



*The superior choice for
the referral of experienced
and well referenced in-home
child care providers.*

2020 Southwest Freeway
Suite 200
Houston, TX 77098
713. 526.3989

MORNINGSIDE TEMPORARY NANNY SERVICES

Thank you for inquiring about Morningside Nannies referral services. We are pleased to send you this packet of information and look forward to assisting you in your search for a nanny. Feel free to call our placement consultants with any questions you may have. Our office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Telephone: 713.526.3989

Fax: 713.526.1463

THIS INFORMATION PACKET includes:

- ❖ Temporary Services Agreement
- ❖ Family Information Form for Temporary Nanny Referral
- ❖ Fee Schedule
- ❖ Client References

TO REGISTER YOU SHOULD:

1. Complete the FAMILY INFORMATION FORM
2. Complete the TEMPORARY SERVICES AGREEMENT
3. Return BOTH pages to Morningside Nannies

It is important that you include your credit card information and personal signature on forms.

E-mail to: info@morningsidenannies.com

Fax to: 713.526.1463

Mail to: Morningside Nannies
3701 Kirby Drive, #734
Houston, TX 77098



morningside nannies
nanny care...the best option

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TODAY'S DATE: HOW DID YOU HEAR ABOUT US? DATES CARE IS NEEDED: ON CALL SITTER NEEDED:

TEMPORARY CHILDCARE NEEDS FAMILY INFORMATION FORM

CONTACT NAME: WORK PHONE: SPOUSE/PARTNER: WORK PHONE: BEST PLACE TO REACH YOU: HOME PHONE: EMAIL ADDRESS: CELL PHONE: FAX NUMBER: ATTENTION: Location where services are to be provided: Address: Phone (if applies): Area of town: Major Cross Streets: Your Home address or mailing address:

STREET ADDRESS CITY STATE ZIP

YOUR PROFESSION & PLACE OF EMPLOYMENT:

SPOUSE'S PROFESSION & PLACE OF EMPLOYMENT:

(THIS INFORMATION IS HELPFUL BECAUSE YOUR NANNY WILL WANT TO KNOW A BIT ABOUT YOU, TOO!)

CHILD'S NAME DATE OF BIRTH SPECIAL NEEDS OR CONCERNS

Blank lines for child information.

LIST THE NANNY'S DUTIES:

(NANNIES ARE EXPECTED TO CARE FOR ALL CHILD RELATED TASKS - CHILDREN'S: LAUNDRY, BEDROOMS, PLAY AREA, ETC.)

LIST FAMILY PETS THAT ARE KEPT INDOORS:

WILL EMPLOYEE HAVE ANY RESPONSIBILITY FOR PET CARE?

LIST ANYONE ELSE LIVING IN YOUR HOME:

LIST EMPLOYEE'S DUTIES RELATING TO THE ABOVE PERSON:

ARE THERE ANY SPECIAL CIRCUMSTANCES THAT WE SHOULD BE AWARE OF?

WILL THERE BE "ON THE JOB" DRIVING? YES NO

WILL THE EMPLOYEE BE REQUIRED TO SWIM WITH THE CHILD/CHILDREN? YES NO

Thank you for the trust you are placing in us and we look forward to being of assistance. Morningside Nannies will begin the search for candidates upon receipt of this completed form, the signed Client/Agency Agreement and payment of the search fee. The referral fee is due at the time of hire and all fees are non-refundable. These forms may be mailed, faxed or emailed to us.

PLEASE CHARGE THE \$100.00 MEMBERSHIP FEE TO MY:

VISA MASTERCARD AMERICAN EXPRESS

ACCOUNT # EXPIRATION DATE:

CARDHOLDER'S SIGNATURE:

Morningside Nannies

Temporary Services Agreement

Revised 1/2007

I, _____ (please print your name) (hereinafter referred to as the "client" or "I") agree to use the services of **Morningside Nannies**, (hereinafter referred to as MN) in the referral of a childcare, eldercare provider or housekeeper, (hereinafter referred to as an "employee" "applicant" "nanny" or "candidate") to work in my household.

