



# Loving Arms, LLC

Nanny & Domestic Placement Agency

Dear Client,

Thank you for your interest in Loving Arms, LLC. We are an agency specializing in the placement of in-home Nannies, Babysitters and other Domestic Staff. Established in 2001, we recruit and place the highest quality caregivers on the West Coast of Florida.

Our services address the wide variety of needs for all types of families. We place permanent full and part time nannies, as well as temporary nannies up to 90 days. We also offer before and after-school care for school aged children. Several local hotels, resorts, spas and other such organizations find that our Babysitting Service is great for guests needing a sitter for an evening out, local events, wedding receptions and more. Local families also enjoy our VIP Sitter Service for occasional babysitting needs as well as for backup care for a hired nanny.

In order to serve you better we have developed a very effective application process for both the families seeking assistance and the candidates seeking placement. This process is tripartite consisting of first the paper application and screening process, then the in-depth personal interview and lastly the careful match making process devoted to meeting the mutual needs of both the families and the caregivers.

Please complete the enclosed forms and return them by fax, email or mail to the address below. We always have a pool of qualified, pre-screened caregivers seeking placement. We greatly appreciate the opportunity to assist you in choosing the right candidate for your family. We look forward to meeting with you soon.

Respectfully,

*Casey Smith*

Owner

8466 N. Lockwood Ridge Rd, Suite 145, Sarasota, FL 34243 Office: 941-359-4889 Fax: 941- 552-8379  
Email: [Info@ourlovingarms.com](mailto:Info@ourlovingarms.com) [www.ourlovingarms.com](http://www.ourlovingarms.com)

# Loving Arms, LLC

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## Family Application

Parent 1 Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_ Age: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Parent 1's Cell #: \_\_\_\_\_ Parent 2's Cell #: \_\_\_\_\_

Parent 1's Business Ph: \_\_\_\_\_ Occupation: \_\_\_\_\_

Parent 2's Business Ph: \_\_\_\_\_ Occupation: \_\_\_\_\_

Parent 1's Email: \_\_\_\_\_ Parent 2's Email: \_\_\_\_\_

Family Structure: (Ex: Married, Both wk Full-time) \_\_\_\_\_

Do you have any extended family living with you? \_\_\_\_\_

Will your caregiver be traveling with the family? \_\_\_\_\_

Do any household members smoke? Yes No Inside or Outside?

Any household pets? Yes No If so, what type: \_\_\_\_\_

Will the caregiver be required to care for these pets? \_\_\_\_\_

Children's info:

Name: \_\_\_\_\_ M F Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ M F Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ M F Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ M F Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Are you planning on having more children? Yes No

If so, When? \_\_\_\_\_

Do the children have any special interests? \_\_\_\_\_

Do any of your children have any special needs, medical care? \_\_\_\_\_

Are any of the children on medication that the caregiver will have to administer? \_\_\_\_\_

Briefly describe a typical day in your home: \_\_\_\_\_

**Sitter Requirements:**

**Commitment Level:** 1 year   2 years   3 years   4 years   more

**Seeking:** Full-Time (26 hours +)   Part-Time (25 hours or less)   Temporary (up to 3 months)

Nanny   Nanny-Housekeeper   Baby Nurse/Doula   Shared Care   Other: \_\_\_\_\_

Please be specific as to the days and hours needed:

Sun AM (12am-12pm)	Mon	Tues	Wed	Thurs	Fri	Sat
PM (12pm-12am)						

**Living Situation:** Live-In   Live-Out   Either

If Live-In, describe the living situation:

Would you be open to a caregiver who brings her child(ren) with her to work? \_\_\_\_\_

Would you prefer a caregiver who speaks another language? \_\_\_\_\_

Salary Range: \_\_\_\_\_

Do you plan on offering medical benefits? Yes No If so, please explain: \_\_\_\_\_

\_\_\_\_\_

Age Preference: \_\_\_\_\_ Gender Preference: Male Female Either

Level of education preferred? \_\_\_\_\_

Smoking Preference? Non-smoker Smoker Either

Will the caregiver be transporting children to and from school or extracurricular activities?

