

AMERICAN REGISTRY, INC

1567 Ridge #205 Evanston, Illinois 60201
847-332-1515 • 877-601-2229 • Fax 847-332-1616

Dear Parents,

Thank you for calling to inquire about our Nanny Services. The American Registry, Inc., has been placing Nannies and Babysitters for families in the Chicago land area since 1950. We are one of the oldest Child Care Placement Agencies in the country! Over the years thousands of families have chosen our agency because of our reputation of excellence and quality service.

In order to start the process of finding your nanny, we ask you to complete the enclosed Application/Information form and Payment agreement. After we receive all forms in our office and review your individual needs, we will begin by calling you with profiles of our available candidates. At that time you decide which of the candidates you would like more information about and who you would like to interview. Only if you agree to interview, will the nanny contact you with an introduction from us. Should you wish, we can also set up the interviews for you by the family providing us with blocks of time convenient for you to interview.

We will assist you throughout your nanny selection process and provide our counsel with regards to selection, interviewing, Client/Nanny agreement; all the various steps which will bring your nanny search to a successful conclusion.

The Application/Information and Payment can be e-mailed to AmericanRegistry@aol.com or Faxed to us at 847-332-1616. As soon as the forms are received in our office, we will begin the search for your Nanny.

We truly welcome your application and look forward to working with you.

Sincerely,

American Registry, Inc.

“CHICAGO’S CHOICE FOR CHILD CARE SINCE 1950”

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NANNY REQUEST INFORMATION

Today's Date _____

Parent's Name(s)

Parent 1 _____

Parent 2 _____

Address _____

Who will be the main contact during the nanny search? _____

What is the best time and place to reach you?

Phone Numbers:

Name _____ (H) _____ (W) _____

(C) _____ (F) _____

Name _____ (H) _____ (W) _____

(C) _____ (F) _____

Mother's
Occupation _____

Father's
Occupation _____

GENERAL INFORMATION:

Name of Child _____ Birth Date _____
Name of Child _____ Birth Date _____
Name of Child _____ Birth Date _____

Does your child or children have any special needs? (i.e., health, dietary, medications, allergies) Yes _____ No _____

If yes, please describe: _____

Do you have pet(s) Yes _____ No _____ If yes, what kind? Dog _____ Cat _____

Who will take care of your pets? _____

Is a driver's license required? Yes _____ No _____

Car available for job? Yes _____ No _____

Will the nanny be driving to activities? Yes _____ No _____

If yes, which activities? _____

POSITION AVAILABLE (please circle one)

Full-Time **Part-Time** **Live-out**

Start Date: _____

Is this a temporary or permanent position? _____

If temporary, how long will you need the nanny? _____

If permanent, what length of commitment are you seeking? (i.e., less than a year; at least one year; until child(ren) reach school age) _____

What days do you need the nanny to work? _____

What hours do you need the nanny to work? _____

1567 Ridge #205, Evanston, Illinois 60201

Nanny's weekly take home salary: (please circle one)

\$500-\$550 \$550-\$600+Other: \$_____

Do you plan to do taxes? YES NO UNDECIDED

Nanny's hourly rate: (please circle one)

\$12-\$14 per hour \$14-\$16 per hour \$16+ per hour

Do you plan to offer any benefits? (i.e. health insurance, etc.)

What are you preferences for vacation time and personal days?

Caregiver's age range: (please circle one)

Any age 20-30 30-40 40-50 50-60+

What specific duties do you require from your nanny?

What role do you want your nanny to have in the upkeep of the house?

What specific qualification would you like your nanny to have? (i.e., education, work experience, etc.)

Is there any other information you would like to add? _____

American Registry's Fees

Type of Placement	Agency Fee	Description
Permanent Full Time Placement	\$1,800.00	Regular and ongoing care provided by a nanny. Nanny works 35 hours or more per week.
PART-TIME PLACEMENT (1 DAY) PART-TIME PLACEMENT (2-3 DAYS/ WEEK)	\$600.00 \$1400.00	Regular and ongoing care provided by a nanny. Nanny works 34 hours or less per week.
Live- in Placement	\$1900.00	Nanny sleeps at the family's residence more than 3 nights per week.
Nanny Share	\$950.00 per family	Two families share one full time nanny.
Temporary Placement	\$700.00	Care is provided on an ongoing and regular basis for less than 60 calendar days
Occasional Placement	\$5.00 - \$8.50 dollars per hour	Care is provided as needed, and not on an ongoing or regular basis. Caregivers rates are \$15.00 - \$20.00 per hour for 1 or 2 children. Four (4) minimum
Night Neo- Natal Care	\$600.00 initial placement fee plus \$16.00 - \$20.00 per hour for night nanny	Care is provided as needed during the night.) Ex: 10 p.m. – 6 a.m.) Care givers rates are \$16.00 per hour for 1 infant. \$20.00 per hour for 2 infants

We recognize that the needs of a family may change. If the nanny's hours increase within six months of the day the nanny begins working for you, you agree to pay American Registry the additional fee for that type of placement. In addition, you agree not to make any private agreement with the Nanny or to make any agreement that avoids any of your obligations within this payment agreement.

I acknowledge I have read and agree to the service guarantee.

Signature _____ Date _____

Print Name _____

