



# BRITISH AU PAIR AGENCY

Hill Hub; 1A; Highfield Road Dartford, Kent, DA1 2JH  
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 E-mail: [britishaupairs@yahoo.com](mailto:britishaupairs@yahoo.com)

Dated as postmark.

Dear family,  
 Au pair/Mothers' Help Placement

British Au Pair Agency is an au pair, nanny and mothers' help agency in Dartford, Kent, which offers families a prompt, tailored and professional childcare placement service. Understanding the needs of each individual family is of great importance to us. Through our caring, smart and efficient matching process, we hope to bring children, parents and carers together in a satisfying, happy relationship.

By offering a professional and exclusive service for families, nannies, mothers' helps and au pairs, our ultimate mission is to find the ideal one-stop childcare solution for our clients within days! We are proud to say that our au pair, nanny and mothers' help clients and candidates come to us through word of mouth and personal recommendation.

British Au Pair Agency is accredited and recommended by the reputable partners. FINDING YOU THE RIGHT CHILD CARER — We have many au pairs, au pair couples, mothers' helps and drivers who are good cooks and are ready to start ASAP. All are from EEC countries only!

- At British Au Pair Agency, we:

- \* Assess and understand your childcare needs and family background
- \* Present well-chosen and fully vetted candidates
- \* Provide comprehensive information on candidates to help your family's decision
- \* Offer a prompt & tailored service to all clients
- \* Support families before and after placements
- \* Offer a placement guarantee of up to 12 months

*We are sure that after reading through the terms and conditions of business, you will be happy to join our agency. To register, complete the Family Application Form and return it to us via email. On receipt of your completed application form and a £60 registration fee, we shall endeavour to assign an au pair who will be compatible with your family requirements.*

*We require the following documents if you would like our agency to place an au pair, mothers' help or au pair couple with your family:*

*A completed Family Form in our Agency Pack*

*A Dear Letter to the au pair or mothers' help*

*A £60 registration fee (see bank details below)*

*Family photo (just one or two pictures showing the entire family)*

*Once you have accepted an au pair, the placement fee becomes payable immediately. We only accept money orders from the Post Office or payment directly into our bank account. We always assure you of our best intent.*

Yours sincerely,  
 Mr Samuel Brown

Snr Consultant

## Registration Slip

*I/We wish to register with British Au Pair Agency. I/We understand that as soon as you receive the registration form with the registration fee of **£60** and a completed form you will send **details of au pairs for selection**. (Registration fee can be made through bank transfer into: **BARCLAYS BANK** Sort-code 20-54-25; Account Number;60511625; Name **British Au Pair Agency**)*

Family Name (Wife)	Family Name (Husband)
Email:	Mobile:
Address:	
Signed:	Date:



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## FAMILY APPLICATION FORM

### YOUR DETAILS

SURNAME (WIFE/PARTNER):	FIRST NAME (WIFE/PARTNER):
SURNAME (HUSBAND/PARTNER):	FIRST NAME (HUSBAND/PARTNER):
ADDRESS	
HOME TELEPHONE NO.:	HOME FAX No.:
OFFICE TELEPHONE NO.:	OFFICE FAX NO.:
OCCUPATION (WIFE/PARTNER):	AGE (WIFE/PARTNER):
OCCUPATION (HUSBAND/PARTNER):	AGE (HUSBAND/PARTNER):
NATIONALITY & RELIGION (WIFE/PARTNER):	
NATIONALITY & RELIGION (HUSBAND/PARTNER):	
CHILDREN NAME, AGE AND SEX:	
FAMILY/HOBBIES/INTERESTS:	
FAMILY PETS:	

### TYPE OF AU PAIR (Please tick)

REGULAR	PLUS
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### TYPE OF STAY (Please tick)

SEMI-PERMANENT	PERMANENT	SUMMER/TEMPORARY
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### WEEKLY POCKET MONEY

– £180.00	£200 – £350	OTHER/M.H/NANNY
<input type="checkbox"/> Au Pair	<input type="checkbox"/> Mothers' Help	<input type="checkbox"/> £350 – £600 Weekly/Ext. Tax, Pension contribution; Salary PA; £27K

