



# Buckingham Nannies & Domestics

Putting families & children first...Since 1988

13737 Ventura Blvd.

Sherman Oaks, CA 91423

818.907-2727      310.247.1877

[Benito@buckinghamnannies.com](mailto:Benito@buckinghamnannies.com)

818-907-0737 Fax

Thank you for the inquiry regarding our services. Our commitment to every family is to place the highest caliber professional nanny or nanny/housekeeper in a timely and professional manner. Our staff members never lose sight that our business is based on children's emotional and physical wellbeing. Because of this we have developed a very effective procedure to help assure you that the people we place will be responsible, loving engaged caregivers. The majority of our business comes from referrals of satisfied families.

Over the years we have come to understand that the most important aspect of what we do is to exercise our judgment in choosing whom we will work with. Of course reference checking and criminal background reports are extremely important as well. Since we reject over fifty percent of applicants, a large part of our success comes from the people you will never meet through us.

## **How We Help Assure You the Highest Level Of Child-Care**

- Lengthy interview with each applicant to help us get to know her.
- Rigorous reference checking. We match up information from the application with her references to find phony references. We use a multi-question reference sheet to get an understanding of how the applicant performed in her prior jobs.
- A copy is made of her identification including: driver's license and appropriate document to prove status to work in the U.S.
- Upon placement a criminal background report is ordered for each county she has lived in for the past seven years.
- Her driving record is provided upon placement.
- When she is hired she is enrolled in a CPR class, if she isn't already certified.
- Fingerprints are taken electronically and a TrustLine application is made. One set of prints goes to the FBI for a national check and the other is run through the California justice system. This is done when she is hired.

## **What Is a Professional Nanny?**

- Fluent and literate in English.
- Two or more years experience as a nanny, or in combination with teaching or other child-related experience.
- Generally a high school diploma. Many have some college & some nannies have a degree.
- Drive and own a car.
- Excellent references.
- Must possess a genuine interest and love of children.

## **What Does a Professional Nanny Earn?**

- Most earn from \$500.00 to \$1,000.00 per week.
- Part-time nannies earn \$15 to \$20 per hour, with a 16 hour per week minimum.

### **What About Live-in Versus Live-out Nannies?**

- There are an adequate number of well-qualified live-out nannies. Your family is well assured that you will be able to find a capable person for your needs. Live-out nannies often work for many years with the same family.
- Live-out nannies are best if your family has a fairly steady daily schedule, in the eight to ten hour per day range. If extra hours or babysitting is needed, many nannies will do this for an additional hourly rate.
- A live-in nanny works best for families that have longer and erratic schedules, up to 12 consecutive hours.
- Live-in nannies need a private room and preferably a private bath. You provide her food as well.
- Live-in nannies have a definite starting and ending time and need some nights off during the week.
- Generally the family provides a live-in with a car
- The match is much more important with a live-in, since she is living in your home.
- Since live-ins are in such short supply (there are probably 4 to 5 jobs for each qualified candidate!), they are prone to leaving a family over smaller issues that could be worked out.

### **What Can I Expect My Nanny To Do?**

- A professional nanny is a child-care expert, and as such, focuses on the child (ren). She will do all the child-related chores such as laundry, cooking, driving, tidying the child's room and keeping the kitchen neat.
- It is very important that your nanny not be expected, or asked to do general housekeeping chores. This is a sure-fire way to lose her.

### **What If I Need More Housekeeping?**

- The solution is a nanny/housekeeper. Nanny/housekeepers salaries are the same as professional nannies.
- Talk to your placement counselor, they will be glad to give you details.

### **What Are The Agency Fees?**

- There is no charge to engage us in a search. When you hire a person our fee is **15%** of her first year's annual salary, plus \$130.00 for the TrustLine registration. TrustLine is legally required in California. Our temporary placement fee is the greater of 25% of her salary for the period worked or \$500.

### **What Is Our Replacement Policy?**

- Our replacement period is four months from the date of placement of the original employee.
- Replacements are given priority over all other placements.
- If your job is for a live-in position, it will probably be necessary to provide you with a temporary live-out person until we can find a qualified replacement. As I mentioned before, this is due to the extreme shortage of live-in nannies.
- Because of the care we give in placing people we have one of the lowest replacement rates in the country.

I hope that this information is helpful and answers most of your questions. If it doesn't, please call me directly and I will be glad to answer any questions you may have.

