



Step-By-Step Process

Step 1. Parent Application:

You will need to fill out a Parent Application. Please be as detailed as possible, as we want to have a very clear idea of what you are looking for in a childcare provider. This helps us establish what your needs are to ensure we can provide what you are looking for in a nanny. We also encourage you to come in to our offices for a personal conversation detailing your childcare needs. We strive to develop and maintain a strong relationship with your family. Upon receipt of application, we require a non-refundable \$225 application fee to begin to search for your nanny. This fee covers the costs of background checks and other processing and also entitles you to a complimentary one year of membership for our Temporary Referral Services. Please allow approximately 6-8 weeks for placement, in order to ensure a thorough process, provide you with great choices and allow you to make the best decision for you and your family.

Step 2. Review & Sign Metropolitan Nannies Client Agreement:

It is important that you understand this agreement, as it covers the fee structure, replacement guarantees, services to be provided and other important legal verbiage.

Step 3. Needs Assessment with Placement Counselor:

After a detailed conversation with a placement counselor, we match nannies to your specific requirements and schedule them for interviews accordingly. All nannies must meet the following minimum requirements:

- ✓ 18 years or older
- ✓ High School Graduate or GED
- ✓ 2 years childcare experience
- ✓ 3 childcare references
- ✓ CPR Certification
- ✓ TB skin test results
- ✓ Completed Nanny Profile

Nanny applicants also complete a detailed profile covering their employment history, childcare experience and references. They get an opportunity to tell us more about themselves, as well as answer questions such as:

What is your philosophy on discipline?

What are your hobbies?

What types of activities do you enjoy doing with children?

Do you have any allergies?

Personal interviews are conducted with all nanny candidates by a Metropolitan Nannies Placement Counselor to get to know the nanny better and ask more questions about their experience.

Step 4. Interviewing Nanny Candidates:

Metropolitan Nannies will provide the nanny profiles we feel will be a great match for your family. This profile includes detailed information we gathered during our reference checks. However, we always encourage families to check the references themselves. Often the deciding factor between two great candidates may be a particularly strong recommendation from a previous employer. We can assist in scheduling interviews for you and the nanny. Please call us after each interview to give us your feedback. If you are interested in hiring one of the candidates with whom you met, it may be wise to let them know, or have us inform them of your interest, as they can choose whether or not to go on other job interviews. Until a job offer has been extended, candidates are available for interviews and placement with other families.

Step 5. Make an Offer:

Once you have decided to make an offer and your nanny accepts we have you complete a Letter of Intent to Hire. Once that is received by Metropolitan Nannies, the final extensive background checks are performed. Criminal background checks take between 24-48 hours (out of state may be a little longer). A copy of the completed background checks and any other important information will be provided to you.

Step 6. Nanny/Family Agreement:

This is imperative to a successful placement. This outlines the job responsibilities, wages, benefits, and hours. Please complete and after both parties have signed the agreement, send or fax a copy to Metropolitan Nannies.

Step 7. Deliver Fee & Contract to Metropolitan Nannies:

At this point, the Nanny Placement fee is due to Metropolitan Nannies. We must have received payment at least 5 business days before your nanny will begin work.



Parent Application

Mother's name: _____
 Occupation: _____
 Place of Employment: _____
 Daytime Phone: _____

Father's Name: _____
 Occupation: _____
 Place of Employment: _____
 Daytime Phone: _____
 Evening Phone: _____
 Best Time to Call: _____

Home Address: _____
 City: _____
 State: _____
 Zip Code: _____

Please describe your children:

Names	Birth date	Gender	School Hours
		<input type="checkbox"/> M <input type="checkbox"/> F	
		<input type="checkbox"/> M <input type="checkbox"/> F	
		<input type="checkbox"/> M <input type="checkbox"/> F	
		<input type="checkbox"/> M <input type="checkbox"/> F	

Have you ever employed a nanny? Yes No
 If so, please describe the relationship:

Please list any pets: _____

Please note anything else about your family/household you feel is important for us to know: _____

Nanny Information:

