

**1. General**

- 1.1 These terms and conditions of business are between East Midlands Nannies and Au Pairs and the Client.
- 1.2 In these terms and conditions the following terms shall have the following meanings:-  
 "Carer" - means any person referred to the Client by East Midlands Nannies and Au Pairs as a potential nanny or mother's help.  
 "Client" - means the person to whom the Carer is referred.  
 "fee" - means the fee as notified to the Client by East Midlands Nannies and Au Pairs as being payable by the Client in the event that the Client engages a Carer  
 "engaging" - means the Client invites the Carer to care for the Client's child or children.
- 1.3 No variation of these terms and conditions is effective unless confirmed in writing by East Midlands Nannies and Au Pairs.

**2. Introduction of Carer**

- 2.1 Introductions are confidential. The passing of an introduction to another person which results in an engagement renders the Client liable to pay East Midlands Nannies and Au Pairs' fee set out in the scale of engagement fees as advised in the For Parents page.
- 2.2 Full fees will be charged for any Carer engaged as a consequence of or resulting from an application to East Midlands Nannies and Au Pairs even though the introduction is made indirectly.
- 2.3 The Client should reimburse all reasonable travelling expenses incurred by potential Carers who present themselves for interview.
- 2.4 East Midlands Nannies and Au Pairs act as an introductory agent only and does not directly or indirectly employ staff.
- 2.5 The Client shall have responsibility for the payment of remuneration, deduction and payment of all statutory contributions in respect of earnings relating insurance and the administration of PAYE applicable to the Carer as required by law.
- 2.6 Pay, hours, time-off, holidays, length of notice, accommodation etc, should be agreed in a written contract between the Client and the Carer before the Carer commences the assignment.

**3. Our Liability**

- 3.1 Every effort is made by East Midlands Nannies and Au Pairs to refer a Carer to the Client that will satisfy the Client's requirements by trying to ensure that reasonable standards of skill, integrity and reliability will be available from the recommended Carer and also to provide them in accordance with the details set out by the Client. East Midlands Nannies and Au Pairs shall have no liability to the Client (other than liability arising from East Midlands Nannies and Au Pairs negligence) for any loss or damage of any nature arising from any breach or any express or implied warranty or condition of this agreement or any negligence breach or statutory or other duty on the part of East Midlands Nannies and Au Pairs or in any other way out of or in connection with the performance or purported performance of or any failure to perform this agreement except in accordance with this condition.
- 3.1.1 In no circumstances shall the liability of East Midlands Nannies and Au Pairs to the Client under this condition exceed £100,000.
- 3.2 The Client accepts and understands its obligations to adequately insure with a company with good repute the Carer's property, contents, pets and any other items of value to the Carer and shall also ensure that such insurance remains in full force and effect for the duration of the Carer's assignment.
- 3.3 Clients are advised to ensure that they have insurance cover for Carer's and public liability in case of injury to a Carer whilst on their premises.
- 3.4 East Midlands Nannies and Au Pairs makes every reasonable effort to check the authenticity of referees and information supplied, but makes no warranty in this respect.

**4. "Fees"**

- 4.1 The engagement fee in the case of a permanent placement and the weekly fee in the case of a temporary placement shall become payable by the Client to East Midlands Nannies and Au Pairs upon the written/verbal acceptance of the Carer by the Client being notified to East Midlands Nannies and Au Pairs. The fees are as advised in the For Parents page.
- 4.2 The Client agrees:-
  - 4.2.1 To notify East Midlands Nannies and Au Pairs immediately an engagement is accepted.
  - 4.2.2 For permanent placements, to pay the fees of East Midlands Nannies and Au Pairs within 7 days upon the acceptance of the Carer being agreed and not upon the commencement of the assignment.
- 4.3 In no circumstances shall the Client be entitled to make any deduction or withhold payment of any fees for any reason other than as may be allowed by these conditions.
- 4.4 If the Client shall fail to pay any charges by the due date, then East Midlands Nannies and Au Pairs may charge interest on any overdue amount from the date on which payment was due to the date on which it is paid (whether before or after judgement) on a daily basis at a rate of 4% per annum over the bank base rate from time to time quoted by the National Westminster Bank plc and where applicable, reimburse East Midlands Nannies and Au Pairs all costs and expenses incurred in the collection of any overdue amount.
- 4.5 If the Client cancels after a firm offer to an applicant has been made a half-fee will be charged and is

Signed by the Client having first read these terms and conditions

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Date:.....