Sincerely,

Benito Delgado  
President  
818-784-6504  
[benito@buckinghamnannies.com](mailto:benito@buckinghamnannies.com)  
[www.buckinghamnannies.com](http://www.buckinghamnannies.com)



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## **The Insiders Guide To Choosing A Nanny Agency**

- How long have they been in business? Five years or more is a good place to start. Most of the best agencies have been established at least this amount of time.
- Does the agency say they are licensed? There is no such thing in California.
- Are they members of the International Nanny Association and the Alliance of Professional Nanny Agencies? These are the major organizations for nanny agencies.
- How do they check references? This is one of the most important ways to help protect families from incompetent or dangerous nannies. Many agencies do not fully check references. Does the agency inform you if they have been unable to contact a reference? Ask to see copies of the agency's reference check sheets. If they won't provide them beware. How many questions do they ask? And what do they ask? A good agency has at least a one-page reference check sheet that asks a variety of questions.
- Does the agency look for phony references? Is the staff trained to find them? Twenty percent of our applications contain phony references. Many times a good screener will know a reference is phony before the applicant even leaves the office. Agencies should be asking specific questions on the application and then matching that information when the reference is checked to be sure as possible that a reference is real.
- Does the agency take copies of ID and provide you with copies? Can they tell phony ID when they see it? The better agencies have a complete set of the applicants ID and a photo.
- Does the agency verify California ID cards with the DMV and provide you with a DMV printout of the applicants driving record?

Is each person placed sent for CPR, if they do not have a current certificate?

- Is each person registered with Trustline when there is childcare involved? Law in California requires Trustline, yet most agencies do not use it. Trustline does a criminal background check and checks the Child Abuse Registry. You can call Trustline at (800) 822-8490 to find out if the agency regularly registers people with them.
- Does the agency do a criminal background investigation? Trustline takes 4-8 weeks to get the results. A privately done background report, while limited to one county, will show any convictions in Superior and Municipal court.
- Does the agency charge the applicant a fee for the application and/or to get a job? The better agencies would never charge the applicant a fee. The applicants are generally out of work and in no position to pay. A diligent agency may only be able to place one in five applicants and to take money from people you know you can't help isn't right.
- Does the agency transport the nannies to your home or have an office that looks like central casting? The better agencies allow the candidates to get to the job interviews on their own, unless there are extenuating circumstances. They feel if someone is capable of doing the job they should be able to get to an interview on time using their own resources. Reputable agencies do not have offices that are full of waiting job candidates.
- Does the agency tell you about payroll taxes? Do they know that domestic workers are employees, not independent contractors? The agency should be able to calculate what the workers payroll taxes are for you. They should also work with a reputable payroll tax company.
- Does they agency send you a confirmation letter regarding their terms of engagement? Do they provide you with complete information on all the services they provide such as Trustline and CPR?



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## Certified Nannies

### Certification Steps:

- 1) Fill out seven-page detailed application
- 2) Copy of ID taken. Preliminary legal status established.
- 3) In-depth interview with two or more staff members. Focus on passion for child-care and love of children.
- 4) References checked by dedicated reference checker. Twenty-three questions asked. Establish references legitimacy and quality. Focus on quality of child-care, character and reliability.
- 5) Must meet Buckingham Nannies criteria for English Fluency, drivers license and minimum two years recent experience.
- 6) All jobs working with a newborn or infant require solid experience with that age group.
- 7) All live-out, full-time candidates must want a minimum two-year commitment.
- 8) The owner-manager approves each application.
- 9) Upon placement a criminal background report and driving report is ordered and each candidate attends a CPR class.
- 10) The candidate is registered with TrustLine. She is electronically fingerprinted and a statewide and national criminal background check is done. Child abuse registry is checked.



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## **1. Interview and observe all potential caregivers with your child and:**

- Explore why this caregiver wants to care for your child.
- How does she/he feel about the work?
- Is this person warm, caring, attentive and responsive to your child?
- Take sufficient time to get to know her. Try to make her comfortable so that she can express herself.

### **1. Ask all potential caregivers to provide concrete examples of:**

- What they like to do with children
- What are their feelings about discipline
- How would they handle naps, eating and toilet training
- How would they handle an emergency

### **2. Ask a lot of “what if” questions, for example:**

- What if my child cries all day?
- What if my child refuses to eat? Nap?

