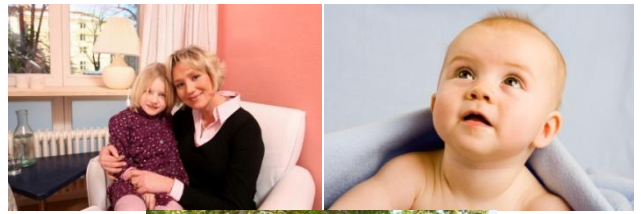




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Hiring a Nanny from Alexandria School: 15 FAQs

Thank you for your interest in hiring a nanny from Alexandria School. We are committed to helping you find a nanny that will fulfill your unique needs. Alexandria School strives for the highest quality in-home child care, and we encourage each of our graduates to exhibit this philosophy. From our nannies to your home, we look forward to creating a successful match between your family and ours.

1. What is Alexandria School?

Alexandria School is a school for nannies and newborn specialists, and The Placement Agency at Alexandria School exclusively places students and graduates from the school's selective programs. Founded by Carolyn Stulberg in 2007, Alexandria School is dedicated to the highest quality in-home child care. With over 30 years of experience in child care education and pediatric care, Carolyn and the staff at Alexandria School are committed to educating and training nannies with a demanding, practical curriculum that will position graduates to be among the best in their profession.

2. Why hire a nanny from Alexandria School?

Our nannies complete extensive, hands-on training in all aspects of in-home child care, including core areas of growth and development, health and safety, creative and educational play, special needs, first aid, CPR, household management and professionalism. Further, our admission requirements include an industry-leading background check, including criminal and sex offender records, credit check, driving record and drug screening, a psychosocial evaluation and an in-person interview, all according to applicable law.

In addition, the placement staff at Alexandria School has an in-depth, personal familiarity with each nanny. Throughout their education, we spend many hours with our students and receive comprehensive feedback about them from their instructors. All of this allows us to have a deep insight into each student's personality and individual strengths when it is time to recommend interview candidates to you. In an industry where turnover is commonly high, our familiarity provides an invaluable advantage toward a successful nanny-family match.

3. What does The Placement Agency at Alexandria School offer?

All-inclusive, personal matching services from Alexandria School provide placement families with confidence through the entire hiring process. We guide you through the interviewing process, and when it comes time to make an offer, we provide customized contract, benefit and tax assistance.

Our support is ongoing for the duration of your nanny's tenure.

4. What are the fees for working with your agency?

There is no fee to register with Alexandria School. We will review your needs and talk with you about our services and what sets Alexandria School, and our nannies, apart from other agencies in the area, free of charge. If you decide to begin reviewing resumes and interviewing nannies from Alexandria School, a one-time, non-refundable recruitment fee of \$200 is due before resumes are submitted for your consideration. We perform a background check on permanent placement families to ensure the safety of our nannies. The screening covers criminal, sex offender, and driving records according to applicable law, and results are kept completely confidential. The cost of the screening is included in the recruitment fee.

Our agency fee is 15% of your nanny's negotiated first-year salary, due only if and when a nanny accepts your job offer. If you hire a nanny from Alexandria School, your \$200 recruitment fee will be credited to the placement fee total. Placement with Alexandria School includes customized contract, benefit and tax assistance, and our support continues for the duration of your nanny's tenure.

5. What if it doesn't work out with our nanny?

We truly feel that all of our graduates are capable, nurturing nannies, and combined with our personalized approach, we expect great odds for success with each placement. However, we certainly understand that despite best efforts, sometimes a match just doesn't work out. The agency fee is refundable for up to 30 days (pro-rated), and we offer replacements, when available, at no additional cost for up to 30 days.

6. Do your nannies live in or live out?

Both! It is becoming more and more common for families and nannies to look for live-out positions, although traditional live-in positions continue to be popular in high-rent areas of the country and when living provisions allow for ample separation between a nanny's work and personal life. Many prospective nannies are open to either living arrangement.

7. If I want a live-in nanny, what living accommodations do I need to provide?

Families generally provide live-in nannies with room and board, including a private bedroom, private bathroom (preferred) and access to three meals each day, laundry, television and telephone. Parking should be discussed in advance.

8. What are a nanny's typical responsibilities?

A professional nanny's primary responsibility is for the care and safety of your children. Depending on the age of your children, care generally includes, but is not limited to, providing stimulating and educational age-appropriate activities both in and away from home; preparing and providing meals for the children; transportation of the children to and from school and/or activities; bathing and dressing the children; doing the children's laundry; picking up and cleaning the children's play and eating areas; communicating regularly with the parent(s) about the activities, status and progress of their children; and disciplining the children according to parent(s) guidelines.

Some nanny candidates may be willing to add an additional duty, such as cooking for the family, light housekeeping, pet care or household management (running errands, scheduling repairs, etc.) for additional compensation. We recommend that any agreed-upon additional duties be limited to those that can be completed without difficulty at times that your children are napping, at school, or otherwise in the care of another adult, while still allowing for meaningful breaks from work. As any parent knows, caring for children is a demanding job, and every full-time caregiver's schedule should allow for down-time during a typical day.