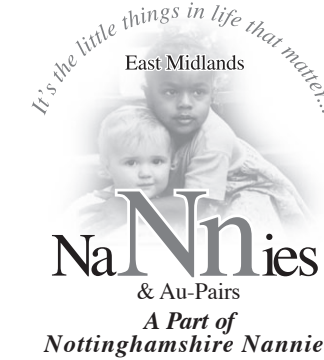
Gibsmere House, Gibsmere, Nottingham, NG14 7FS

Telephone: 01636 830898, Fax: 01636 830300, Mobile 07929 982618

e-mail info@eastmidlandsnanniesandaupairs.co.uk,

www.eastmidlandsnanniesandaupairs.co.uk

For office use only:

Date:  
Starting Date:

# for parents...

## Parent Registration Form

**Personal Details**

Full Names:
Fathers Occupation: Mothers Occupation:
Address:
Postcode:
email:
Fax:

Tel. Day:
Tel. Evening:
Mobile:

**Number of Children:**

Boys:	Name:	Age(s):
Girls:	Name:	Age(s):

**Requirements - Please Tick**

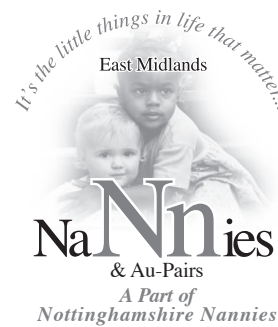
<input type="checkbox"/> Full Time Nanny	<input type="checkbox"/> Part Time Nanny
<input type="checkbox"/> Weekend Nanny	<input type="checkbox"/> Maternity Nurse
<input type="checkbox"/> Au-Pair	<input type="checkbox"/> Mothers Help

**Additional Requirements**

<input type="text"/> Hours of Work
<input type="text"/> Number of Days Per Week Required
<input type="text"/> Rate of Pay Offered
<input type="text"/> Days Required

<input type="checkbox"/> Live-in	<input type="checkbox"/> Live-out	<input type="checkbox"/> Daily	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Smoker
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**Duties you require from your Carer**

### Additional Information

Commencement Date:

Type of accommodation for live-in help

Any other Benefits Offered:

Must be Driver?  Yes  No Car Owner?  Yes  No Car Supplied with Job?  Yes  No Petrol Allowance?  Yes  No

### Please give the names and addresses of 2 friends who have known you for at least 12 months who can provide character references

Name:  
Address:  
  
  
Daytime Telephone:  
Evening Telephone:

Name:  
Address:  
  
  
Daytime Telephone:  
Evening Telephone:

### Have you or any other adults in your household area been convicted of a criminal offence?

Yes  No

If Yes Please Give Details:

### Are There Any People With Learning/Physical Disabilities Living in Your Household?

Yes  No

If Yes Please Give Details:



### Are You Currently Expecting A Baby?

Yes  No

If Yes Please Give Details Of When:

### Do You Have Household Pets?

Yes  No

If Yes Please Give Details:

### Please Give Details of your Home - Delete As Appropriate

Detached/Semi Detached/Terrace/Flat/No. of Bedrooms:-

No. of rooms downstairs excluding kitchen:

### Do You Have A Playroom?

Yes  No

### What Is The Approximate Distance From Your Home To Access Public Transport i.e Bus or Train?

In Miles:

**Once Completed Please Sign The Terms And Conditions On The Reverse Of This Form And Return With a Registration Fee of £25 to:-**

*East Midlands Nannies & Au Pairs,  
Gibsmere House,  
Gibsmere, Nottinghamshire. NG14 7FS*