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\_\_\_\_\_

## Family Application

*Feel free to include a photograph of your family!*

### **Family Demographics**

Parent 1 Name \_\_\_\_\_ Occupation \_\_\_\_\_

Location of Work \_\_\_\_\_ Full Time \_\_\_ Part Time \_\_\_

Parent 2 Name \_\_\_\_\_ Occupation \_\_\_\_\_

Location of Work \_\_\_\_\_ Full Time \_\_\_ Part Time \_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Fax \_\_\_\_\_

Parent 1 Cell \_\_\_\_\_ Parent 2 Cell \_\_\_\_\_

Parent 1 Email \_\_\_\_\_ Parent 2 Email \_\_\_\_\_

### **Child(ren)'s Name(s)**

\_\_\_\_\_ Male or Female Age \_\_\_\_\_ Birthday \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Male or Female Age \_\_\_\_\_ Birthday \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Male or Female Age \_\_\_\_\_ Birthday \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Male or Female Age \_\_\_\_\_ Birthday \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Male or Female Age \_\_\_\_\_ Birthday \_\_\_\_\_ Grade \_\_\_\_\_

Do you plan on having more children? Yes \_\_\_ No \_\_\_ Approximately when? \_\_\_\_\_

Do your children take any medications? Yes \_\_\_ No \_\_\_ Any allergies? Yes \_\_\_ No \_\_\_

Please Explain \_\_\_\_\_

Any special needs? \_\_\_\_\_

Briefly describe what type of caregiver you are looking for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Desired Caregiver Qualities**

**What type of caregiver do you need?**

\_\_\_ Full Time Caregiver (parent at work)    \_\_\_ Full Time Caregiver (parent at home)  
\_\_\_ Part Time Caregiver (parent at work)    \_\_\_ Part Time Caregiver (parent at home)  
\_\_\_ Postpartum Doula    \_\_\_ Baby Nurse    \_\_\_ Tutor  
\_\_\_ Live-in    \_\_\_ Live-out    \_\_\_ Either

**Caregiver Duties and Responsibilities? (Check all that apply)**

- Drive children     Children's laundry     Family laundry     Tidy home     Run errands
- Car available     Children's ironing     Care of pets     Run/empty dishwasher
- Grocery shop     Children's meals     Family meals     Overnight care
- Travel with family     Go on family outings

Do you have a housekeeper? Yes \_\_\_ No \_\_\_ If not, who does the cleaning? \_\_\_\_\_

**Work Days and Hours Preferred (please fill in times):**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_ Please comment on any flexibility needed \_\_\_\_\_

**Caregiver Qualifications and Characteristics**

Please list any specific qualifications or experiences desired in caregiver \_\_\_\_\_

Age preference (circle one) 18-25    26-35    36-45    46+    Comments \_\_\_\_\_

Family's Religion \_\_\_\_\_ Religion Preference \_\_\_\_\_

Gender Preference \_\_\_\_\_ Comments \_\_\_\_\_

What sort of childcare arrangements do you have now? \_\_\_\_\_

How many caregivers have you employed? \_\_\_\_\_ Briefly describe what has worked and what has not in the past \_\_\_\_\_

How long do you expect to employ your new caregiver? \_\_\_\_\_

By when do you need this caregiver? \_\_\_\_\_

Is a caregiver with children who accompany him/her to work acceptable?    Yes    No

**Caregiver Compensation**

Salary range \_\_\_\_\_  Gross or  Net of taxes

Overtime pay  yes  no    How much per hour? \_\_\_\_\_

Vacation/paid time off  yes  no    How much? \_\_\_\_\_

Car availability  yes  no    Any limitations? \_\_\_\_\_

Health benefits  yes  no  negotiable \_\_\_\_\_

Travel? \_\_\_\_\_

Reimbursement for nanny's own car use \_\_\_\_\_

Use of the telephone \_\_\_\_\_

Other comments/perks \_\_\_\_\_

**Lifestyle and Home Description**

Do you want the caregiver to call you by your first name or by your family name?

\_\_\_\_\_

Do you want your caregiver to join you for dinner?    \_\_\_ Yes    \_\_\_ No

Do you see the caregiver as a member of the family or as an employee? \_\_\_\_\_

What are the parents' hobbies? \_\_\_\_\_

What do you like to do with your children? \_\_\_\_\_

How often during the week do the parents go out without the children? \_\_\_\_\_/per week

How often does the family entertain at home? \_\_\_\_\_/per week

Does anyone in the home smoke?    \_\_\_ Yes    \_\_\_ No    Pets: Type \_\_\_\_\_

Who cares for the pets? \_\_\_\_\_ Will caregiver tend to pets?    \_\_\_ Yes    \_\_\_ No

**My Nanny Rocks, LLC**

Do you have a swimming pool? \_\_\_ Yes \_\_\_ No

Is there a fence surrounding the pool? \_\_\_ Yes \_\_\_ No

Do you have a playroom? \_\_\_ Yes \_\_\_ No

Is there a playground within walking distance? \_\_\_ Yes \_\_\_ No

Are there stairs in your home? \_\_\_ Yes \_\_\_ No Is there an elevator? \_\_\_ Yes \_\_\_ No