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

Will the caregiver use \_\_\_\_\_ family car with insurance coverage \_\_\_\_\_ need own car with insurance?

Will you be reimbursing for mileage and wear/tear on caregivers' vehicle? Yes No Unsure

Childcare Related Chores the caregiver will be responsible for:

- \_\_\_\_\_ Meals for children
- \_\_\_\_\_ Grocery Shop for Children
- \_\_\_\_\_ Wash/Dry/Fold children's clothing
- \_\_\_\_\_ Homework
- \_\_\_\_\_ Basic pickup after children
- \_\_\_\_\_ Clean Children's Bathroom

**Family Related Chores:**

- \_\_\_\_\_ Maintain Grocery List
- \_\_\_\_\_ Grocery Shop for Family
- \_\_\_\_\_ Prepare Family Meals
- \_\_\_\_\_ Clean Kitchen: Run/Empty Dishwasher
- \_\_\_\_\_ Dust/Vacuum House
- \_\_\_\_\_ Clean Family Bathrooms

Describe your ideal caregiver:

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Please tell us any other information we may not have asked for that you feel is relevant:

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How did you hear about Loving Arms, Nanny and Childcare services?

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Please list a credit card that we may charge for your application fee of \$250. You may pay the remainder of the placement fee by cash or check provided it is received prior to the first day of employment of the hired caregiver. If payment arrangements have not been made prior to the hired caregivers commencement date you hereby give consent for a representative to charge the credit card on file for the final placement fee. If a representative must pursue payment beyond the third business day of the hired caregivers' commencement date, the included 90 day guarantee will be null and void.

Card Type: MasterCard or Visa Number: \_\_\_\_\_

Exp: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**\*\*Please note that this application will not be processed with out the credit card information.\*\***

Please mail completed application to:

**Loving Arms, LLC**  
**Nanny & Domestic Placement Agency**  
 8466 N Lockwood Ridge Rd ~ Suite 145 ~ Sarasota, Fl 34243  
 Office: 941-359-4889 Fax: 941-552-8379  
 Email: casey@ourlovingarms.com

# Loving Arms, LLC

## Family Placement Contract

I, \_\_\_\_\_, do hereby retain Loving Arms LLC, Nanny and Childcare Services to assist my family in the placement of a suitable sitter of my choice in my home.

If through the referral efforts of Loving Arms LLC, the above named client employs a caregiver, that client agrees to pay a placement fee of 6.5% of the \*estimated yearly salary for a caregiver. \*A full time placement is based on a 40 hour work week and a Part-time placement is based on a 24 hour work week regardless of the number of hours actually worked. All estimated yearly salaries will be based on 52 weeks regardless of the number of weeks worked.\* If at anytime within the first year the hours of a hired part-time nanny increase beyond 24 hours, the difference in the part-time fee and the full-time fee will be due and payable immediately. The *minimum* placement fee for a Part-time nanny is \$524.00. If the family hires a nanny from our "Moms-Helping-Moms" program she agrees to pay \$600 as a placement fee for full or part time. An application fee of \$250 is due and payable upon submission of the application to begin the search process. This fee will be deducted from the total due upon hiring a caregiver. The above named client agrees not to employ any caregiver referred by Loving Arms LLC until all fees are paid in full. The client agrees that a caregiver will not be hired on a full-time or part-time basis unless a placement fee is paid and a Caregiver Employment Contract is signed. Placement is considered full or part-time if a caregiver is requested for more than four hours per week for more than three consecutive weeks.

A late payment will result in a 10% late fee per month based on the type of employment and fee associated with such employment. The late fee will automatically apply if the caregiver starts employment prior to the placement fee being paid in full. Payment can be made by credit card, personal check, business check or money order.

