

Thank you for choosing Total Elite Nannies (T.E.N)!

Our goal is to represent your position in an accurate and attractive way to only the best and most highly qualified candidates. Please complete this family information form in its entirety. The information you provide will ensure that we understand clearly your family's needs and will help us to accurately portray your needs to potential nanny candidates.

Family Information

Mother's Name _____ Father's Name: _____
Day Phone _____ Eve Phone _____
Email Address _____ Street Address _____
Unit _____ City _____ State _____ Zip _____

How did you hear about Total Elite Nannies? _____

Names and ages of children _____

Type of Childcare you require: _____ Full Time _____ Part Time _____ Live In _____ Babysitting Services
_____ Temporary Help(30+ hrs/wk) _____ (-29 hrs/wk)

(Under 3 Months) If Live In, describe the nanny's living quarters (IE: Guest House, Own Bedroom, Private Quarters, etc) Will the nanny be driving the children? Will the nanny be required to use her own car at work or will you provide a car? Will gas/ mileage be compensated if nanny uses her own car? What other tasks will the nanny be asked to do? (Check below)

- _____ Child related cleaning
 - _____ Family errands
 - _____ Pick up/ drop off children
 - _____ Child related cooking
 - _____ Other (please describe)
- _____

What is the start date for this position? What days and hours will you need your nanny to work? Please provide a brief description of the workday and work week: Qualified Nannies with experience and excellent references typically make \$25-35 per hour, depending on their experience and the duties required of them. Do you have a preferred pay rate? Have you employed a nanny before? Is there any additional information you would like potential nannies to know about your family?

Terms and Conditions for Online Family Application

Dear Client, Upon receipt of this agreement Total Elite Nannies will begin your nanny candidate search. We will email you information on the nannies who are interested in your position and you may contact them directly to schedule interviews. Total Elite Nannies may also provide nanny candidates with your telephone number unless otherwise instructed by you. Total Elite Nannies is a professional referral service specializing in screening and referral of caregivers including nannies, babysitters, and mother's helpers hereinafter called Total Elite Nannies or Service. You are a family looking for a caregiver and wish to have Total Elite Nannies provide you with pre-screened caregiver referrals hereinafter called Client. You may fax this agreement completed in it's entirety to or scan and email to .com

Nanny Placement Fee Schedule

Referral fee for placements level is 10% of the annual compensation intended to be paid to the Nanny.

We require a minimum of 20 hours per week. Annual compensation is determined as follows:

1) Determine Hours Per Year: Hours Per Day x Days Per Week x Weeks Per Year=Hours per Year
2) Determine Annual Compensation: Hours Per Year x Hourly Wage = Annual Compensation

3) Calculate Referral Fee: Annual Compensation x Referral Fee Rate 10% = Referral Fee Due

****Note: fees above are one-time referral fees and include the cost of one (1) background check****

CLIENT INITIAL _____ DATE _____

AGREEMENT

1. Total Elite Nannies locates, screens, and checks references of potential caregivers for the purpose of providing quality referrals to families looking for a caregiver. We will NOT discriminate based on age, race, religion, gender, or make any referral that is for an unlawful purpose. Total Elite Nannies performs a reference check prior to referring a caregiver; however, Client acknowledges that they are directly and ultimately responsible for their employee selection and all results they experience with that employee. We will make all reasonable efforts to verify all information provided by the prospective childcare provider.
2. Client agrees to thoroughly interview candidates and check and verify nanny references. Once an offer for employment has been accepted by a candidate referred by the service, Total Elite Nannies will provide Client with a copy of a Criminal Background Check, Social Security Trace and DMV (Driving) Record for said candidate. Additional background checks or services may be ordered and will not be included in our finder's fee.
3. Client acknowledges and agrees that Total Elite Nannies accepts no responsibility for the employee selection made by Client. It is understood that Total Elite 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, Bella Bambino Nannies does not bond or insure any candidate who is referred. You will hold Total Elite Nannies harmless and indemnify them for any liability arising out of the employment of any applicant referred to you by Total Elite 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. Total Elite Nannies acts solely as a referral and screening service and does not undertake any responsibility for the process of employing a Nanny. Total Elite 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 Total Elite Nannies will not be involved, directly or indirectly, in the employment agreement between the applicant and the Family.
5. Replacement / Refund Policy: If the service relationship between Client and Candidate is terminated before the 90th calendar day following the candidates start date, Total Elite Nannies will perform one additional candidate search for the purpose of replacing the initial candidate. This paragraph does not apply if the Nanny/Family Work Agreement was not completed and presented to Be the service relationship is terminated because the position is eliminated; there is not sufficient work for the candidate or the candidate is subjected to unreasonable or illegal working conditions. Client is entitled to one replacement following hire of initial candidate. Any additional placements will be subject to the full finder's fee unless otherwise agreed to by an authorized Total Elite Nannies representative.

Replacement position must be identical to first placement, IE: same days/hours, etc. Client will be responsible for the cost of the background check for the replacement nanny. In the event that the nanny does not work out within 90 days, the client must call Total Elite Nannies and ask for a replacement. Total Elite Nannies will not issue monetary refunds at any time after initiating a nanny candidate search.

6. All candidate referrals are made in confidence to the client for the purposes of review. Client agrees that all candidate files or documents remain the property of Total Elite Nannies. Client further agrees not to make copies of any such files or documents. Total Elite Nannies refers candidates to Client in confidence and we ask that you not refer or identify such candidates to any other individuals, families, or businesses. Should Client do so, and the other party enters into a service relationship with the candidate, the Client agrees to be responsible for the payment of the placement fee.

Client Initial _____ Date _____

7. Trustline Registry for Placements in the State of California: Trustline registry is performed by the department of justice and is required for all childcare workers in the state of California. If you hire a nanny in the state of California you must enroll your nanny with Trustline upon hire. Total Elite Nannies will enroll your nanny in Trustline for you if you prefer for an additional fee of \$200. You can reach Trustline at 800-822-8490

This agreement constitutes the entire agreement between the parties and there is no other agreement. This agreement cannot be changed or modified except in writing and signed by both parties. If any portion of this agreement is determined to be unenforceable by a court of competent jurisdiction, then the remainder of this agreement shall continue in full force and effect.

Client Signature _____ This agreement, along with the deposit of \$250 is required in order to begin your search.

Billing Info:

Billing Address _____ City _____
State _____ Zip _____ CVV _____
Visa__ Mastercard
Card Number _____ ExpDate _____

I, the undersigned acknowledge that I have read and understand the terms of this agreement. I authorize Total Elite Nannies to charge my credit card a retainer fee in the amount of \$250 to begin my caregiver search. Upon referral of a caregiver, I authorize Total Elite Nannies to charge my credit card the remaining balance as is described in the fee schedule. I acknowledge that this fee includes the cost of one professional background check.

Cardholder's Signature _____

Date _____

If you prefer to pay by check, please make payable to Total Elite Nannies. Check payments may be mailed to 2647 Gateway Road #105-435 Carlsbad, CA 92009 or personally delivered to your representative.