

Welcome to



Information For Families

Thank you for inquiring about StarSitters Nanny and Babysitting agency. We are a friendly and reliable company dedicated to providing you with a wide range of child care services for all your family's needs.

All our carers are personally interviewed and thoroughly screened including reference checks (written and verbal) and Working with Children background check, including criminal record through the NSW Commission for Children and Young People. All carers have a current First Aid Certificate.

We have a variety of experienced carers for full-time, part-time and casual positions including mature aged ladies who are mothers and grandmothers themselves. We will only send you an applicant with age appropriate experience.

Nannies

Employing a nanny may prove to be a more sensible and convenient option for childcare for you family. A nanny provides one-on-one care and attention for your child(ren) and is available even when your child is ill. Household tasks may also be included and children can be bathed and/or fed by the time parents return home.

If employing a nanny we advise families to draw up a job description agreement. This will avoid misunderstandings and make clear exactly what is expected of the position before it begins. The agreement may outline:

- ★ Working days/hours (inc. Public Holidays)
- ★ Duties during working hours
- ★ Salary and benefits
- ★ Annual leave
- ★ Sick Leave
- ★ Notice needed for termination of employment
- ★ Performance review

Babysitters

If employing a babysitter we ask that families

- ★ Always leave contact details where you can be reached and any other phone numbers that may be relevant
- ★ Always advise your carer of all your children's needs, what food they like or any other preferences they may have.
- ★ Do not contact our babysitters directly.

Pricing

Nanny placement fees are:	\$400 - \$800	Part-time (1-3 days)
	\$1000 - \$1200	Full-time (4-5 days)
	\$200 - \$600	Before / After school care

Note: We require a \$100 registration payment to begin the process of finding a nanny. This \$100 is then deducted from the placement fee which is due once employment of a nanny has been decided:

Babysitter booking fees: \$25 per booking
 \$35 for booking within 24 hours of start time

Babysitter fees: \$25 per hour (minimum 4 hours)
 \$23 per hour after 6pm

POA for public holidays, special events etc.

If a Babysitting booking is cancelled within 24 hours of the agreed starting time the \$25 booking fee will be retained unless a doctor's certificate is provided. Nanny placement fees are due before the start date. A 10% surcharge will apply for any payments made 7 or more days after the job date.

Payments can be paid via:

- ★ Credit card over the phone
- ★ Electronic Funds Transfer:
Bank: CBA **BSB No.:**062 439 **Acc No.:** 10269064
Account Name: StarSitters Pty Ltd

Note: Please put your family name as the reference

- ★ Cheque made out to StarSitters Pty Ltd

For StarSitters to commence in registering your family (there is no charge for registering) please complete and sign the Family Registration Form and Referral Agreement form and send them to the following address:

StarSitters

P.O. Box 500

CRANE BROOK NSW 2749



Family Registration Form

Please complete in BLOCK LETTERS and TICK ✓ where appropriate

Parent 1 Name: _____
Occupation: _____
Phone: Work # _____ Mobile # _____
Email Address: _____

Parent 2 Name: _____
Occupation: _____
Phone: Work # _____ Mobile # _____
Email Address: _____

Address: _____
Post Code: _____ Phone: Home # _____

Children

Name: _____ DOB ____/____/____ Current Age: ____
Special Requirements: _____

Name: _____ DOB ____/____/____ Current Age: ____
Special Requirements: _____

Name: _____ DOB ____/____/____ Current Age: ____
Special Requirements: _____

Name: _____ DOB ____/____/____ Current Age: ____
Special Requirements: _____

Emergency Contact (in case parents cannot be contacted)

Name: _____ Relationship _____

Phone: Work # _____ Mobile # _____

Do you have a pool? Yes No

Any pets in the home? Yes No

If yes, what are they? _____

Any other qualities important in a Babysitter, Nanny etc. _____

Any other information.: _____

How did you hear about us? _____



Terms of Referral Agreement

Please complete in BLOCK LETTERS

Parties

This agreement is between:

1. StarSitters Pty Limited (ABN 71124195374), hereafter known as "StarSitters"

2. _____

Name

of

Address

hereafter known as "the Applicant"

Definitions

In this agreement the following terms have their given meanings

"associate" and "associates" includes friends, business acquaintances and family members

"carer" includes a nanny, babysitter, or any other position introduced, or seeking to be introduced, to clients by StarSitters.

"candidate" means a person introduced by StarSitters to the client for their consideration to employ as a carer

Terms

The parties agree as follows:

1. The Client understands and agrees that StarSitters has invested substantial time and resources in recruiting and screening applicants. Should the Client employ any candidate introduced by StarSitters, in either a temporary or permanent capacity, the appropriate placement fee will be charged.
2. The Client is not to attempt to employ, nor refer to an associate of the Client with a view to their employing, any candidate introduced by StarSitters, except with the knowledge of StarSitters and payment of the appropriate placement fee.

3. StarSitters offer a 90-day replacement guarantee. If for any reason the carer's services are terminated or the carer resigns with intention to cease employment within 90 days of the commencement date, the Agency will use reasonable efforts to secure, to the Client's satisfaction, one replacement candidate.
4. StarSitters will use its best efforts to refer qualified candidates to the Client; however, it does not guarantee the performance or Client satisfaction with any Candidate. If the Client is dissatisfied, recourse to the Agency is limited to the replacement guarantee as outlined in paragraph 3.
5. The Client agrees to indemnify the Agency and hold it and all its employees and representatives harmless from any costs or expenses arising out of any claim against the Agency, relating in any way to the Candidate's employment or engagement be it on a permanent, temporary or casual babysitting basis.
6. The above terms and conditions continue to bind the parties after the completion of any placement contract.

**YOU HAVE THE OPPORTUNITY TO HAVE LEGAL ADVICE ON THIS
AGREEMENT BEFORE SIGNING**

I _____
Name (Please Print)
of _____
Address

Have read and agree to the above Terms and Conditions set by StarSitters.

Signature

Date: ____ / ____ / ____