Agree to Pay: In consideration for the aforementioned referral, I will pay a referral fee (please see accompanying fee schedule) to MN. This fee is contingent upon my hiring a candidate that MN has referred to me. Signing this contract in no way obligates me to hire a candidate from MN. I understand, agree and accept that all candidates' profiles and files, which are received from MN, are the property of MN and the contents are confidential. I agree that I will not disclose to anyone the names, addresses, telephone numbers or vital information pertaining to any candidate. I understand that I am not to contact any candidate directly for the purpose of employment on a long-term or temporary basis without MN's knowledge. If, within one year of the date of the original referral I offer long-term or temporary employment to a candidate that MN has referred to me the stated referral fee will be due to MN. If I violate this provision and any information contained in the file is disclosed to a third party by me, and that third party hires the applicant, I agree to pay the placement fee of said applicant. In the event that MN presses suit to enforce this provision, then the prevailing party shall be reimbursed for court costs and reasonable attorney fees.

Receipt of Fees: Should I hire an employee through MN I understand that the referral fee is due when the offer is extended and accepted and it is required that payment is received at that time. I understand that I may prepay the referral fee by check or cash at the time of registration. If prepayment is not received, I authorize the use of my credit card as payment for referral (see credit card authorization form, page 2.) My new employee will not be permitted to start work until MN has received the full fee. **All fees paid are non-refundable. Referral fees are not deposited until I agree to employ the candidate.**

Background Screening: A professional pre-employment screening firm performs MN's searches. A statewide criminal check is run on all nannies that are hired on a long-term or short-term basis. These checks are important tools in screening out undesirable care providers; however, no combination of background checks is 100% fail-safe.

References: MN verifies the employment history on each applicant.

MN will begin a search only if the information below is completed and payment or credit card information is received.

Since collection can be difficult, time consuming and strain the relationship between MN and our clients, MN asks for a **Guarantee of Payment**. By signing this agreement I authorize MN to charge the agreed referral fee to my American Express, MasterCard or Visa credit card account at the time of hire. This charge will not be made unless I have hired the candidate and I have been notified that MN will be processing the charge to my account. No charge will be made without notification unless MN becomes aware that the candidate is already working for me.

Client Acknowledgment and Release: MN is a referral service and does not maintain an employer/employee relationship with any candidate. MN will exercise its best efforts in referring the most suitable candidates but cannot make any guarantees; expressed or implied, regarding the performance of the person referred to me and subsequently employed by me. **There shall be no additions, deletions or modifications made to this contract.** I understand that MN does not have any control over the services provided by the candidate.

I release and discharge forever Morningside Nannies, its respective officers, directors, agents and employees from all actions, causes of action, claims and demands for injuries, accidents, sickness and damages of whatsoever nature, whether known or unknown, which may be sustained by me or my dependent arising out of the performance or nonperformance of the candidate (my employee.) I, hereby agree to indemnify and save harmless MN from all injuries, losses, damages and expenses, should any claim, demand or suit be made by me on behalf of my child or children, ward or parent(s).

I understand the above statement regarding Guarantee of Payment. I authorize Morningside Nannies to charge my credit card account if I hire an applicant from Morningside Nannies.

American Express

Visa

MasterCard

Please print account number clearly

Expiration date

I have read and I accept this agreement and I have retained a copy for my personal records.

Client Signature

Date

Revised: 1/2007

Client Responses to Follow Up Survey

Question: “Was Morningside Nannies responsive to your needs?”

“Very! We made you work and you did! I was extremely picky! Thanks.”

Dr. Cheryl Caragnano, Pediatrician

“Yes. You always asked questions to ensure proper performance.”

Cynthia Cisneros, Television News Personality

“The first person you recommended met my needs perfectly”

Carolyn Goodrich, Stay at home mom

“Yes, very. I described the person I wanted and that’s what you found for me. Thank you.”

Penny Featherston, NorAm Energy

“Very! In a time crunch you provided me with two excellent applicants within hours!”

Dr. Anita Tonking

“Extremely! We were relocating from out of state and MN met every one of our needs.”

Susan Sherman, CPA

“You listened to my request and responded promptly. I feel very fortunate to have such superb childcare and appreciate the luxury of returning to work with out worry. Many thanks go to Morningside Nannies for that.”

