

Registration as a Parent

Please complete as much of the form as possible as this will give us a much better indication of the kind of person you want to be responsible for your childcare and enable us only to put forward the most suitable candidates. If you have any questions you can either phone us on **0427 314 091** or visit our website at **www.tinieschildcare.com.au**



SECTION 1 Personal Details

Name/s		
Address		
Contact details	<i>phone</i>	<i>mobile</i>
	<i>e-mail</i>	
Your Occupations		
Do either of you work from home?		
Marital status		

SECTION 2 Requirements

Date when help required.

Seeking a: maternity nanny nanny mother's help other

Permanent or Temporary If temporary, number of weeks sought (1 to 12).

Would you be interested in using Tinies babysitting service? Yes No

Live In seeking someone to live with your family. or Daily

Full Time wanting someone to work at least 5 full days per week. or Part Time.

If Part Time, please specify days and times required.

What are the typical hours your child carer will be required to work?

Do you require your child carer to be qualified? Yes No

What hourly rate will you be offering a nanny? \$

Any special requirements for your nanny? Please tick any that apply.

driving licence own car cooking expertise help with shopping help with housework

non smoker any other please specify.

Please state what characteristics you consider most important in the person who cares for your child(ren).

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SECTION 3 *Lifestyle Questions*

How many holidays do you take in a typical 12 month period?

Would you expect your nanny to accompany you on holiday?

Hobbies and Interests

Please indicate which hobbies and interests you and your family enjoy:

tennis golf rugby sport in general computer games cookery skiing
wines hiking movies cinema theatre opera gardening art beach holidays

SECTION 4 *Your Home*

Please choose the most appropriate description. *Please tick as appropriate*
house apartment townhouse

Garden *Please tick as appropriate*

Yes No

If yes, are there any play facilities in it?

Pets *Please provide details*

SECTION 5 *Live-ins Only*

Please tick as appropriate

Any other comments.

Separate bedroom only
Separate bathroom and bedroom
Self contained flat
Separate TV
Separate phone
Separate kitchen/kitchenette

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SECTION 6 *Your Children*

How many children do you have?	
What are the names and birthdates of the children that your child carer will be responsible for?	
Is there a baby due? If yes, please give date.	

SECTION 7 *Interview Times*

Busy parents are usually more difficult to contact and arrange interviews than nannies. Please indicate the most suitable times for ourselves or potential candidates to contact you.

SECTION 8 *How did you hear about Tinies?*

Signature Date

PLEASE ENSURE YOU HAVE FAMILIARISED
YOURSELF WITH OUR TERMS AND CONDITIONS.

TINIES CHILDCARE TERMS AND CONDITIONS

If you have any queries or questions regarding the terms and conditions then please do not hesitate to speak to your Tinies Nanny Agent direct on 1300 308 872

1. Contract

These terms and conditions shall represent a legally binding contract between the client or employer (the "Client") and the Tinies nanny agency (the "Agency"). The verbal or written instruction by the Client to the Agency to submit suitable Candidates for contact or interview shall constitute acceptance by the Client of these terms and conditions. The term "Candidate" means a person introduced by the Agency.

2. Fees

- (a) Fees are payable by the Client on the acceptance, either verbally or in writing, by a Candidate of a position with the Client. It is the responsibility of the Client to notify the Agency if a Candidate has been offered employment. Fees, at the current rate of the Agency's charges are payable within 14 days from the date of the invoice submitted by the Agency. The Agency reserves the right to charge the Client a 25% surcharge on all accounts not settled within this period.
- (b) Fees are due in respect of each Candidate taking up a position with the Client or as otherwise set out herein. If a Candidate returns to a Client at a future date or if a temporary engagement is extended then the appropriate additional fee shall become payable. In the case of a Candidate returning to a Client, this fee shall be the current full fee chargeable by the Agency for the relevant position, and in the case of a temporary engagement being extended, the fee shall be the difference between the fee actually charged and the fee that would have been charged if the Candidate had been engaged for the whole period. The Client agrees to notify the Agency of a re-engagement or extension of a temporary engagement.
- (c) In the case of temporary positions and unless otherwise agreed the relevant fee is based on the number of weeks initially requested. No refund or reduction from the Agency's current rate will be given if the number of weeks is subsequently reduced. If the temporary period is subsequently extended then paragraph 2(b) above will apply.

3. Confidential Information

All communication, whether written or oral and however communicated, shall be confidential between the parties. Should the Client pass on any information including, *inter alia*, details of Candidates, or recommend a Candidate to a third party resulting in a booking of permanent temporary or part time childcare employment then the Client will be liable for the relevant full fee as if the booking had been made by the Client itself and these terms and conditions shall apply accordingly.

4. Introduction by Third Parties

It is the obligation of the Client to immediately inform the Agency when a Candidate is introduced by the Agency who has already been introduced by a third party. If the Client does not so inform the Agency then it will be presumed that the introduction has been effected by the Agency and the relevant fee will become payable.

5. Liability

The Agency endeavours to provide the Client with only the most suitable Candidates. However the final decision to employ a Candidate is the sole responsibility of the Client and the Agency does not accept any liability for any kind of inconvenience, loss or damage howsoever arising and whether caused directly or indirectly from an act or omission of a Candidate introduced by the Agency. Similarly no warranty is offered in respect of the suitability, honesty, capability or character of any Candidate introduced by the Agency and employed by the Client. Candidates are not the employees of the Agency. The Agency does not exclude or restrict liability for death or personal injury resulting from its negligence.

6. The Tinies Guarantee

If a Candidate who has been confirmed as a permanent placement with the Client either does not start employment, has their employment terminated (in writing) or leaves within 4 weeks of starting employment with the Client then a full refund, excluding a \$150 administration charge, will be given subject to the following conditions:

- (a) the Agency is informed within 2 days of the cancellation of the booking or the termination of the employment;
- (b) the relevant fee has been settled in full within 14 days of the date of invoice;
- (c) the booking has not been cancelled by the Candidate because of unreasonable demands by the Client;
- (d) the employee has not left because of unreasonable working conditions or because of a change in the job description or change in location; and
- (e) the Client is still intending to employ a child carer and the Agency is given 3 weeks to find a suitable replacement.

In the event of dispute between the Client and the Agency regarding the payment of a refund the parties may, at their absolute discretion, refer to the Agency's head office for resolution.

No refund will be given where the Client retains the services of a Candidate, even though the Client considers the Candidate unsatisfactory.

Please Note

We would remind clients that they are legally responsible for their employees Tax and Superannuation payments and for providing a detailed payslip.

ADDITIONAL TERMS AND CONDITIONS FOR PEOPLE USING THE TINIES MATERNITY SERVICE

1. If a Client, who has booked a Tinies maternity nanny, cancels the booking for any reason before the commencement date then the Client will pay the maternity nanny one weeks wages at the agreed rate (and if no rate has been agreed then the rate shall be \$300 per day) and shall pay the Agency 25% of its fee.
2. At the commencement of the booking and on presentation of receipts the Client shall reimburse the maternity nanny all reasonable traveling expenses.
3. If the booking is deferred for any reason then the Client shall pay the maternity nanny 50% of her wages and shall pay the Agency 50% of its fee for each week of the period of deferral.