### **3. Check references and work history.**

### **4. Be sure that your nanny registers with TrustLine and that you get a criminal background report and driving report on her.**

### **6. Trust your instincts! Hire someone you like. Hire someone your children like.**

### **7. Once you have found a good caregiver, remember to:**

- Set up clear job responsibilities and good business practices.
- Communicate regularly and openly about how the childcare arrangement is working for you and your child.
- Express praise and appreciation when it is deserved.

### **Remember---good childcare is a partnership!**

Please visit [www.trustline.org](http://www.trustline.org) and [www.breedlove-online.com](http://www.breedlove-online.com)

Trust line 800-822-8490 Breedlove 888-273-3356

Used with permission by: Cindy Swanson, TrustLine Program Manager

Co-author: Sally Cadigan, Work/Family Directions Program Manager



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## Pre-Employment Guide For Families & Nannies

This guide is to be used by both nannies and families so that each knows the issues that need to be worked out before employment actually begins. Perhaps surprisingly child-related issues are a very small percentage of the problems that come up between nannies and families. Most of the issues that arise and result in either the nanny leaving, or the family letting her go, have to do with problems between the adults. Many of these problems could be avoided if they had been discussed in advance. We recommend that both the family and the nanny put in writing what they have agreed to. This guide is comprised of three sections: General issues; Live-out job issues; Live-in job issues.

### **General Issues**

This guide is not meant to cover interviewing questions and how a nanny and family can make a good choice. It covers only specific, concrete employment issues that should be discussed prior to hiring.

- Salary. What is the weekly rate of pay? Is it gross or net? What taxes will the family be paying for the nanny? The major taxes are income, Social Security and Medicare. When does the family pay? Weekly is typical. Household help are employees, not independent contractors. Please consult your accountant or [www.breedlove-online.com](http://www.breedlove-online.com) (888)273-3356.
- What are the nanny's responsibilities? Professional nannies normally are responsible for all the child-related cleaning, laundry, tidying the kitchen and cooking for the children. Tasks that some nannies will do and others will not are: the family laundry; lite cooking for the family; grocery shopping; making the beds. Adding housekeeping chores to the job is a major cause of nannies leaving their positions.
- What does the family expect the nanny to do with the children? For example, will she be taking the child to the park, play dates, etc. Will she help potty train the child? How much TV can be watched daily? What programs?
- How detailed a "debriefing" is expected at the end of the day? Does either the nanny, or family want to keep a diary of what happened?
- Vacations and holidays. Most families give the nanny one to two weeks paid vacation at the end of the first year. All major legal holidays are paid days off. We suggest Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving (Thursday & Friday), Christmas and New Years Day.
- When the family travels. When the family travels without the nanny, she should be paid for this time since it wasn't her choice and she needs to count on a set income. This issue is another major cause of nannies quitting. With mutual agreement it's OK for the nanny to take her vacation at the same time as the family's.

## Page 2

- Travelling with nanny. Families tend to think of travel as a perk for the nanny, and nannies think of travel as particularly difficult and stressful. As most parents know, children do best with the familiar, and travelling can very much upset a child's schedule. Nannies also often feel very isolated and lonely when travelling because they're away from their friends and family. It's important to remember to define in advance what hours and days the nanny will be working when travelling. If she is going to be working more hours, her compensation should be agreed to before the trip. When interviewing the family should be as clear as possible about their travel schedule so that the nanny can decide if it fits her needs.
- Use of the nanny's car. How often will the nanny need to use her car? How far will she be driving? If the driving is for more than a mile or two, the family should pay mileage at the prevailing rate of 44.5 cents per mile. Visit [www.irs.gov](http://www.irs.gov)
- Raises. Families generally give at least a 10% raise after each year of service. Holiday bonuses are given by a high percentage of families.
- All of these issues apply to part-time as well as full-time nannies.

### Live-Out Positions

- What will her starting and ending time be? When does an hourly rate for overtime begin? Most nannies are paid \$15-\$20 per hour for time worked after the regular schedule.
- How flexible is the nanny's schedule? Is she available for babysitting or overnight stays? How much will she be compensated for this work?

