

THE PHILADELPHIA NANNY NETWORK, INC.

A Work/Life Balance Company

*The Go To Agency
for
At Home Staffing*

Dear Client:

We are a service to help you with your work/life balance. Whether your career takes you outside of the home full time, part time or your "job" is a stay at home parent, balancing work related responsibilities with family and personal life can become overwhelming even for the most adept super parent.

The Philadelphia Nanny Network, Inc. specializes in referring nannies, babysitters, newborn specialists, family assistants, homework helpers, tutors, housekeepers and cooks. Established in 1985, we do the behind the scenes work in finding qualified candidates and then walk with you through the process until you hire the right person. And, it need not be challenging, time consuming or nerve racking. Leave those parts to us!

Important considerations when deciding to use our service.

- We do not give you a database to weed through, leaving you guessing about a person's background or true qualifications.
- Many nannies in the online databases have interviewed through our service but have landed on the "not qualified" list for one reason or another.
- 99% of our clients said they would recommend us to a friend, 80% come to us through a personal referral
- We take this next fact for granted because we think we a just doing our job but you should know 95% of our clients are successful in hiring through us. The other 5% choose to hire on their own or use alternative child care solutions.
- 90% of our permanent referrals stay past their first year commitment
- 99% of our temporary requests are filled in a timely and satisfactory manner

If we are the type of service you seek, please complete the enclosed Client Application and sign the Referral Agreement. Send them via scan/email, fax or postal mail. Upon receipt, I will call you to discuss your needs in-depth. I then go to work to find the right candidates for you to interview.

Take and deep breathe and relax, we will partner with you. Because time is valuable, we have developed an efficient way to deliver our service. We can help you in so many ways, through all your family life cycle events as your family transitions from newborn through high school and then beyond. We are more than a referral agency, we are a one call stop for all your at home solutions. Let us be your "go to agency" to help better balance your work/life responsibilities.



**Respectfully,
Wendy Sachs
President**

10 East Athens Avenue, Suite 214, Ardmore, PA 19003 ♦ 610-645-6550 ♦ FAX 610-645-6540

E-MAIL wsachs@nannyagency.com ♦ www.nannyagency.com



**At Home Staffing
A Work/Life Balance Company**



Steps to Hire and To Do List

Step One

- ✓ **Complete Forms**
- ✓ **Pay Application Fee**
- ✓ **We contact you**

- Download Client Application and Referral Agreement and complete
- Scan/Email to wsachs@nannyagency.com, Fax 610-645-6540 or postal mail to 10 East Athens Ave, Suite 214, Ardmore, PA 19003
- Pay the Application Fee by sending a check or include credit card information on Referral Agreement

Step Two

- ✓ **We identify candidates**
- ✓ **You interview candidates**

- Return calls to TPNN, get candidates' information
- Contact candidates within 24 hours to set up a personal interview
- Call or email TPNN regarding interview dates and times

Step Three

- ✓ **Discuss choices**
- ✓ **You choose**
- ✓ **You hire**

- Follow up with TPNN on each interview
- Choose candidate to hire and review offer proposal with TPNN
- Offer the job to the candidate or authorize TPNN to do so



At Home Staffing
A Work/Life Company

For Office Use
Date Received _____

Client Application Tutor or Homework Helper

Personal Information

Parent 1 Name _____ Occupation _____ Full Time Part Time

Parent 2 Name _____ Occupation _____ Full Time Part Time

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Parent 1 Work _____ Parent 2 Work _____

Home Fax _____ Parent 1 Cell _____ Parent 2 Cell _____

Work Fax _____ Parent 1 E-mail _____ Parent 2 E-mail _____

Child(ren)'s Name(s)	Age	Birth date	Grade	School	Extra curricular activities
_____ M or F	_____	_____	_____	_____	_____
_____ M or F	_____	_____	_____	_____	_____
_____ M or F	_____	_____	_____	_____	_____

Pets: (circle) Dog Cat Other: _____ How many? _____ Breed: _____

Tutor or Homework Helper Duties and Responsibilities? (Check all that apply)