Live Out

Live In

Full Time

Part-time

Summer

Start Date: _____

Days/Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Salary

Weekly Gross: _____

Weekly Net: _____

Benefits (vacation, holidays, health insurance):

Please check all the duties you would like your nanny to be responsible for related to the child or children:

- Children's Laundry
- Bathing children
- Preparing Meals for Children
- Daily Log of Children's Day
- Age Appropriate Activities

Other: _____

Please check the additional duties that are non-child related you would like to be done:

- Housekeeping
- Laundry
- Errands
- Cooking

Other:

Do you want your nanny to transport your children: Yes No

If yes, please describe:

Would you provide a car? Yes No

Would you reimburse your nanny for mileage? Yes No

If so, at what rate? _____

Are you a non-smoking family? Yes No

Please describe the personality of a nanny that would best suit your family (creative, outgoing, laid back).

Please describe a typical day the nanny would have with your child.

Please describe special requirements you are looking for (i.e. religion, education, experience).

Please describe your discipline style.

If live-in, please describe living accommodations.

How did you hear about Metropolitan Nannies?

Frequently Asked Questions

1) What are a nanny's responsibilities?

The responsibilities of the nanny are dependent upon what you would like the nanny to do for your family. First and foremost, taking care of the child/children. Some examples are; feeding, preparing meals, picking up after, taking walks, age appropriate play activities and keeping daily logs of the child's day.

However, some families want their nanny to also clean the house, do family laundry, and run errands. It's important to remember that the nanny's primary responsibility is to care for your children - anything beyond that will require agreement by both the nanny and family and appropriate compensation.

2) How much do I pay my nanny?

Salaries range based on such things as experience and the number of hours worked in a week. Most nannies' salaries range between \$650-\$850 per week for 40-55 hours. When determining your nanny's salary remember to take into consideration her daily job responsibilities, number of hours worked and any benefits you are including in your offer.

3) What types of benefits should I offer my nanny?

This is up to the family, however offering your nanny good benefits will go far in keeping her happy and feeling appreciated. Consider benefits such as vacation days, sick leave, and paid holidays. Some families even offer health insurance (or a portion of the premium), cell phones and a car to use.

4) Am I responsible for taxes?

If you pay your nanny over \$1,700 a year, you are responsible for household employment taxes. For more information consult Breedlove and Associates at 1-888-273-3356 and the information provided in the Parent Pack.

5) What screening process do you use for the nannies?

We do an extensive background check including, but not limited to, criminal check (state and federal), driving record, Social Security Verification, Employment history verification and reference checks. All nannies will have been interviewed in person by a placement counselor.

6) What are your placement fees?

Our placement fees range on what type of childcare you are looking for. Please see our contract for a schedule of the fees. If you have any question, please contact us at 703-481-3181.

7) How long will it take to find a nanny?

The process can take anywhere from 3-8 weeks in order to ensure a thorough process, provide you with great choices and allow you to make the best decision for you and your family.

Metropolitan Nannies, LLC

Client Agreement

This agreement is made this ____ day of _____, 20__ by and between Metropolitan Nannies LLC ("Metropolitan Nannies") and the party noted below ("Client").

A. Metropolitan Nannies is engaged in the business of identifying and interviewing persons seeking to serve as a nanny or domestic household employee (collectively referred to herein as "Caregiver").

B. The Client seeks to hire a Caregiver(s) and desires that Metropolitan Nannies refer potential Caregivers to Client for Client's consideration.

In consideration of the above and the following terms, the parties agree as follows:

1. Services: Metropolitan Nannies will use its best efforts and discretion to identify a Caregiver suitable to the needs expressed by the Client. These efforts include an investigation of the Caregiver's background and an interviewing process to determine the character and suitability of the Caregiver.

2. Term: The term of this Agreement shall be one year from the above date, such term to be renewed annually unless terminated by either party within 30 days of such automatic renewal. This Agreement may be terminated at any time by either party upon written notice to the other, but no such termination shall affect any rights that have accrued to a party prior to receipt of such termination, including those contained in sections 8, 9 and 10.