### Live-In Positions

- Live-in jobs have a starting and ending time. Normally it is up to a 12 hour day. The hours are consecutive and any "downtime" during the day for napping children, etc. count towards the 12 consecutive hours.
- Live-in nannies don't expect schedules to be real rigid, so if you arrive home 30 minutes late most live-ins will accept that. However, it is very important to be respectful of the nanny's time.
- Live-in nannies normally have several evenings off per week. How many nights of babysitting will she be expected to work?
- Live-ins are not normally expected to get up at night or to sleep with the children.
- A private bedroom and preferably a private bath are given.
- The nanny's food is provided. Try to be sensitive to her diet--e.g. if you are vegetarians and she is a meat eater her diet needs to be considered.
- Is the family providing the phone? This is commonly done. However, only local calls are paid for.
- Car. Is the family providing one? The majority of live-in jobs offer a car. Is it for full-time usage or just for work? If full-time how far can the nanny take the car when she's not working?



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Date: \_\_\_\_\_ Account Executive: Benito Delgado How did you find us?: \_\_\_\_\_

**\*\*\*\*Please be as specific as possible of what your needs are\*\*\*\***

Name: \_\_\_\_\_ Spouse: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ **\*\*Please specify which number is best to contact you\*\***

Name	Age	Sex	School	Special Needs
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Nanny: \_\_\_\_\_ Nanny/Light HK : \_\_\_\_\_ Nanny/HK : \_\_\_\_\_ HK : \_\_\_\_\_ Cook: \_\_\_\_\_ Couple: \_\_\_\_\_ Other: \_\_\_\_\_

Live-In: \_\_\_\_\_ Live-Out: \_\_\_\_\_ Days: \_\_\_\_\_ Hours: \_\_\_\_\_ CDL Required: \_\_\_\_\_ Car Needed: \_\_\_\_\_

Car provided? \_\_\_\_\_

Child Care \_\_\_\_\_ Driving Children \_\_\_\_\_ School \_\_\_\_\_ Other \_\_\_\_\_ Errands \_\_\_\_\_ Cook for Child: \_\_\_\_\_

Cook for Adults \_\_\_\_\_ Laundry \_\_\_\_\_ Housekeeping \_\_\_\_\_ Pet Care \_\_\_\_\_ Ironing: \_\_\_\_\_

Do you speak Spanish? \_\_\_\_\_ Amount of English needed? Fluent \_\_\_\_\_ Semi \_\_\_\_\_ None \_\_\_\_\_

Do you live near a bus stop? \_\_\_\_\_ Other Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Before or After taxes? \_\_\_\_\_ For tax advice for In-Home help please visit [www.breedlove-online.com](http://www.breedlove-online.com)  
or call 888-273-3356

Domestic Travel: \_\_\_\_\_ International: \_\_\_\_\_ How Often: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Father's Occupation: \_\_\_\_\_

Living Arrangements: Private Room: \_\_\_\_\_ Bath: \_\_\_\_\_ Phone: \_\_\_\_\_ T.V. \_\_\_\_\_ Other: \_\_\_\_\_

Start Date: \_\_\_\_\_ Begin Interviewing: \_\_\_\_\_ Time: \_\_\_\_\_ Where: \_\_\_\_\_

Previous History with Domestic Help: \_\_\_\_\_

Any Pets? \_\_\_\_\_

Interviewed: \_\_\_\_\_



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## The Nanny's Checklist

- Fire/Police/Paramedics.....911
- Poison Control.....800-876-4766

### Parent's names, address and phone numbers

Mother's Name \_\_\_\_\_ Father's  
Name \_\_\_\_\_

Our Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_ Cell  
Phone \_\_\_\_\_ Pager \_\_\_\_\_

Father's Work Phone \_\_\_\_\_ Cell  
Phone \_\_\_\_\_ Pager \_\_\_\_\_

### Children's Names, Birthdates & Medical Information

Name	Birthdate	Weight	Medical conditions, allergies, medications

### Important Phone Numbers

Pediatrician \_\_\_\_\_ Phone \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Neighbors \_\_\_\_\_ Phone \_\_\_\_\_

Closest Relative \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Room \_\_\_\_\_ Phone \_\_\_\_\_



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## **On-Call Babysitting Services**

### **Who is Buckingham Nannies?**

Buckingham Nannies was founded in 1988 and is Los Angeles County's most trusted and referred nanny agency. Buckingham Nannies and its sister agency, Buckingham Domestic, place professional nannies, nanny/housekeepers and other in-home help in permanent positions. Our on-call division was started out of a strong need for a professional babysitting agency.