9. What are a nanny's normal job hours, and how long does a nanny usually work for a family?

Flexibility is one of the leading reasons parents decide to hire a nanny to care for their children. Nannies can be part-time, full-time, 20 hours per week or 60. We generally recommend that full-time nannies work no more than 5 consecutive days in a typical week and no more than 12 hours in a typical day. Part-time nannies will often need additional employment (perhaps as a nanny with another family), so it is particularly important to clearly define job hours in advance to allow for more intricate scheduling. It is important also to note federal and state overtime laws for hourly employees; in general, an employee must be paid 1.5 times his/her hourly rate for any hours worked over 40 per week. Aside from these guidelines, a nanny's work schedule is entirely up to you and your nanny!

Nanny contracts typically provide for a mutual one-year commitment with a renegotiation period at the end of each year. That said, many nannies, especially those who have made the investment of attending Alexandria School, are ideally looking for a successful, long-term family relationship.

10. What should I expect to pay a nanny?

Nanny compensation varies widely, and many factors are involved in determining an appropriate pay range. The number and ages of your children, cost-of-living in your geographic location, live-in or live-out accommodations, scope and nature of work expected, number of estimated weekly work hours and the nanny's education level and work experience are the most important. Additional factors include level of employee benefits, as well as family-specific job perks.

For ranges of both live-in and live-out nanny compensation across the country, please refer to the International Nanny Association's *Nanny Salary and Benefits Survey* (<http://www.nanny.org/SalarySurvey>), the most recent and comprehensive study of its kind.

11. What benefits should I anticipate offering a nanny?

Nanny benefits vary, but evidence shows that offering sound job benefits is effective in attracting and retaining talented employees. We strongly recommend following industry standards by offering your nanny employer-based health insurance*, 5 to 15 days of paid vacation per year (depending on your nanny's experience level), 6 to 10 paid holidays per year (depending on the nanny's experience level and your family's schedule), and 3 to 5 days of unpaid bereavement leave per year.

*We can explain various options and provide you with recommendations for professional advisors; costs may be offset by tax benefits

12. Do I need to provide our nanny with a car?

If part of your nanny's responsibilities will include transporting your children, you may consider providing a vehicle for your nanny to use. However, you may also request that a nanny use his/her own car and simply compensate for mileage incurred on the job (\$.565/mile). In this case, car maintenance and insurance requirements will be built in to your employment contract to ensure clean, well-maintained transportation for your children.

13. If I hire a nanny, for what taxes and insurance am I responsible?

When you hire a part-time or full-time nanny, assuming you pay that person over \$1,800* per year, you have an employee in the eyes of the IRS. As a household employer, you are responsible for withholding and paying social security and Medicare taxes, paying federal unemployment tax (FUTA) and withholding federal income tax if the employee asks you to do so. You may also have to pay state unemployment tax, pay or collect other state employment taxes or carry worker's compensation insurance. Some costs may be offset by income tax credits available for child care expenses. We generally recommend using a service specializing in household employment to handle the (often anxiety-inducing and time-consuming) payroll administration, withholdings and quarterly and annual filings, as well as to help take advantage of any tax credits available to your family. We will provide you with more information to get started on the right foot as a household employer. *Wage threshold for 2012

14. What is the process of hiring a nanny from Alexandria School?

You've already taken the first step! You contacted us for more information.

- a. Registration: Please complete and return your registration packet and return it to Director of Operations, Erin Whaley (erin.whaley@alexandria-school.com)
- b. In-person Consultation and Welcome Meeting (optional): After reviewing your completed registration, we will discuss your nanny needs in-person or over the phone. We will outline appropriate pay for the job, requirements of the employer (tax withholdings, etc.), education and screening of each nanny, and will answer any questions you have about hiring a nanny. Depending on your needs, and availability of our nannies, we may not always be able to assist you in finding a nanny.

- c. Interviewing: If you would like to review resumes, a \$200 recruitment fee is due before resumes are submitted for consideration. We will provide you with information about each nanny candidate who fits your family's requirements. You decide whom to meet, and we help arrange interviews with those candidates at your convenience. We suggest at least 2 interviews with nanny candidates with the second interview taking place in your home. At least a portion of one of your meetings should be arranged without children in the room to allow for concentrated discussion of important issues.
- d. Hiring: Once you have made a decision to offer employment to one of our nannies, we provide an Employment Agreement for you to finalize with your nanny, as well as a Placement Fee Agreement between Alexandria School and your family. When your job offer is accepted, the agency fee, 15% of your nanny's first-year salary, is due to us (your \$200 recruitment fee will be credited to your placement fee total).
- e. Continued Support: Alexandria School's commitment to you and our nannies is ongoing for your nanny's tenure with your family.

The entire process of hiring a nanny may take as little as 2-3 weeks, although more comfortably in 4-6 weeks. In general, we suggest starting as soon as you know you want a nanny, as the demand for nannies is strong, and many get hired far in advance of their start date. Until a job offer is made and accepted, we cannot guarantee the availability of our nannies.

15. I'm interested. Now What?

We're thrilled that you're interested in hiring a nanny from Alexandria School! If you haven't already, please call or email Erin Whaley, Director of Operations, anytime with questions or to schedule a visit to our school: (440) 914-0044 or erin.whaley@alexandria-school.com. When you're ready, simply send us your completed registration packet and we'll contact you promptly to continue the process.