your home or office and at your convenience. Please remember to call us every few days to let us know how the process is going.

4. Your Loving Nannies representative will search our extensive database of caregivers, and contact those that most closely match your family's needs. We will refer qualified applicants who, in our discretion, meet the family's needs and desires. We will NOT discriminate on the basis of race, religion, age, or gender or make any referral that is for an unlawful purpose.

5. When you find the nanny you'd like to hire, please personally offer the nanny your position. We always confirm thereafter that the nanny is accepting your job.

6. Upon acceptance, we then run his/her background check (unless the nanny is already registered with Trustline)- Please read further about Trustline under #5 on our Agreement), and she can usually start within 3-5 days. If you decide to let the nanny start prior to receiving the background check, then you are holding Loving Nannies harmless for any/all liability, and understand that it is your sole decision to use the nanny before receiving her background check results. We strongly suggest that you wait until the background check results come in. In some cases, the background check may take longer to get in due to circumstances beyond our control. E.g. Some cities/states take longer to run than others. The Loving Nannies background investigation includes a Social Security Trace, a Reference History search, 1 County Criminal check in the primary County of residence, and a report from the Department of Motor Vehicles. Loving Nannies believes this to be a thorough check. If you would like additional background information i.e. a credit report or an additional County criminal check, Loving Nannies will be glad to perform additional checks. You may want to run your own separate background investigation with a separate company as well. Loving Nannies can only run Criminal checks in the United States. This check may take up to 2 weeks to get back, but usually no more than 5 days. Loving Nannies makes every effort to ensure that the background check results are true, but does not take any responsibility for incorrect results and will not be held liable for damages resulting from theft, property damage, improper care, crime or any other wrongful actions by a caregiver due to mistaken background results. You are ultimately responsible for confirming all background checks that we provide to you.

Initials

Cont.

7. As soon as you hire your caregiver referred by Loving Nannies, your credit card will be charged the placement fee. This payment will include the cost of 1 background investigation. (If the nanny has Trustline then we do not run this check). The credit card may be charged before the nanny's background check is back. This is because once you choose a nanny, we do not send her to any other families and she is "booked" for your job. If the background check comes back and you are not happy with the results, then you can keep interviewing nannies for your position. In the case that you do not pick one of our nannies, then you will receive the placement fee back within 7 days. The upfront fee is non-refundable, unless a Loving Nannies representative has agreed to, and initialed a clause in your contract. Any complaints will be written, turned in within 7 days after hiring the nanny, and then evaluated by the owner.

Agreement

Loving Nannies is a professional referral service specializing in the placement of caregivers including nannies, babysitters, mother's helpers and elder care hereinafter called Loving Nannies or Service. You are a family looking for a caregiver and wish to have Loving Nannies provide you with pre-screened caregiver referrals hereinafter called Client.

1. Loving Nannies locates, screens, and interviews caregivers for the purpose of providing quality referrals to families looking for a caregiver. Loving Nannies performs a thorough interview and attempts to check all references prior to referring a caregiver, however, Client acknowledges that they are directly and ultimately responsible for their employee selection, all reference checking, confirming all background check results, and all results they experience with that employee. We will make all reasonable efforts to verify all information provided by the perspective childcare provider. In some cases, references are out of town or too busy to return our phone calls right away. In few instances (especially with new nannies) you may speak with a family references before we do. This seldom happens.
2. Client agrees to thoroughly interview candidates, check and verify all nanny references, and wait until receiving the background check before starting any nanny. Upon selection, it could take up to 2 weeks or more to receive the background check. Any additional background checks or services will not be included in our finder's fee. If you decide to use the nanny before the background check is retrieved, then you are holding Loving Nannies harmless for any liability arising out of the employment of that nanny. If the nanny has Trustline, then we do not run another background check.
3. Client acknowledges and agrees that Loving Nannies accepts no responsibility for the employee selection made by Client. It is understood that Loving Nannies is a referral service only and won't be held liable for damages resulting from theft, property damage, improper care, crime or any other wrongful actions by a caregiver. Thus, Loving Nannies does not bond or insure any candidate who is referred. You will hold Loving Nannies harmless for any liability arising out of the employment of any applicant referred to you by Loving Nannies.
4. Client is completely and fully responsible for the employee selection and their legal and financial duties as an employer. We do not employ the nanny. The entire process of employment is strictly between the family and the applicant. Loving Nannies acts solely as a referral and screening service and does not undertake **any** responsibility for the process of employing a Nanny. Loving Nannies will not be responsible for any employment related government requirements including by not limited to, social security, health insurance, tax withholding, worker's compensation, disability insurance, or unemployment insurance. Upon your acceptance of an applicant, you will have a direct employment relationship with them whereby you assume all employer responsibilities under the law. It is agreed that Loving Nannies will not be involved, directly or indirectly, in the employment agreement between the applicant and the Family.

Pursuant to California law you are hereby being informed by Loving Nannies that "We are **not** the employer of any domestic worker referred to you. They may be your employee or an independent contractor depending on the relationship you will have with him or her. You may have employer responsibilities, including employment taxes and worker's compensation, under state and federal law. For additional information contact your local Employment Development Department and the Internal Revenue Service."