3. Extent of Investigation: Metropolitan Nannies will use reasonable efforts to determine whether the material information supplied by the Caregiver is consistent with information supplied by references and/or obtained through any other background checks performed by or on behalf of Metropolitan Nannies. However, Metropolitan Nannies cannot otherwise independently verify any information, nor does Metropolitan Nannies represent or warrant the truth or accuracy of any information given by Metropolitan Nannies to Client, whether given to Metropolitan Nannies by the Caregiver, a reference, or persons conducting the background checks, obtained through interviews, or otherwise. Although these background checks are useful tools in screening out undesirable Caregivers, no background check can be guaranteed to be 100% accurate. Metropolitan Nannies makes no guarantees to the accuracy of these background checks, nor accepts any liability as a result of these checks. Metropolitan Nannies strongly encourages the Client to verify all references provided. Client understands and agrees that Client may exercise Client's right to check the references in addition to the agency's check until Client is satisfied that it has been done accurately and effectively.

4. Referral Fee

All referral fees are subject to change by Metropolitan Nannies. Client agrees to pay Metropolitan Nannies the then-current referral fees in place at the time services are rendered.

Permanent Placements: the non-refundable referral fee for a long-term live-out nanny (hired to work for six months or more) is equivalent to the greater of 15% of the nanny's annual gross salary or \$4,000 for full-time placements (30 or more hours per week), the greater of 15% or \$2,500 for part-time placements (less than 30 hours per week), or \$4,000 for live-in placements. For a summer nanny or a short-term nanny hired to work for less than six months, the fee is the greater of \$900 or \$300 per month. In the event that a short-term nanny's term of employment exceeds the original estimate, the client shall pay the lesser of: (a) the long-term nanny referral fee minus sums already paid, or (b) an additional \$300 for each month beyond the original estimate. The referral fee is non-refundable and is due upon placement, in any event before the Caregiver commences any work with Client. Metropolitan Nannies will then authorize your employee to begin work.

Therefore, Metropolitan Nannies requires a credit card number or check as a guarantee for payment. If the placement fee is not received by the nanny's start date, Client gives Metropolitan Nannies permission to bill Client's credit card for total amount of placement fee. If for any reason Client's credit card payment is unable to be processed, Client's nanny will not be authorized to begin working for Client until payment issues can be resolved. If Client proceeds with employment against the policy of Metropolitan Nannies, your employee may be asked to resign and Metropolitan Nannies is authorized to back charge client according to Metropolitan Nannies' temporary nanny fees for all dates and times nanny works for Client.

Type of Placement	Placement Fee
Full-Time Live-Out	15% or \$4,000
Part-Time Live-Out	15% or \$2,500
Live-In	\$4,000
Short-term/Summer	Greater of \$900 or \$300/Month

Temporary Placements: Client must conduct an in person or phone interview with Metropolitan Nannies and complete the Temporary Registration Agreement and Release Form before becoming a member. Current members of the Metropolitan Nannies Temporary Nanny Referral Service are eligible for temporary nanny referrals. Once a temporary nanny provides services to the Client, the Client agrees to pay the Caregiver in accordance with the then-current Metropolitan Nannies Caregiver compensation schedule, based upon the number of hours and the number of children. Failure to pay the Caregiver at the time of service shall result in termination of the Client's membership fee. Client hereby authorizes Metropolitan Nannies to automatically charge the Client's credit card listed below a referral fee in addition to any sums paid by the Client to the Caregiver pursuant to the then-current fee schedule.

Miscellaneous Charges (Temporary Nanny Only): Client also agrees to notify Metropolitan Nannies of any job cancellation and authorizes Metropolitan Nannies to automatically bill client's credit card a cancellation fee of \$25 if client cancels a job after confirmation by a Metropolitan Nannies representative. Client acknowledges that jobs placed with less than 24 hours advance notice will incur a \$25 surcharge to be automatically billed to client's credit card in addition to any other applicable fees. If Client cancels a confirmed reservation within 24 hours of the scheduled visit, Client will be charged for four hours of the Caregiver's time in addition to the agency reservation fee. Client waives any right to set off against amounts due Metropolitan Nannies the amounts of any payment made directly to the Caregiver, or any other claim against the Caregiver. Metropolitan Nannies may in its discretion facilitate resolution of any payment or other dispute between the Client and the Caregiver, provided that, however, Client's agreement to pay Metropolitan Nannies is independent of such dispute or facilitation. Failure to pay the referral fee may result in legal action for liquidated or other damages as described below. Client further agrees that if the credit card on file for the Client is declined or otherwise unavailable, Client will pay Metropolitan Nannies in full upon receipt of an invoice, in any event within 10 days of the invoice date, or also pay Metropolitan Nannies a late fee at the maximum legal rate and reasonable collections charges.

