

# AMERICAN REGISTRY, INC

Phone: (312) 475-1372 • Email: [americanregistry@aol.com](mailto:americanregistry@aol.com)

Dear Parents,

Thank you for calling to inquire about our Nanny Services. The American Registry, Inc., has been placing Nannies and Babysitters for families in the Chicago land area since 1950. We are one of the oldest Child Care Placement Agencies in the country! Over the years thousands of families have chosen our agency because of our reputation of excellence and quality service.

In order to start the process of finding your nanny, we ask you to complete the enclosed Application/Information form and Payment agreement. After we receive all forms in our office and review your individual needs, we will begin by calling you with profiles of our available candidates. At that time you decide which of the candidates you would like more information about and who you would like to interview. Only if you agree to interview, will the nanny contact you with an introduction from us. Should you wish, we can also set up the interviews for you by the family providing us with blocks of time convenient for you to interview.

We will assist you throughout your nanny selection process and provide our counsel with regards to selection, interviewing, Client/Nanny agreement; all the various steps which will bring your nanny search to a successful conclusion.

The Application/Information and Payment can be e-mailed to [AmericanRegistry@aol.com](mailto:AmericanRegistry@aol.com) or Faxed to us at 847-332-1616. As soon as the forms are received in our office, we will begin the search for your Nanny.

We truly welcome your application and look forward to working with you.

Sincerely,

American Registry, Inc.

“CHICAGO’S CHOICE FOR CHILD CARE SINCE 1950”

# AMERICAN REGISTRY, INC.

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## NANNY REQUEST INFORMATION

Today's Date \_\_\_\_\_

Parent's Name(s)

Parent 1 \_\_\_\_\_

Parent 2 \_\_\_\_\_

Address \_\_\_\_\_

Who will be the main contact during the nanny search? \_\_\_\_\_

What is the best time and place to reach you?

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Phone Numbers:

Name \_\_\_\_\_ ( H ) \_\_\_\_\_ ( W ) \_\_\_\_\_

( C ) \_\_\_\_\_ ( F ) \_\_\_\_\_

Name \_\_\_\_\_ ( H ) \_\_\_\_\_ ( W ) \_\_\_\_\_

( C ) \_\_\_\_\_ ( F ) \_\_\_\_\_

Mother's  
Occupation \_\_\_\_\_

Father's  
Occupation \_\_\_\_\_

**GENERAL INFORMATION:**

Name of Child \_\_\_\_\_ Birth Date \_\_\_\_\_

Name of Child \_\_\_\_\_ Birth Date \_\_\_\_\_

Name of Child \_\_\_\_\_ Birth Date \_\_\_\_\_

Does your child or children have any special needs? (i.e., health, dietary, medications, allergies) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Do you have pet(s) Yes \_\_\_\_ No \_\_\_\_ If yes, what kind? Dog \_\_\_\_\_ Cat \_\_\_\_\_

Who will take care of your pets? \_\_\_\_\_

Is a driver's license required? Yes \_\_\_\_\_ No \_\_\_\_\_

Car available for job? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the nanny be driving to activities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which activities? \_\_\_\_\_

**POSITION AVAILABLE** (please circle one)

**Full-Time**            **Part-Time**            **Live-out**

Start Date: \_\_\_\_\_

Is this a temporary or permanent position? \_\_\_\_\_

If temporary, how long will you need the nanny? \_\_\_\_\_

If permanent, what length of commitment are you seeking? (i.e., less than a year; at least one year; until child(ren) reach school age) \_\_\_\_\_

What days do you need the nanny to work? \_\_\_\_\_

What hours do you need the nanny to work? \_\_\_\_\_

**1567 Ridge #205, Evanston, Illinois 60201**

**Nanny's weekly take home salary:** (please circle one)

\_\_\_\_\_

\$500-\$550      \$550-\$600+Other: \$\_\_\_\_\_

Do you plan to do taxes? YES                      NO                      UNDECIDED

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**Nanny's hourly rate:** (please circle one)

**\$12-\$14 per hour    \$14-\$16 per hour    \$16+ per hour**

**Do you plan to offer any benefits? (i.e. health insurance, etc.)**

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**What are you preferences for vacation time and personal days?**

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**Caregiver's age range:** (please circle one)

**Any age    20-30    30-40    40-50    50-60+**

**What specific duties do you require from your nanny?**

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**What role do you want your nanny to have in the upkeep of the house?**

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**What specific qualification would you like your nanny to have? (i.e., education, work experience, etc.)**

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**Is there any other information you would like to add?** \_\_\_\_\_

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**American Registry's Fees**

<b>Type of Placement</b>	<b>Agency Fee</b>	<b>Description</b>
Permanent Full Time Placement	\$1,800.00	Regular and ongoing care provided by a nanny. Nanny works 35 hours or more per week.
<b>PART-TIME PLACEMENT (1 DAY)</b> <b>PART-TIME PLACEMENT (2-3 DAYS/ WEEK)</b>	<b>\$600.00</b> <b>\$1400.00</b>	Regular and ongoing care provided by a nanny. Nanny works 34 hours or less per week.
Live- in Placement	\$1900.00	Nanny sleeps at the family's residence more than 3 nights per week.
Nanny Share	\$950.00 per family	Two families share one full time nanny.
Temporary Placement	\$700.00	Care is provided on an ongoing and regular basis for less than 60 calendar days
Occasional Placement	\$5.00 - \$8.50 dollars per hour	Care is provided as needed, and not on an ongoing or regular basis. Caregivers rates are \$15.00 - \$20.00 per hour for 1 or 2 children. Four (4) minimum
Night Neo- Natal Care	<b>\$600.00</b> initial placement fee plus \$16.00 - \$20.00 per hour for night nanny	Care is provided as needed during the night.) Ex: 10 p.m. – 6 a.m.) Care givers rates are \$16.00 per hour for 1 infant. \$20.00 per hour for 2 infants

We recognize that the needs of a family may change. If the nanny's hours increase within six months of the day the nanny begins working for you, you agree to pay American Registry the additional fee for that type of placement. In addition, you agree not to make any private agreement with the Nanny or to make any agreement that avoids any of your obligations within this payment agreement.

I acknowledge I have read and agree to the service guarantee.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