Will caregiver drive children in **own car** or **family's car**? (please circle)

Will family purchase car seats for caregiver's use in own car? \_\_\_ Yes \_\_\_ No

Do you use surveillance equipment in your home? \_\_\_ Yes \_\_\_ No

Please explain \_\_\_\_\_

*For live-in caregivers only*

Is there a separate room for caregiver? \_\_\_ Yes \_\_\_ No

Separate entrance? \_\_\_ Yes \_\_\_ No Separate full bath? \_\_\_ Yes \_\_\_ No

Please describe living quarters \_\_\_\_\_

When is the best time to schedule a home visit with your family so that all family members are home? \_\_\_\_\_

Whom may we thank for referring you to My Nanny Rocks? \_\_\_\_\_

***Please turn to the next page to read and sign our Family Agreement***

**For Staff Use Only:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Family Agreement

Families who have filled out an application will be charged a non-refundable application fee of \$100, which is to be mailed, along with the Family Application, to **My Nanny Rocks** 2874 S. Main Street, Ann Arbor, MI 48103. This fee covers the cost of background checks for caregivers. Upon receipt of Family Application and deposit, **My Nanny Rocks** will match families with our qualified caregivers. A list of Occasional Caregivers will be given to families once the deposit and Family Application have been returned.

**My Nanny Rocks** is solely a referral agency; caregivers are not employees of the agency. Your family will employ and compensate the caregiver directly.

**My Nanny Rocks** assumes no responsibility for paying or withholding any federal or local taxes, social security contributions, car or health insurance premiums, or any other expense required or arising from the caregiver's work with the family.

### Fees

Referral fees are due within ten business days of caregiver's start date to **My Nanny Rocks**. **For every week that placement fee is not received, families will be charged an additional \$25 per week.**

*Parents, please initial the type of placement needed for your family*

\_\_\_\_\_ Tutor (up to ten hours per week): \$150

\_\_\_\_\_ Postpartum Doula (up to six weeks, unlimited hours): \$250

\_\_\_\_\_ Temporary Placement (up to eight weeks, unlimited hours): \$400

\_\_\_\_\_ Summer Only Placement: \$550

\_\_\_\_\_ Part-time Permanent Placement (less than 30 hours/week): \$700

\_\_\_\_\_ Full-time Permanent Placement: 6% of caregiver's gross wages  
for first year

### Replacement Policies

If the employee does not meet the family's expectations an attempt will be made to find a replacement caregiver, who will be provided at no fee to the family. During the time between termination of first caregiver and hiring of replacement, **My Nanny Rocks** is not responsible for providing interim care, though we will make every attempt to find a suitable replacement immediately. If a replacement caregiver cannot be found 60% of the family's referral fee will be refunded. Replacement caregivers will only be provided to a family a total of two times within six months. In the event a family uses a replacement caregiver placement fee adjustments will not be made. Should a family's schedule change and childcare is no longer needed, placement fees will not be refunded.

### Postpartum Doula Placements

Postpartum placements are time limited (six weeks). If a family exceeds the postpartum limit of six weeks of care, the placement will turn into a temporary placement and a balance of \$150 will be due to **My Nanny Rocks**.

Families who use postpartum doula services through **My Nanny Rocks** and wish to hire a permanent caregiver through **My Nanny Rocks** will receive a discount of 10% off the placement fee for a permanent caregiver. The application fee for a permanent caregiver will be waived for these families as well.

**Temporary Caregiver Placements**

Temporary placements are time limited (eight weeks). If a family exceeds the length of the eight week placement with their caregiver, the placement will be considered a part-time or full-time permanent placement, depending on the hours the caregiver is currently working, and a balance of the remaining placement fee will be due to **My Nanny Rocks** within ten business days of the last day of the temporary placement. Due to the short duration of temporary placements, replacement caregivers will not be provided.

**Notice of Disclosure**

Please inform **My Nanny Rocks** if your family is working with another nanny agency, online placement company or placing ads for caregivers in newspapers or online. This will not affect how we serve your family. **My Nanny Rocks** asks that if you do hire a caregiver through another organization, that you please notify us immediately.

**Indemnity Clause**

I agree to save and hold **My Nanny Rocks** harmless from liability for any damage, injury or condition caused by any caregiver that **My Nanny Rocks** refers to my family.

**My Nanny Rocks** does not warrant performance of any caregiver and is no way responsible for the caregiver’s conduct. **My Nanny Rocks** is harmless from liability for any misrepresentations, omissions, and/or lack of disclosures by caregiver. **My Nanny Rocks’** sole responsibility is to take reasonable steps to verify the accuracy of information provided to client families.

**Non-Negotiability**

This contract and its terms are non-negotiable. Placement fees will not be pro-rated or adjusted for any reason.

\_\_\_\_\_  
Family Signature of Parent 1

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
Family Signature of Parent 2

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
Print Parent 1 Signature

\_\_\_\_\_  
Print Parent 2 Signature

\_\_\_\_\_  
My Nanny Rocks’ Representative Signature

\_\_\_\_\_  
Date

*\* This contract will be kept on file for one year from date signed.*