The application fee is due upon the return of the Family Application. This fee is **nonrefundable** and allows you to begin your search with our agency. The placement fee is for the placement of one full-time or part-time caregiver for the term of one year and is not refundable in whole or in part. Loving Arms LLC will make every reasonable effort to supply the client with as many candidates for interview as possible; we do not make any guarantees. Furthermore, Loving Arms LLC will make every reasonable effort to locate a suitable replacement in the event that you or your caregiver terminates employment before the specified date. We offer a 90 day guarantee. If within the first 90 days after a caregiver is hired the caregiver or family decides the employment is not working, we will replace the caregiver with ONE replacement. If the second placement does not work out then we require a second fee to begin your search again. We offer one replacement caregiver; we do not offer refunds of placement fees. Loving Arms LLC strongly encourages clients to have a signed contract with the caregiver stating all requirements of the position being hired for. This guarantee will be null and void if the placement fee and all late fees are not paid within 3 days of the caregivers \*first day on the job. \*We don't offer trial periods with our nannies.

In the event that a client hires a Housekeeper and all attempts to collect payment for the Housekeepers placement fees fail, the client agrees to pay all costs involved in collecting fees that are due such as, but not limited to: attorney fees, court costs, and interest accrued at 10% per month. The client will be reported to the credit bureau once the account is past due 30 days. Any returned checks will be subject to a fifty dollar (\$50) service charge.

Loving Arms LLC agrees to screen all prospective caregivers who meet the criteria established by the client. References and background information will be available upon request for each caregiver. The decision to hire a caregiver rests solely on the client. Clients are encouraged to check as many references as possible and to perform extensive background and history searches of their own.

**Loving Arms LLC makes no warranties as to the abilities or character of any caregiver. Every reasonable effort has been made to properly screen all caregivers. The client agrees that no liabilities will be held by Loving Arms LLC and agrees to indemnify and hold harmless Loving Arms LLC, now or in any future time arising from the acts or omissions of any caregiver referred by Loving Arms LLC. The client agrees that Loving Arms LLC is a referral service only and is not a party to any agreement entered into between the client and the caregiver.**

I, \_\_\_\_\_, do hereby retain Loving Arms, LLC to assist my family in the placement of a suitable caregiver of my choice in my home. By completing the application and signing the contract, I represent that I have read and agree to all terms set forth.

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Signature of Spouse

\_\_\_\_\_  
Date

# Sample Final Placement Fee:

## *Loving Arms, LLC*

**Nanny and Domestic Placement Agency**  
8466 N. Lockwood Ridge Rd #145  
Sarasota, FL 34243

### Final Nanny Placement Fee Worksheet

Billing Date: Sept. 29<sup>th</sup>, 2008

Hire Date: Sept. 29<sup>th</sup>, 2008

#### **Hiring Family:**

Willis Family  
1234 Our Street  
Sarasota, FL 34235

#### **Hired Housekeeper:**

Nanny Perfect  
456 Her Street  
Sarasota, FL 32431

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Position:	Est. Yrly Salary (\$15/hr x40 hrs x52wks)	Total Placement Fee (6.5%)	Retainer Paid	Final Payment Due
FT Nanny	\$31,200	\$2028.00	\$250	\$1778.00

If you wish to pay with the credit card on file, please send an email confirmation to [Casey@ourlovingarms.com](mailto:Casey@ourlovingarms.com).

All payments made by check must be received prior to the first day of work scheduled for the hired nanny. Any payments not received by the 3<sup>rd</sup> business day after the hired nannies first day of work will result in the nanny not being allowed to return to work. Furthermore, our 90 day guarantee will be Void and a 10% late fee will compound monthly until all fees are paid.

Thank you for using Loving Arms, LLC it has been a pleasure working with you.

Office: (941) 359-4889

Fax: (941) 552-8379

Toll Free: 877-343-0542