Please explain any acknowledged learning styles or challenges. _____

_____ **Medications:** _____

Math	Language Arts	Science	Foreign Language
<input type="checkbox"/> Arithmetic	<input type="checkbox"/> English	<input type="checkbox"/> Middle School Science	<input type="checkbox"/> Spanish
<input type="checkbox"/> Pre-Calculus	<input type="checkbox"/> Reading	<input type="checkbox"/> Physical Science	<input type="checkbox"/> French
<input type="checkbox"/> Elementary math	<input type="checkbox"/> Grammar	<input type="checkbox"/> Biology	<input type="checkbox"/> Latin
<input type="checkbox"/> Calculus	<input type="checkbox"/> Essay Writing	<input type="checkbox"/> Chemistry	Miscellaneous
<input type="checkbox"/> Geometry	<input type="checkbox"/> Creative Writing	<input type="checkbox"/> Physics	<input type="checkbox"/> Study Skills
<input type="checkbox"/> Trigonometry	<input type="checkbox"/> SAT Verbal	<input type="checkbox"/> SAT Science	<input type="checkbox"/> Special Ed
<input type="checkbox"/> Pre-algebra			
<input type="checkbox"/> Statistics			
<input type="checkbox"/> Algebra I			
<input type="checkbox"/> SAT Math			
<input type="checkbox"/> Algebra II			

Days/Hours Preferred: (Check all that apply. List hours.)

Mon _____ Wed _____ Fri _____ Sun _____

Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Tutor/Homework Helper Qualifications and Characteristics

Specific qualifications or experiences required. Undergrad student Grad student Teacher Certified teacher Flexible

Have you employed a Tutor/Homework Helper in the past? yes no Comments: _____

For how long do you need for a Tutor/Homework Helper? _____ Start date for Tutor/Homework Helper? _____

Tutor/Homework Helper Compensation Package:

Hourly range _____ Other comments: _____

NOTE: AS OF MAY 23 THE DEPOSIT FOR PERMANENT REFERRALS AND FEE STRUCTURE FOR PART TIME WILL BE REVISED. SEE NEW RATE CARD FOR FEES AS OF MAY 23



10 E. Athens Avenue, Suite 214
Ardmore, PA 19003
610-645-6550 www.nannyagency.com

Suggested Salaries

Permanent Full Time Nannies

Full Time	Average Gross	Net Take Home
Live-in	\$550-800/week	\$500-800/week
Live-out	\$625-900/week	\$480-600/week

Permanent Referral One Year Guarantee

Our guarantee policy stands behind our philosophy that stability is best for your child with a full time nanny. Candidates are screened for nannies who are able to commit a minimum of one year.

Unforeseen circumstances do arise and you need to feel comfort in that The Philadelphia Nanny Network, Inc. is there for you. If the nanny's employment is terminated, The Philadelphia Nanny Network, Inc. will provide a nanny for the remainder of the first nanny's year commitment.

Should the second nanny stay longer than the balance of the 12 months, a prorated fee would be due. The fee would reflect the time she remains in your employ up to 12 months of her service.

Specialty Nannies and Babysitters

Service	Rate	Minimum
Part Time Nanny	\$13-18/hour	4 hours
Temporary Nanny	\$13-18/hour	4 hours
Over Night Nanny	\$18-25/hour	7 hours
24 Hour Care Nanny	\$225-300/day	24 hours
Newborn Specialist /Doula	\$22-35/hour	4 hours

Additional Lifestyle Assistants

Service	Rate	Minimum
Tutor	\$25-125/hour	1 hour
Homework Helper	\$25-45/hour	1 hour
Housekeeper	\$20-25/hour	4 hours
Cook	\$25-50/hour	2 hours

Agency Fees

Permanent Referrals (21 or More Hours Per Week)

Application Fee	\$150 non refundable \$125 for returning clients Applied to permanent referral fee 14% Live-out, 16% Live-in
Fee	Candidate's Gross Annual Salary Minimum Fee \$2500-\$3600 Based on Hours

Part Time Referrals (Up to 20 Hours Per Week)

Application Fee	\$150 non refundable \$125 for returning clients
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Days/Week	3 Month	6 Month	9 Month
2 days	temp fee	\$765	\$1104
3 days	temp fee	\$1160	\$1650
4 days	\$858	\$1565	\$2214
5 days	\$1075	\$1970	\$2775

Temporary Referrals

Annual Registration Fee: \$100 Renewal \$75

Rates are based on a per day fee.