Jeremy and Lauren Blachman

“I could have picked a name out of a hat and gotten a good nanny – all the candidates were very well qualified.”

Tari Hoekel, Attorney

“Morningside was by far the best as compared to the other services we used!”

Dr. Michael O’Reilly and Dr. Valerae Lewis

“The quality of candidates was very good. It was a difficult decision but Amy has proven to be a wonderful choice. We could not have found a better person. I would recommend your services to anyone looking for a nanny.”

Sonia Breathwit, Business Owner

“Compared to other agencies Morningside presented a higher caliber of candidate.”

Phyllis Epps, Law Professor

Question: “Please compare your experience with Morningside Nannies with other methods you have used to locate a nanny.”

“I trust MN & their research into their nannies more than any of the other 7 agencies we talked with. The checks are reliable and the quality of nannies was superb. The process of finding a nanny was handled quite professionally.”

Dr. Kim Burgess, Pediatrician

“I am delighted with the outcome, and enjoyed the process.”

Dr. Rick Smalley, Professor Rice University

“Morningside Nannies blew the others away!”

Myron Morris, O.R. Business Manager and Dr. Audrey Winer, Pediatrician

“I am a very satisfied customer. My other methods of recruiting yielded unacceptable results. The nannies that I’ve hired through MN have been superior.”

“I have used two other agencies, both were difficult to work with and did not live up to their promises and MN did.”

Dr. Susan Streusand

“MN was outstanding. The process was stress free and the caliber of applicants was far superior to that of other agencies. MN was thorough in their review and timely presentation of candidates.”

Susan Sherman, CPA

“MN only sent me nannies that fit my needs. I felt that I wasn’t sent the resume of everyone on file.”

Jodie MacCroy, IBM

“Originally, I tried to find a nanny on my own and it took me much, much longer and only half of them spoke English. I had to do my own background checks. MN made it much easier, faster and more efficient.”

Holly Weinstock, Stay at home mom

“Objective and professional with an obvious personal touch, small but important comments about each person.”

Dr. Shari Roehen

“I liked the fact that you screened the candidates before sending them to us, rather than sending the candidate to me before I knew anything about them, like happened with _____, your competition.”

Name Withheld

“We’ve placed ads in newspapers on 2 occasions and have gone through an Au Pair program twice. This has been our best experience by far!”

James Wilt, Houston Symphony

Additional Personal Comments:

“Thank you so much. I would recommend your company to absolutely everyone in need of help.”

Jeanette Bedine, Business owner

APPLES TO APPLES – CHOOSING A NANNY AGENCY

Our clients tell us that Morningside Nannies offers the highest quality service in Houston.

SERVICE: Some agencies use a short one or two page application form and some agencies never meet the nanny applicants in person. They gather information from the applicant through a telephone interview or an email. Some agencies ask for reference information but never call the references themselves. Some agencies even fake the references (Referring to: Channel 2 News report on 11/29/2006.) Some agencies issue bogus work authorization papers to their applicants. Some agencies do not do background reports and some claim they do, but do not share the reports or the reference information with the client family. Some only check the public records available in Harris County.

At Morningside Nannies after completing a lengthy and very detailed application our placement consultant personally interviews each applicant. The information that we gather includes: personal, health and work history as well as information about the applicant's lifestyle. It includes a detailed inquiry into her/his past positions and assesses the applicant's skills and knowledge regarding childcare. Each past employer of the applicant will be contacted for a work reference before the nanny is referred to a client family. In addition our on-line pre-employment screening service provides us with **background reports** within minutes: a criminal records search that includes 38 Statewide Repositories for criminal records, 41 individual counties including: Harris, Montgomery, Bexar, and Travis for criminal records, as well as arrest records in Harris County. We also do an Identification Verification, which gives us the applicant's past addresses, names that have been legally associated with that individual and the date, state and name that the Social Security Number was issued to and finally a driving history. The hiring family will receive the applicant's full application, all reference reports, a copy of the applicant's identification and the complete background report.

