

Hopes and Dreams
Nanny and Babysitting Agency



**Attending Parents
Information
February 2011 – January 2012**

Bookings: 020 7833 9388

Email: babysitters@hopesanddreams.co.uk

**HOPES AND DREAMS
Babysitting Service**

Hopes and Dreams Babysitting Agency have an excellent reputation for providing a first class babysitting service for parents in the London area.

Hopes and Dreams supply professional nannies and babysitters for both day and evening work. Personally interviewing and reference checking each member of staff ensure an exclusive service, and a detailed profile of each member can be provided prior to appointment. Security is of paramount importance to us and we work very closely with all police databases and information held under s.142 of the Education Act to ensure the highest standards are maintained at all times.

We have an excellent nanny, mothers help and maternity nurse service. We introduce suitable candidates for you to interview and employ on terms agreed by yourself and the carer. If, however, your week is fairly unstructured and you need staff on an adhoc basis, the Babysitting Agency will be more suited to your needs. Please call the Agency to discuss your requirements further.

All our sitters/carers are required to have previous experience in childcare and in most cases, members will be from a nursing profession, medical students or qualified NNEB nannies or teachers.

Booking Information

Bookings can be made through our office by email at babysitters@hopesanddreams.co.uk, or telephone 020 7833 9388. Sitters can be found at short notice, but it is preferable to have as much notice as possible to ensure we find the right person for your needs.

We always recommend a Professional Nanny for children under the age of 2 years.

Important Information

Please ensure that you provide a meal for your sitter if the booking exceeds 5 hours.

For all babysitting requirements, sitters will arrive ten minutes early to discuss your requirements and any special instructions. Please give them as much information as possible to assist with your needs. It would also be helpful if you could give them an approximate time of return, and to let them know if you will be delayed.

Please ensure you leave at least 2 contact telephone numbers with the babysitter in case of an emergency.

Terms and Conditions

Booking Confirmation

We will confirm your booking as soon as a Babysitter/Nanny has been appointed.

Cancellations and Alterations to Bookings

A Change of booking fee of £8.50 will apply if you change a booking after a babysitter has been allocated and confirmed. If you cancel with less than 24 hours notice (48 for Bank and Public Holidays) the minimum 4-hour charge will apply.

Contact Numbers

Please ensure that you leave at least two contact numbers with your Sitter, in case of emergency. One of these should be your mobile number.

Travelling Expenses

Our Sitters are responsible for their own travel to the booking and return home before 10.30pm. For bookings finishing at 10.30pm thereafter, or in cases where there is no reasonable public transport, arrangements will need to be made and paid for. In the interests of safety, if a black cab is unavailable, a mini cab should be ordered through a reputable local company.

Fees

For regular babysitting appointments, a monthly fee of £20 is payable to the Babysitting Agency. This covers up to five bookings per month. For six or more bookings per month, a fee of £25 is payable. Payment for the assignment is made directly to the sitter, with a minimum of 4 hours charge. Please note that for each booking placed with less than 24 hours notice £8.50 will be added to your monthly payment.

	Nannies	Babysitters
Monday to Friday		
8am – 7pm	£7.00 per hour	£6.50 per hour
7pm – finish	£7.50 per hour	£7.00 per hour
Saturday and Sunday		
8am – 7pm	£8.00 per hour	£7.50 per hour
7pm – finish	£9.00 per hour	£8.00 per hour

Rates are **doubled** for Bank Holidays and Valentines Day. **Special Rates** apply for Christmas, New Year and Easter. Please contact the Agency for further details.

Babysitting Registration Form

Registration Agreement

I wish to register with the Hopes and Dreams Babysitting Agency.

I have read, understood, and agree to the terms and conditions of the Hopes and Dreams Babysitting Agency outlined in this brochure.

I understand that a £20 or £25 monthly registration fee will be added to the Nursery School's monthly fee by direct debit for a minimum of 6 months. A full month notice must be given in writing to cancel the subscription to the Babysitting Agency. Once a registration has been cancelled, there will be a £25 admin charge for families wishing to re-register within the first 6 months following the cancellation.

I have completed the Information Form for Babysitting, providing my child's details and requirements.

If I decide to offer permanent or temporary employment to any babysitter/nanny or staff member associated with Hopes and Dreams, who has been introduced to me by Hopes and Dreams Babysitting Agency, I agree to being charged the appropriate placement fee.

Signed: _____ Date: _____

Full Name: (please print) _____



Information Form for Babysitting

This form is designed to help our babysitters respond to the needs of your children. Please give us any information you feel is relevant to help them build a relationship in the short time they are together.

	Name of Child	DOB	Gender
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Mother's Name: _____

Father's Name: _____

Address: _____

Home telephone: _____

Mother's Work/Mobile: _____

Father's Work/Mobile: _____

Emergency Contact: _____

Preferred contact for text alerts and information: _____

Email address: _____

Ethnic Religion/background: _____

Bedtime routine/time: _____

Mealtime routine/time: _____

Medication requirements: _____

Allergies: _____

Any other Information: _____

Please give details to the nanny/sitter of food, television and areas of the house available to him/her.

Thank you for taking the time to complete this form.

Signed: _____

Full Name: (please print) _____

Address: _____

Date: _____

Where did you see our advertisement? _____



Montessori Nursery School

339-341 City Road
London EC1V 1LJ

Email: city@hopesanddreams.co.uk

Website: www.hopesanddreams.co.uk

Telephone: 020 7833 9388

Fax: 020 7837 5517

Nanny and Babysitting Agency

Email: babysitters@hopesanddreams.co.uk

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