



CHILD CARE SERVICES OF WISCONSIN, INC.

"We Care For Those You Love Since 1984"

12605 W North Ave., Ste. 126; Brookfield, WI 53005-4629
Tel: (414) 476-8041 • (847) 277-0320; Fax: (847) 277-0321
www.childcareservicesofwi.com

Dear Parent:

Thank you for inquiring about Child Care Services of Wisconsin, Inc. We are very eager to help find the best available nanny for your family. Our caregivers have extensive experience working with children. Many of the nannies we place have backgrounds in nursing, teaching and daycare. We also have mothers and grandmothers.

At Child Care Services of Wisconsin, Inc., we know that selecting the right nanny is one of the most important decisions a family can make. We have served families in this area and nationwide since 1984. We are family owned and not affiliated with any chain or franchise. Company references are gladly available upon request. All our applicants sustain extensive background, criminal, reference and driving record checks. All of which are examined under only the highest of standards.

Please review the enclosed rates, answer all questions on the information sheets and sign the appropriate forms wherever necessary. After you have completed this, email or fax the information sheets, and signed contract back to us so that we may begin our search for a nanny for your family. We would like to assure you that all questions and responses will be kept strictly confidential. The information you provide will help us find your family the best possible candidates which are mutually compatible with both you, and your children.

We pride ourselves on longevity. Many of our nannies have been with their respective families for over 10 years and have become an extension of the family. Everyone benefits from the experience and a lot of lifelong friendships have evolved. We look forward to the opportunity of working with your family and finding the perfect nanny for your children.

Thank you again for your inquiry.

Sincerely,

Susie Murphy

President
Encl



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RATE INFORMATION

In order to get started, Child Care Services requires the completed paperwork, signed contract, and a \$500 non-refundable application fee for all full and part time nannies.

Full payment of the finder's fee is due immediately upon the hiring of a Nanny.

RATES

Full-Time Live-Out Nanny - \$1700.00. (Full-time being 30 + hours per week)

Part-Time Live-Out Nanny - \$900.00 (Part-time being 29 or less hours per week)

Full-Time Live-In Nanny (in state) - \$2200.00 (Full-time being 30 + hours per week)

Full time Nanny Share - \$2,200.00

Part time Nanny Share - \$1,700.00

Full-Time Live-In Nanny (out of state) - \$2,500.00 (Full-time being 30 + hours per week)

Summer Nanny - \$500.00

Night Nanny - \$45 per day agency fee plus payment to nanny of \$16- \$20 per hour

Daily Short Term Care - \$45 per day agency fee plus payment to nanny of \$16 - \$20 per hour

Baby Sitter Subscription Service - \$250

24 Hour Care Fee - \$75.00



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FAMILY INFORMATION

How did you hear about Child Care Services of Wisconsin, Inc.? _____

Today's Date: _____

Family Name: _____

Father's Name: _____ Age: _____

Mother's Name: _____ Age: _____

Family Address: _____

Home Phone: _____ Fax: _____

E-Mail Address: _____

Father's Profession: _____

Full Business Address: _____

Business Phone: _____ Fax: _____

E-Mail Address: _____

Mother's Profession: _____

Full Business Address: _____
Business Phone: _____ Fax: _____

E-Mail Address: _____

HOUSEHOLD INFORMATION

Do you currently have other staff in the household? If yes, please explain: _____

Do you have any pets? If yes, what kind are they? _____

Do any of your family members smoke?

Number of Children in the Household

Name(s)	Age(s)
_____	_____
_____	_____
_____	_____

Is there anyone in your household who has any special medical needs?

If yes, please explain: _____

Are there other adults in the household?
Please explain: _____

What is the religion of the household?
Do you require the nanny to have the same religious faith as you? _____

What qualities are you looking for in a nanny? _____

Please indicate a contact name and/or phone number where you can be reached in an emergency: _____

Does your family have a second residence? _____
Would the nanny be expected to travel with you?

What is your philosophy on child care?
How many nannies have you employed in the past four years? _____
Could we have their name(s) and phone number(s)? _____

What types of activities are your children involved in?

POSITION DESCRIPTION

Please describe the personality of your children:
Name: _____
Name: _____
Name: _____

Name: _____

What type of nanny will you be needing:
Live-out ___ Live-in ___ Other: _____

Name: _____

Desired starting date of the nanny: _____

What type of discipline would you prefer the nanny to follow?

How long do you anticipate needing a nanny? _____

What gross salary are you offering for the nanny?

Are you willing to pay the nanny for transportation at the time of placement or interview? If yes, please explain: _____

What would be the nanny's days off and would those days fluctuate? Please explain:

What hours would you be needing the nanny on a weekly basis? _____

Are any weekends involved? _____

Will you be providing any benefits for the nanny such as insurance, vacation pay, etc.?