Basic Needs (up to 3 children)	\$18
Basic Needs (4 or more children)	\$22
Sick Child Care	\$22
Priority (less than 24 hour notice)	\$22
Hotel Sitting (no registration fee)	\$35
Overnight 24 Hour Care	\$45
Group Care	Call
Newborn Specialist or Doula	\$40

Tutors & Homework Helpers

Annual Registration Fee: \$100, Renewal \$75

Agency Fee \$18 per session

Housekeepers & Cooks

Annual Registration Fee: \$100, Renewal \$75

Agency Fee \$18 per day



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Suggested Salaries

Permanent Full Time Helpers

Full Time	Average Gross*	Est Net Take Home**
Live-in	\$625-810/week	\$500-625/week
Live-out	\$675-950/week	\$550-750/week

*based on a 45 hour work week **based on single, non resident Philadelphia

Note: Salary depends on candidate's background and experience. Candidates are available from entry level to 20 years+ experience. For 20+ years, salaries can be higher than average.

Specialty Nannies, Life Style Assistants and Babysitters

Service	Gross Rate	Minimum
Part Time Nanny	\$13-20/hour	4 hours
After School Nanny	\$15-20/hour	4 hours
Household Manager	\$15-25/hour	4 hours
Family Assistant	\$15-25/hour	4 hours
Temporary Nanny or Babysitter	\$13-20/hour	4 hours
Over Night Nanny	\$18-25/hour	7 hours
24 Hour Care Nanny	\$225-300/24 hour	24 hours
Newborn Specialist /Doula	\$22-35/hour	4 hours
Tutor	\$50-125/hour	1.5 hours
Homework Helper	\$20-45/hour	1.5 hours
Housekeeper/Day Cleaner	\$20-35/hour	4 hours
Cook	\$25-50/hour	2 hours

Note: If your goal is to hire an employee long term, we view that as a "permanent" referral and the Permanent Referral fees apply. If you are seeking a part time employee on an ongoing basis but for less than a year, Part Time Term fees apply.

Agency Fees

Permanent Referrals (15 hours or more per week)

Application Fee \$200 non refundable, \$150 returning clients
Applied to permanent referral fee

Fee 14% Live-out, 16% Live-in of Gross Annual Salary
Minimum Fee \$2700-3600 (based on hours per week)

Permanent Referral Full Time or Part Time, One Year Guarantee

As the pioneer of the one-year guarantee, it has stood the test of time. Our guarantee stands behind our philosophy that stability is best for a stress free work/life balance. Permanent applicants are screened for candidates who are able to commit to the job a minimum of one year.

Unforeseen circumstances arise and you need to feel comfort in that The Philadelphia Nanny Network, Inc. is there for you. If the helper's employment is terminated, The Philadelphia Nanny Network, Inc. will provide a helper for the remainder of the first year commitment. Should the second helper stay longer than the balance of the first 12 months, a prorated fee would be due. The fee would reflect the time she remains in your employ up to 12 months of her service.

Part Time Term Referrals (14 hours or less per week)

Application Fee: \$200 Renewal \$150

Days/Week	3 Month	6 Month	9 Month
2 Days	Temp Fee	\$765	\$1104
3 Days	Temp Fee	\$1160	\$1650
4 Days	\$858	\$1565	\$2214
5 Day After School	\$910	\$1690	\$2450
5 Day Full Summer	\$900		

Part Time Term Referrals can be extended for an additional term and fee as posted above. Fee for a buy out option is available on a case by case basis for permanent employment.

Temporary Referrals

Annual Registration Fee: \$125 Renewal \$75

Rates are based on a per day fee

Basic Needs (up to 3 children)	\$18
Basic Needs (4 or more children)	\$22
Sick Child Care	\$22
Priority (less than 24 hour notice)	\$22
Hotel Sitting (no registration fee)	\$35
Overnight or 24 Hour Care	\$45
Group Care	Call
Newborn Specialist or Doula	\$40