### DESCRIBE YOUR HOME:

DESCRIBE THE AU PAIR'S ACCOMMODATION (own room, own bath, TV, etc.) \_\_\_\_\_

### IS THERE A BICYCLE FOR THE AU PAIR?

☐ Yes

☐ No

NEAREST TOWN:	DISTANCE FROM HOUSE:
NEAREST AVAILABLE PUBLIC TRANSPORT:	DISTANCE FROM HOUSE:
NEAREST SHOPPING AREA:	DISTANCE FROM HOUSE:
DISTANCE TO ENGLISH CLASS:	DISTANCE TO CHURCH:
DISTANCE TO THEATRE:	DISTANCE TO CINEMA:

### YOUR PREFERENCES

WHAT GENDER AU PAIR WOULD YOU PREFER?	FEMALE/MALE (Cross out as appropriate)
DO YOU NEED AN AU PAIR WHO CAN DRIVE?	YES/NO/DON'T MIND (Cross out as appropriate)
IF YES, IS YOUR CAR AUTOMATIC?	YES/NO (Cross out as appropriate)
DO YOU PREFER A NON-SMOKER?	YES/NO/DON'T MIND (Cross out as appropriate)
EARLIEST START DATE:	LATEST START DATE:
LENGTH OF STAY? 0–3 MONTHS/12 MONTHS PLUS (Cross out as appropriate)	

### REFERENCES

Please give the name and address of one person outside your family to whom the agency can apply to for a personal reference.

Name: .....

Address: .....

.....

Telephone Number: ..... Fax: .....

**AGREEMENT:** I have read and accepted the terms and conditions of business as specified in the brochure. I understand and accept the au pair/nanny/mothers' help introduced to me by British Au Pair Agency will be treated as a member of the family. I understand that if my au pair/nanny/mothers' help's stay with me is extended, I must inform the British Au Pair Agency immediately and that I am liable to pay any difference in fees arising from such an extension.

Signed: ..... Date: .....20\_\_\_\_\_



# British Au Pair Agency

## Weekly Timetable of Family Childcare/Household Duties

(To help you prepare for the normal weekly routine in our family, we have prepared the following timetable. It is, however, only a guideline as to a typical week with us and could change considerably.)

Au Pair Duties		
Day of the week	AM	PM
Monday/Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Number of babysitting evenings per week: \_\_\_\_\_

Free days per week: \_\_\_\_\_

Domestic help employed: \_\_\_\_\_

Name of host family: \_\_\_\_\_

Date: \_\_\_\_\_



# British Au Pair Agency

## TERMS AND CONDITIONS OF BUSINESS

### 1. TERMS OF PAYMENT

Placement fees become payable immediately upon acceptance of our services. No au pair/nanny can be sent to your home unless all fees have been paid. Once you have accepted an au pair/nanny for a given period of time, any invoice raised already can be changed but British Au Pair Agency will charge a **45%** administration cost.

### 2. METHOD OF PAYMENT

Payment may be made by BACS bank transfer into the agency's account (no personal cheque accepted).

### 3. PAYMENT TO AU PAIR/NANNY

A regular au pair must be paid a minimum of £180 per week after working 25 -30 hours per week and a nanny/Mothers help must be paid £250—£600 depending on the weekly hours of work.

### 4. TERMINATION

In the event of a host family or au pair/nanny wishing to terminate their agreement, either party must give each other at least **14 days' notice** and inform British Au Pair Agency of their decision. In the event of serious misconduct by the au pair/nanny or the host family, either party shall be entitled to terminate the engagement with immediate effect. If the au pair/nanny's departure is a result of misconduct on the part of the family, the agency has no obligation to replace the au pair or nanny.

### 5. APPRAISAL SCHEME

British Au Pair Agency encourages families to use our informal appraisal system after the 4<sup>th</sup> or 5<sup>th</sup> week, first quarter and six months. This helps to identify any matters of concern that the au pair/nanny or host family might need to discuss together.

