



NANNIES BY NATURE

Loved by kids. Trusted by parents.

Dear Family,

Thank you for your interest in Nannies by Nature. We hope you find the enclosed information helpful. If you should have any questions, please feel free to contact us at anytime.

We are dedicated to help you find a nanny that will suit your family, as we know each family is unique. While we will help you throughout the process to evaluate qualifications and backgrounds of the nannies you may consider, it is ultimately your decision on whom to hire.

To begin your search, please fill out the enclosed application. The application can also be filled out online, if you prefer. With the application, we also need the referral agreement returned with the signatures of both parents (if applicable). If you have a written job description or any other materials you feel will help us get to know your family, please include them with the application. The more we know about your family and your needs, the better we will be able to help you find the perfect nanny.

The registration fee can be paid by check or credit card. This fee is Non-Refundable. Upon hiring a nanny through Nannies by Nature, the entire placement fee is due. Please read the enclosed referral agreement carefully, as it outlines our guarantee and payment policies.

Please submit all documentation, along with the registration fee, to the office. This can be done via mail, email or fax. Once we receive your information, we will contact you to set up an in person meeting at your convenience. We feel this meeting is important in getting to know your family and how to best help you find a nanny. We are available evenings and weekends. If your need for a nanny is urgent, we will begin working on the search immediately and set up a meeting as soon as is mutually convenient.

Please contact us at anytime if you have any questions. We hold flexible office hours throughout the day and are available evenings and weekends, when most parents actually have a moment to talk about their needs. You can also access our website for frequently asked questions.

We look forward to working with you!

Sincerely,

Jessica M. Winans
President



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Today's Date: _____

Date Nanny is Needed: _____

PARENT'S INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Home Fax: _____

Cell Phone: _____ Email Address: _____

Employer: _____ City, State: _____

Title: _____ Business Phone: _____

Travel Frequency: _____

Spouse's Employer: _____ City, State: _____

Title: _____ Business Phone: _____

Travel Frequency: _____

CHILDREN'S INFORMATION

1. Name: _____ M/F D.O.B.: _____ Schedule: _____

2. Name: _____ M/F D.O.B.: _____ Schedule: _____

3. Name: _____ M/F D.O.B.: _____ Schedule: _____

4. Name: _____ M/F D.O.B.: _____ Schedule: _____

5. Name: _____ M/F D.O.B.: _____ Schedule: _____

Please describe any special needs: _____

HOUSEHOLD INFORMATION

Do you have any pets? Please list type(s) and care required during the day by nanny: _____

Please describe your family's interests and hobbies: _____

Do you have a housekeeper? _____ How Often: _____

Does anyone in the home smoke? _____ How Often: _____

Do you have surveillance equipment in the home? _____

Has anyone in the home ever been convicted of a crime? _____

How often does the family travel? _____

How often will you need the nanny to travel with you? _____

How often does the family entertain at home? _____

How many nannies have you employed previously? _____

Please describe what has worked and what has not worked with previous nannies: _____

1350 Beverly Rd. Suite 115-225 McLean, VA 22101 703-779-7999 / 703-779-7998 (Fax)

www.nanniesbynature.com

Please describe your ideal nanny: *(age, qualifications, character)* _____

JOB DESCRIPTION

Schedule *(Fill in hours needed on each day)*

Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Saturday _____
Sunday _____

Please describe any flexibility you anticipate needing: _____

What would a typical day for the nanny entail? _____

How many years do you anticipate needing a nanny? _____

Duties *(Check all that apply)*

Children's laundry _____ Children's meals _____ Tidy children's rooms _____
Family laundry _____ Family meals _____ Tidy kitchen/living areas _____
Vacuum _____ Drive children _____ Plan activities _____
Grocery shop _____ Run errands _____ Plan playdates _____

For Live In Nannies

Please describe the living accommodations for the nanny: _____

Will you provide a car for nanny's personal use? _____

Will you provide a phone for nanny's personal use? _____

Are there any restrictions on car or home use? _____

Salary and Benefits

What is the weekly gross salary range you are offering? _____

Will you offer compensation for health insurance? How much? _____

How much paid vacation are you offering? *(2 weeks is typical)* _____

Will you provide a car for use during work hours? _____

Will you provide a cell phone for use during work hours? _____

What other benefits will you offer? _____

Whom may we thank for referring you to Nannies by Nature, LLC? _____

I/We certify that all the information provided in this application is true and understand that if any of the information given is false, Nannies by Nature, LLC may discontinue all services to me/us without refund of fees paid.