Initials _____

Cont.

5. Client agrees that Loving Nannies has given them information on Trustline. Client understands that by law all nannies should be registered with Trustline before they start. We must receive proof that the nanny has been registered with Trustline. We give each nanny and family information on Trustline. It is yours and the nanny's responsibility to fill out and send in the necessary paperwork, and pay the Trustline fee of \$130. For additional information please visit www.Trustline.org. It is your responsibility and duty to make sure that you are following all regulations regarding hiring a nanny in California. We take no responsibility if you hire a nanny that is not registered with Trustline, since you are their employer.
6. Client agrees to pay \$250 to Loving Nannies to begin a caregiver search. Upon selection and employment of a caregiver provided by Loving Nannies, Client agrees to pay the placement fee of \$300 for a babysitter (under 10 hours per week), \$500 for a part time nanny (under 29 hours per week), \$750 for a full time nanny (over 30 hours per week) and \$1000 (for a live in nanny), for a **total** of \$550 (for a babysitter), \$750 (for a part time nanny), \$1000(for a full time nanny), and \$1250 (for a live in nanny).

Note: If at any time the client uses the nanny more hours than the program they signed up for allows, Loving Nannies has the right to charge the client the difference of the two programs. E.g. If client signs up for a part time nanny or babysitter and then uses the nanny 40 hours per week soon after.

Note: If we do not hear from the family or client within 5 days after starting the process, or at any time during the process, Loving Nannies has the right to assume that the client has successfully hired a nanny through Loving Nannies, and thus will be charged. E.g. If client sends in their application and then does not return our calls for 5 days, then we will assume that the client has taken one of the nannies we have referred. Loving Nannies starts referring qualified nannies as soon as the client's application is received. Thus client can easily choose the nanny within a few days. It only takes a minute to call us back and let us know that you have taken a nanny.

7. If Client is not fully satisfied with the caregiver referred within 180 days of placement, Loving Nannies will provide additional placement services for 1 caregiver replacement at no charge. If client finds a nanny outside of using Loving Nannies services or decides that they do not need a nanny for whatever reason (For example, putting child in preschool or daycare, having a family member become caregiver, or parent deciding to stay at home with child) then Loving Nannies has no obligation to refund any part of the finder's fee. Loving Nannies will not refund any part of the finder's fee at any time after finding the client a nanny. In the event that the nanny does not work out within 180 days, the client must call Loving Nannies and ask for a replacement. Loving Nannies will try their best to find client a replacement free of charge within 45 days (includes 2 weeks notice). If Loving Nannies is not able to find client a replacement within 45 days, Loving Nannies will continue looking, but will not issue any monetary refunds. You will be responsible for the cost of an additional background investigation, which includes a processing fee (\$100 total) on your replacement nanny/babysitter.
8. In the event that Loving Nannies is unable to find a suitable caregiver for Client within 45 days of signing this agreement, Loving Nannies will continue Client's search until we find a suitable placement. The upfront \$250 is nonrefundable and is considered an application/processing fee, and pays us for the legwork and time behind your initial search. Once you pick a nanny and the finder's fee is charged, there are no monetary refunds at any time. If you have any questions, please see #6 under the How it Works section.
9. In the event that Loving Nannies does not receive payment of what is owed, client agrees to pay for all court and lawyer fees associated with non-payment. If client issues a charge back on their credit card, client agrees to pay for all bank and merchant account charges associated with the charge back. Client agrees that as soon as they sign this contract and agreement, Loving Nannies immediately begins looking for suitable candidates and services are immediately being rendered.
10. Client agrees to all the terms listed above and acknowledges this to be a binding contract. If client takes a nanny referred by Loving Nannies, and does not tell Loving Nannies, then Loving Nannies has the right to charge client 3 times the total nanny fee. Initials _____

Cont.

I have read and agree to all of the above terms and conditions of the "Loving Nannies How it Works and Agreement". I understand that this is a binding agreement between two parties. In signing this, I am giving Loving Nannies permission to proceed in finding me a nanny.

Print Name _____

Signature _____ Date _____

Billing Information and Payment Type:

Is billing address is same as above? YES | NO _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Payment Type: [Credit Card] Visa or MasterCard

Card Number: _____ Exp. Date: _____
(CSC#) Card Security Code-last 3-4 #'s on back of credit card

Date: _____ Authorized Signature:

By signing above or below you are acknowledging that you have read and understand the entire terms of this agreement. You hereby authorize Loving Nannies to charge your credit card in the amount of \$250 to begin a caregiver search. Upon hiring a caregiver referred by Loving Nannies, you are additionally authorizing Loving Nannies to charge your credit card for a final payment of \$300 (for a babysitter), \$500 (for a part time nanny), \$750 (for a full time nanny) and \$1000 (for a live in nanny). You also acknowledge that you have read our refund policies and agree to all terms. The placement fee does include the cost of 1 background investigation on the nanny you choose to hire.