### 6. REPLACEMENT GUARANTEE

If an au pair/nanny proves to be unsuitable, British Au Pair Agency undertakes to provide an alternative au pair/nanny at no further charge. The agency will need one to three weeks to arrange the replacement. If the host family wishes to cancel at this stage, British Au Pair Agency will refund the host family the full fee minus the **45%** administration cost.

### 7. EXTENTION OF AU PAIR/NANNY

Should an au pair/nanny's stay be extended, the agency must be informed immediately. The family will be liable to pay the difference in fee between one category and the next.

### 8. HOLIDAY

A week's holiday shall be offered to the au pair/nanny during a six-month period of living with the host family. Weekly pocket money should be paid as normal.

### 9. AU PAIR/NANNY BOOKING PROCEDURE

#### STEP 1:

An enquiry is made in response to the advert on Gumtree/Au Pair.com and other sites. The agency will post or email the Family Application Pack to the host family and will call to see if the enquirer has received the Information Pack. The agency will explain to the enquirer the au pair/nanny procedure in full.

#### STEP 2:

The client's Family Application Form and non-refundable registration fee should be returned to the office via bank transfer

#### STEP 3:

The agency will send by post or email three suitable au pair/nanny profiles for the client's consideration. After the host family has chosen a suitable au pair/nanny, the host family will write an Invitation Letter. The host family will contact the au pair/nanny by telephone and interview her/him for suitability purposes. British Au Pair Agency will send or email the Family Invitation Letter, family

details and our Agency Invitation Letter to the British Embassy for the au pair to collect their Au Pair visa.

#### **STEP 4:**

After confirmation of the arrival date of the au pair/nanny, the agency will contact the client regarding the progress and give the family the date of arrival and flight details. The placement fee is due within four days of the arrival of the au pair/nanny, or the agency shall place the au pair with another family. It is the duty of the host family to pick up the au pair/nanny from the port of entry (airport, bus station, etc.)

**Note:** The agency has a pick-up system arrangement with a taxi firm to take your au pair/nanny from the airport/bus station to your house. This will be charged at £100 if it is within London and £250 if outside London.

#### **STEP 5:**

Upon arrival at the host family's home, the host family must explain the duties to the au pair/nanny and also detail the green card registration, au pair's English School, arrangement for free days and light housework duties, etc.

### **10. PLEASE TAKE NOTE OF THE FOLLOWING**

1. The au pair/nanny will only work the agreed hours of work. The au pair/nanny will only babysit for 2/3 evenings per week.
2. The au pair/nanny will help the host family with light housework. The au pair/nanny will look after the child(ren) assigned to her/him.
3. The au pair/nanny will be treated with respect and the au pair/nanny will also respect the host family. The au pair/nanny should have the host family's permission before bringing friends home or using the host family telephone.
4. The au pair/nanny will not share a room with any other member of the family. The au pair/nanny's weekly pocket money will be given at the end of each week.
5. The au pair/nanny will respect the host family by not coming to the host family's home late at night or coming home drunk.
6. The au pair/nanny will eat with the host family. The host family is responsible for the safety of the au pair/nanny. The host family must inform British Au Pair & Nanny Agency of any misunderstanding.

#### **OUR FEES:**

BRITISH AU PAIR AGENCY 2022–2023

#### **July 2023-July 2024**

Agency Fees/Placements Agency fee

Registration fee (non-refundable):	£60
Adult au pair: Care)	£800
Summer au pair (2/3 months):	£250
3–4 months mothers' help:	£350
1 year au pair:	£450
1 year mothers' help:	£520
1 year nanny:	£700
1 year au pair couple:	£850

#### **BANK TRANSFER**

Banker; Barclays Bank

SORT CODE:20-54-25

ACCOUNT: **60511625**

Account Name:

**British Au Pair Agency**

Ref: Family name

Thank you,

MANAGEMENT

**I have read and accepted the terms and conditions of business as specified.**

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_