### **Qualifications of our on-call babysitters**

In most cases we are able to use fully qualified nannies that have registered with us for permanent jobs. These nannies often have full-time positions during the week and are looking for additional hours in the evenings or on weekends. Or, they may be out of work at the present time and are doing on-call work until they begin work in a full-time position. Our professional nannies must have two or more year's experience working as a nanny, or a combination of nanny and teaching experience. They are fluent in English and drive. The on-call only babysitters need to have a minimum of two years child-related experience. This experience can be part-time. All candidates need to have excellent references that are carefully checked and verified. We require that nannies that will be working with newborns or infants have prior experience with that age group. We can only assure you that your babysitter will have a valid CPR certification and a CLEARED driving & Criminal Record. Nannies that have been placed with a family in the past with Buckingham nannies will also have what is listed above, plus a cleared Trust Line letter (Child abuse registry). Trust line is not a requirement for our on-call ONLY babysitters.

### **What services do we provide?**

We provide temporary babysitters, companions to the elderly, housekeepers and nanny/housekeepers. These positions can be for one time only, or for up to two weeks full-time. Positions that are more than two weeks full-time are handled as a temporary job. Please ask for rates. You can request the same person for multiple times and we will attempt to satisfy your request.

### **What does it cost?**

We have a \$75 registration fee for three months or \$150 for one year. We charge a daily fee of \$25 per day and overnight stays are an additional \$50 per night, in addition to the regular daily fee. The nannies are paid directly by you and make \$15 and higher per hour.

How much notice we need & our cancellation policy

We need to know as early as possible the day before you need our services. An additional charge of \$15 is charged if we are given less than 24 hours notice. We would like to have two or three day's notice, when possible. If your job is cancelled with less than 24 hours notice you will be charged the full agency fee, plus four hours for the nanny.

### **Miscellaneous**

We will try to accommodate you if you would like to meet the person before they start the job. It is up to the nanny to decide if she can meet you prior to working. In general, we are unable to do overnight stays. Availability is limited during the holidays, therefore on-call babysitters ask for \$20-25 per hour.



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## The Babysitter's Checklist

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- Poison Control.....800-876-4766

### Parent's names, address and phone numbers

Mother's Name \_\_\_\_\_ Father's  
Name \_\_\_\_\_

Our Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_ Cell  
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Phone \_\_\_\_\_ Pager \_\_\_\_\_

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Neighbors \_\_\_\_\_ Phone \_\_\_\_\_

Closest Relative \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Room \_\_\_\_\_ Phone \_\_\_\_\_

# Baby Sitting Order

Date: \_\_\_\_\_ Account Executive: Benito Delgado Found us: \_\_\_\_\_

Name: \_\_\_\_\_ Spouse: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Children: \_\_\_\_\_  
Ages and names \_\_\_\_\_

Credit Card Info: Visa MC Amex. Discover Name on card: \_\_\_\_\_ Card # \_\_\_\_\_

Expires: \_\_\_\_\_ Card Code # \_\_\_\_\_ 3 months or 1 year  
(please circle one)

**Billing address:** same as home See below

**(circle one)**

Date Registration Charged: \_\_\_\_\_ Approval #: \_\_\_\_\_

\*\*\*\*\*Please only complete from this line and above and add any personal notes on bottom of form\*\*\*\*\*

Job Start & End: \_\_\_\_\_ Nanny: \_\_\_\_\_

Billed: Date: \_\_\_\_\_ Approval # \_\_\_\_\_ Amount Billed: \_\_\_\_\_

Job Start & End: \_\_\_\_\_ Nanny: \_\_\_\_\_

Billed: Date: \_\_\_\_\_ Approval # \_\_\_\_\_ Amount Billed: \_\_\_\_\_

Job Start & End: \_\_\_\_\_ Nanny: \_\_\_\_\_

Billed: Date: \_\_\_\_\_ Approval # \_\_\_\_\_ Amount Billed: \_\_\_\_\_

Job Start & End: \_\_\_\_\_ Nanny: \_\_\_\_\_

Billed: Date: \_\_\_\_\_ Approval # \_\_\_\_\_ Amount Billed: \_\_\_\_\_

Job Start & End: \_\_\_\_\_ Nanny: \_\_\_\_\_

Billed: Date: \_\_\_\_\_ Approval # \_\_\_\_\_ Amount Billed: \_\_\_\_\_

Notes/Pets/email AND Billing Address if Different from home: \_\_\_\_\_

Email address: \_\_\_\_\_

Membership expires: \_\_\_\_\_



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Thank you for the inquiry regarding our services. Our commitment to every family is to place the highest caliber companion/housekeeper in a timely and professional manner. Our staff members never lose sight that our business is based on placing the finest quality people available. Because of this we have developed a very effective procedure to help assure that the people we place will be responsible, honest, efficient caregivers. The majority of our business comes from referrals of satisfied families.