5. Application/Membership Fee: There is a \$225 non-refundable application/membership fee to be paid upon application for nanny referrals. This application fee covers all criminal background checks and any additional investigation performed by Metropolitan Nannies subject to the limitation of Section 7. This fee will entitle you to utilize other services offered by Metropolitan Nannies for a period of one year. There is a \$75 annual membership renewal charge for Temporary Services.

6. Client as Employer: Metropolitan Nannies is an independent contractor and is not the employer or agent of the Client or Caregiver. Client understands that any Caregiver hired by Client is Client's employee, not that of Metropolitan Nannies. The decision whether to hire a Caregiver, permanent or temporary, rests solely with the Client. Accordingly, Metropolitan Nannies encourages Client to speak with the Caregiver's references prior to making a hiring decision. Client has the sole responsibility to determine whether a caregiver can care for Client's child(ren), home, and property according to Client's specifications. Client and Caregiver are ultimately responsible for setting the terms and conditions of a Caregiver's employment, including but not limited to compensation, working hours, job duties, holidays, and payment of taxes.

7. Replacement Caregivers for Permanent Placements: If a Caregiver referred by Metropolitan Nannies is hired by Client on a permanent basis, and Client has timely paid the \$225 application and referral fee and completed and returned a copy of the Employment Agreement signed by both parties to Metropolitan Nannies before the caregiver's start date, Client may be eligible for a replacement caregiver. Metropolitan Nannies agrees that, if Client discharges the Caregiver, or Caregiver quits, within 60 days from the date the Caregiver begins employment, Metropolitan Nannies will refer other potential Caregivers to Client for Client's consideration, until the initial, and only the initial, discharged Caregiver or Caregiver who quits, is replaced. Such referrals will be at no charge to the Client.

Metropolitan Nannies' obligation under this Section to supply a replacement Caregiver is nullified if the employment is terminated by reason of misrepresentation of the Client's position as stated in the Client's family profile, hereby incorporated by reference into this Agreement, if the Caregiver is mistreated in any way, or if the Caregiver's duties changed in a manner unacceptable to the Caregiver. The Client must make himself/herself available to interview potential replacements. If the Client is unavailable or does not locate a suitable replacement through no fault of Metropolitan Nannies within 30 days of termination of the original Caregiver, Metropolitan Nannies' obligations to find a replacement Caregiver described in this section shall be waived. Subject to acceptance of Client's application for a refill, Client will be entitled to certain discounts from the then-current price schedule for a replacement Caregiver:

Time After Initial Placement	Percent Discount
0-2 Months	100%
2 - 4 Months	50%
4 - 6 Months	25%
6 - 8 Months	15%
After 8 Months	10%

8. Release from Liability: Client acknowledges that while Metropolitan Nannies uses reasonable efforts to interview and investigate candidates as described above, Metropolitan Nannies cannot guarantee the honesty, suitability, moral character, or any other qualifications for those persons serving as Caregiver. Client assumes all risk of actions and inactions of caregiver. Client hereby releases Metropolitan Nannies and its shareholders, directors, officers, employees and agents ("Metropolitan Nannies Parties") from and against any and all liabilities, losses, damages, costs, demands, suits, judgments, claims or expenses (including without limitation in-house and external attorneys' and experts' fees and disbursements) (collectively, "Liabilities") which Client or any other person may incur as a result of any action or inaction by a Caregiver referred by Metropolitan Nannies.