FEES: A smaller or younger agency may offer lower rates probably because they do not have many candidates registered with them and they need whatever business they can get. Many agencies are under financed and go out of business within one or two years, where will they be if you need them in the future? If an agency offers you a low referral fee but wants you to sign a contract that allows them to automatically deduct the nanny's salary from your bank account be sure to check the **BBB** rating on that agency. A low fee may indicate that the agency is doing minimal screening as mentioned above.

Morningside Nannies has an office that is conveniently located inside the loop. Our staff personally answers our phones throughout the business day, **Monday through Friday from 8:00 AM until 5:00 PM** and we interview over 20 applicants each week and welcome client visits.

LOCALLY OWNED: Pat Cascio, owner of Morningside Nannies, started placing nannies in 1983 and she comes into the office every day. Pat has been on the board of directors of the International Nanny Association since 1998 and was elected president of the board in 2001 and is currently serving her 6th term. Pat has been interviewed and quoted by the following publications: **New York Times, New York Post, Washington Times, Washington Post, USA Today, Wall Street Journal, The Oregonian, Miami Herald, Denver Post, The Houston Business Journal, Houston Press, River Oaks Examiner, The Seattle Times, The Village Voice, Chicago Sun-Times, Chicago Tribune,**

San Jose Mercury News, Las Vegas Review Journal, Concierge's Magazine, Time Magazine, Martha Stewart's Kid Magazine, USA Weekend, Money Magazine, Robb Report, Parents Magazine, Child Magazine, Working Mother Magazine, Real Simple Magazine, Bottom Line Personal Magazine, Cosmopolitan Magazine, Cookie Magazine, Twins Magazine and Expectant Mother Magazine. She has also appeared on the four local news stations; **FOX, Channel 2, Channel 11 and Channel 13** evening news programs as well having been interviewed for **Tom Brokaw's Evening News, The Early Show** and has done several on-air radio interviews for various local markets. Pat is considered an "Industry Expert."

MORNINGSIDE NANNIES THE BENEFITS OF IN-HOME CHILDCARE

Infants need a caring, warm, and responsive adult to provide cuddling and play time. This type of one-on-one care and interaction gives the baby a sense of self-worth and security and creates a stress free environment. When a baby is free of stress they are more likely to try new things and be more adventuresome, thus increasing their learning experiences.

How well we function when we reach adulthood hinges on the experiences that we had during the first few years of our life. If we are raised by caring and attentive adults and are in a safe, stable and predictable environment experts tell us that we are more likely to become better learners in school than those that had less attention. The brain development during the first years of life is very rapid and brain development is very vulnerable to environmental influence. Negative influences may have a lifelong effect.

A nanny is there to meet the physical needs of the child but she also tends to his need to have people time - talking, going for walks and playing throughout the day. This type of dedicated interaction increases language skills, gives him opportunities to explore his environment on daily outings and shows him/her right from wrong; these activities set the basis for the child's interest in learning, increase the child's social skills and teach him/her self-discipline.

Hiring a nanny to care for your child helps to ensure that your child is receiving these critical components for successful development but it has other benefits as well. A young child in group care is exposed to a myriad of germs and infectious diseases. Having a nanny means that your child will stay healthier and not need to be seen by the pediatrician or prescribed antibiotics as often – not only will this save the parent money and time, but it will be much better for the child. For the working parent, it will mean that they will not need to miss a day (or days) away from their job. A child who is ill can't attend a group care facility but a nanny will be there whether the child is healthy or not.

Flexibility is another major advantage to in-home care. If a working parent or a parent with several children is trying to get their-self and their children ready for the day it can be terribly stressful. All members of the family feel that stress. If Nanny arrives early in the morning and dresses and feeds the child or children it allows the parent to tend to their own needs and know that everything is under control. That parent can leave their home in the morning feeling secure that their child or children are well cared for and their needs are met. At the end of the day if the parent is running late they know that their child or children are home, safe and secure. Upon arriving home the parent can expect to enjoy their family time and have a relaxing evening.

Having a nanny allows a parent to have more control over the type of care their child or children receive and to direct the activities that they feel are important for the child. If there is more than one child in the family, the parent will find that the cost of private in-home care is not significantly more than that of other forms of childcare. Some employers offer a pre-taxed Dependent Care Account and the Internal Revenue allows up to \$3,000 for one dependent under the Childcare Tax Credit.