Over the years we have come to understand that the most important aspect of what we do is to exercise our judgment, along with the reference checking and criminal background reports. Since we reject over fifty percent of applicants, a large part of our success comes from the people you will never meet through us.

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- A copy is made of her identification including: drivers license and proof of legal status to work in the U.S.
- Upon placement a criminal background report is ordered for each county she has lived in for the past seven years.
- A copy of her driving record is provided upon placement. If she does not drive we verify her California ID card with the DMV.
- When she is hired she is enrolled in a CPR class, if she isn't already certified.

### **What Are A Companion/Housekeepers Qualifications And Salaries?**

- Two or more years experience.
- Excellent verifiable references.
- Demonstrated competence in housecleaning and care giving.
- Salaries range from \$600.00 to \$1,000.00 per week, net of taxes. Household help are employees, not independent contractors. Please consult your accountant or a nanny tax preparer for more information.
- Salaries under \$600.00 per week are generally for people that are semi-fluent in English and do not drive.
- Salaries of \$700.00 per week and above are for "full charge" people. They are fluent in English and drive.
- Part-time candidates earn \$15 to \$20 per hour, with a 20 hour per week minimum.
- Employee's salaries are always quoted net of taxes. If you are interested in tax related issues please ask for our brochure from Breedlove & Associates. They are household tax experts.

### **What Is The Agency Fee?**

- There is no charge to engage us in a search. When you hire a person our fee is 15% of their first year's annual gross salary, plus \$130.00 for the TrustLine registration. TrustLine is legally required in California. Our temporary placement fee is the greater of 25% of her salary for the period worked or \$500.

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- Our replacement period is four months from the date of placement of the original employee.
- Our experience is that the need for a replacement is rare. When it is necessary, replacements are given priority over all other placements.
- If your employee is a live-in, it will probably be necessary to provide you with a temporary live-out person until we can find a qualified replacement. As I mentioned before, this is due to the extreme shortage of live-in people.

I hope that this information is helpful and answers your questions. If it doesn't, please call me directly and I will be glad to answer any questions you may have. If you would like to place a job order, please do not hesitate to call, I will be happy to help.

Sincerely,

Benito Delgado  
President



# Buckingham Nannies & Domestic

Putting families & children first...Since 1988

13737 Ventura Blvd.

Sherman Oaks, CA 91423

818.784.6504 310.247

Benito@buckinghamnannies.com

## **Baby Nurses & Doulas**

Thank you for the inquiry regarding our services. We understand that you will be bringing the person you hire into your home and that they will have considerable responsibility over the most important part of your life, your new baby. Our baby nurses must have a minimum of 2 years experience, have a valid drivers license, own a car and speak English fluently. In addition, many of the baby nurses are trained as doulas. Many have a certificate showing completion of a suitable training course in infant care.

Baby nurses duties would normally include mother and baby care, breast and bottle feeding support, maintaining and organizing the nursery, nutritional guidance (for mom), infant massage, mother and baby laundry. It also includes supervision of visitation to ensure mom's proper rest.

Our commitment to every client is to place the highest caliber person in a timely and professional manner. In order to send you the best qualified candidates we thoroughly interview and check each persons references prior to setting up an interview with you. We will give you the references so that you can speak to the families directly.

Baby nurses are charging from \$20 to \$30(higher end is for multiples) per hour for part-time care and \$400to \$450 per day on a 24 hour basis(multiples births are higher).

As you are a valued client, I would like to go over with you some of the important policies of our agency:

- 1) There is no charge to engage us in the search. Our fee only becomes due and payable once our candidate has accepted your job offer. The candidate cannot begin work until our fee has been paid.
- 2) Should you hire a person referred by our agency the fee is 25% of the gross salary, or \$500.00 whichever is greater. The fee is due by credit card upon placement.

We enjoy one of the best reputations in the industry. It is due to our understanding of the importance of what we do, listening to the needs of our clients, and our commitment to excellent service. Please feel free to call me if I can be of further assistance.

Sincerely,

Benito Delgado  
President