9. Indemnity: ***Client will indemnify and hold the Metropolitan Nannies Parties harmless from and against any and all Liabilities, including personal injury or property damage, which any of them may incur as a result of any action or failure to act by any Caregiver referred by Metropolitan Nannies or arising out of this Agreement or the subject matter thereof. Metropolitan Nannies shall only be liable to the Client for Metropolitan Nannies or its agent's gross negligence or intentional misconduct. Client assumes all other liabilities relating to or arising from this Agreement or the subject matter hereof, including without limitation any investigation or failure to investigate a Caregiver.*** This release and indemnity is material additional consideration for Metropolitan Nannies agreement to refer Caregivers to Client.

10. Further Employment of the Caregiver: Client agrees that at all times during the term of this Agreement and for two (2) years thereafter Client shall not directly or indirectly employ or induce any other person to employ any Caregiver referred to Client by Metropolitan Nannies without first attempting to secure a Caregiver through Metropolitan Nannies. Breach of this paragraph shall entitle Metropolitan Nannies to receive liquidated damages from the Client of 15% of the Caregiver's annual salary as paid by the Client, or \$4000, whichever is greater. These liquidated damages are necessary due to the inascertainability of the damage to Metropolitan Nannies by Caregiver's breach. Moreover, Client acknowledges that these liquidated damages are not unreasonable and are not a penalty, but merely compensate Metropolitan Nannies for damages arising from Client's breach.

11. General: This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. Both parties agree that venue for any dispute arising from this contract shall be Fairfax County. This Agreement shall inure to the benefit of and be binding on the parties hereto and their respective successors and assigns. This Agreement contains the entire agreement between the parties and may only be modified, amended or supplemented by a written instrument signed by the parties hereto. In the event any part of this Agreement is found to be invalid or unenforceable, the remaining provisions hereof shall be given effect and the invalid or unenforceable provision shall be deemed modified to most closely reflect the expressed intent of the parties through a valid and enforceable construction of the provisions hereof.

12. Nondiscrimination: Metropolitan Nannies is an equal opportunity agency and in the performance of this Agreement, neither Metropolitan Nannies nor Client shall discriminate on any impermissible basis, including race, religion, color, national origin, age, sex, or disability. Client shall indemnify Metropolitan Nannies as provided above for any claims of such discrimination by a Caregiver or any other person.

13. Miscellaneous: Client has carefully reviewed this agreement, specifically sections 8 and 9 and fully understands the mutual rights and obligations provided herein.

Metropolitan Nannies
BY:
Name:
Title:

Client
Signature:
Print Name:
Date:

Interview Sheet

Name:

Telephone:

1. Why do you want to be a nanny? *Her love for children should be evident.*
2. How long have you been a nanny?
3. How old were the other children you cared for?
4. Describe your last childcare experience and how it ended.
5. What would you do if my child is sick or has had an accident?
6. How do you discipline children? *You want to be on the same page with how to discipline your children. The nanny should show she can be fair, consistent and firm but also let you know she will follow your lead.*
7. How do you comfort children?
8. When can you start working?
9. Will you ever be available to work evenings or weekends?
10. Will you be available to travel with our family for weekends / vacations?
11. Do you have any health issues or situations we should know about? (I.e.; allergies, doctor's appointments, physical therapy)
12. What is your salary range? *Be sure to distinguish between gross and net.*

These are some questions to ask your self once the interview is over:

1. Does she seem comfortable holding or speaking to your child?
2. Was she pleasant?
3. While you're at work, will you feel at ease knowing your child is at home with her?

NOTES:



Nanny Checklist

Tour of the house:

- location of baby bedroom
- location of laundry room
- areas that are "off-limits"
- location of cleaning supplies
- location of dishes and utensils
- Where you keep the baby/children's food
- Location of diapers, wipes, towels, etc.
- Location of fire extinguisher

How to operate:

- dishwasher
- stove
- microwave
- washer/dryer
- Other appliances
- Baby monitor
- Baby gate
- Baby stroller
- High chair/booster seat

Create list of important telephone numbers:

- Phone numbers at work
- Cell Phone
- Emergency contacts
- Pediatrician
- Poison Control Center

Miscellaneous:

- Make extra set of house/car keys
- House alarm pass code
- Add to insurance policy if the nanny will be using your car
- Release form to administer medicine