Are there any essential skills that the nanny would need to have? _ Please explain: _____

Please describe briefly what the daily routine would be for the nanny:

Will the nanny have use of a car? _____
In what capacity? _____

Will gas/insurance be provided? _____

If the nanny will be using her own car, will you provide a gas allowance, maintenance, mileage, etc.? Please explain:

What type of activities are available in your neighborhood for the nanny's free time? _____

Would you be open to a nanny bringing her own child? _____ Under what conditions? _____

Please provide two character references:
Name _____
Relationship _____
Phone Number _____
Name _____
Relationship _____
Phone Number _____

What type of living accommodations will you be providing for the nanny? _____

The above information represents a general description of the Nanny position I am seeking to fill with Child Care Services of Wisconsin, Inc.

Client's Signature

Date

Client's Signature

Date



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CONTRACTUAL AGREEMENT

This Agreement is entered into as of the below mentioned date, between _____, client (employer) and Child Care Services of Wisconsin, Inc. (placement agent). The purpose of this Agreement is to establish a contractual relationship between the parties whereby Child Care Services of Wisconsin, Inc. will search out acceptable applicants to present to the client (employer) for the purpose of hiring one as a nanny.

Client (employer) hereby gives permission to Child Care Services of Wisconsin, Inc. and its agents to investigate and verify the information given on the client's (employer's) information sheets. Client (employer) releases Child Care Services of Wisconsin, Inc., its agents and all persons contacted for information verification from all liability or claims that may arise from the giving, receiving or use of such information contained in the information sheets. Client (employer) certifies that all information given on the information sheets is true to the best of their knowledge and belief.

Client (employer) understands that all negotiations and agreements for employment of nannies are solely between the nanny and the client (employer). Child Care Services of Wisconsin, Inc. as placement agent is not part of or liable for any part of the employment agreement entered into between the nanny and the client (employer).

Client (employer) agrees not to hire any nanny referred to them through Child Care Services of Wisconsin, Inc. within one year of such referral, whether on a full-time, part-time, temporary or summertime basis. In the event client (employer) does employ a nanny referred to them through Child Care Services of Wisconsin, Inc. within one year of such referral, whether on a full-time, part-time, temporary or summertime basis, the client (employer) shall pay Child Care Services of Wisconsin, Inc. the required finders fee.

Upon receipt of the completed information sheets and signed contract with the nonrefundable \$500.00 application fee Child Care Services of Wisconsin, Inc. will try to find the best possible nanny for the client (employer). However, Child Care Services of Wisconsin, Inc. makes no guarantee that a suitable nanny will be found. If a suitable nanny is found and hired by the client (employer), full payment of the finders fee is due immediately upon the hiring of the nanny. Such fee shall be paid in full prior to the start of employment by the nanny. If the fee is not fully paid prior to the start of the nanny's employment, Child Care Services of Wisconsin, Inc. retains the right to rescind placement of the nanny so hired, or in the alternative, at their discretion, to seek payment of said finders fee jointly and severally from the client (employer) and/or said nanny. **The finders fee is nonrefundable.**

The finders fee for live-out nannies is \$1700.00 for full time, \$900.00 for part time and \$500.00 for vacation care. Live-in nannies are \$2,200.00 and \$2,500.00 for in state and out of state. Provided the client (employer) has paid the finders fee in full on or before the employment starting date of the nanny, Child Care Services of Wisconsin, Inc. will guarantee the client (employer) satisfaction with the nanny for 12 months from the starting employment date for full-time nannies (original nanny only, not replacement nanny, if applicable) and 60 days for part time employment. No guarantee whatsoever applies for temporary nanny employment. Upon notification in writing within these 12 months (60 days for part time employment) and verification of full and timely payment of the finders fee, Child Care Services of Wisconsin, Inc. shall use reasonable efforts to find one replacement nanny at no charge to the client. If the finders fee is not fully paid prior to the employment starting date of the Nanny, Child Care Services of Wisconsin, Inc., provides no such guarantee to the client (employer).

Although the nanny applicants presented to the client (employer) have been screened by Child Care Services of Wisconsin, Inc., it is the sole responsibility of the client (employer) to make the final employment decision and to determine the terms of employment directly with the nanny. Once the selection process takes place, Child Care Services of Wisconsin, Inc. assumes no responsibility for the nanny and the client (employer) hereby releases Child Care Services of Wisconsin, Inc. from any and all liabilities of any kind or nature from any activity of the nanny during the future relationship of the client (employer) and the nanny. The nanny becomes an employee of the client (employer) once the nanny is hired on a permanent or temporary basis.

Time is of the essence as it relates to all dates and time frames in this Agreement, and all provisions herein relating thereto shall be strictly construed.

Client (employer) acknowledges having read the above Agreement and acknowledges full understanding and agreement of its terms.

Client (employer) _____ Date: _____

Child Care Services of Wisconsin, Inc. _____ Date: _____

Method of Payment:

Child Care Services of Wisconsin, Inc. accepts Checks, VISA or Master Card. If you choose to pay by check, the Credit Card will only be used to guarantee funds or to cover fees if payment is not received by the nanny start date.

I authorize you to charge my Credit Card as follows:

_____ VISA _____ Master Card **Credit Card Number:** _____

Expiration Date: _____ Name that appears on Credit Card: _____

Signature _____

Date: _____