



English Nannies & Governesses, Inc.

Founded 1984

Thank you for expressing an interest in hiring a graduate of English Nanny & Governess School (ENGs). English Nanny & Governess School has earned the accolade of being the leader in America for professional child care. For the past 28 years, we have successfully provided quality childcare for America's families.

Dedicated to maintaining a standard of excellence, ENGs is licensed and approved by The Ohio State Board of Career Colleges and Schools. ENGs is a founding member of the American Council of Nanny Schools and a charter member of the International Nanny Association.

For your assurance, please know that we have conducted thorough screening of the students. To be eligible to attend English Nanny & Governess School, applicants must be citizens of the United States, have experience working with children, undergo an in person psychological sociological assessment, and provide five professional letters of recommendation. Additional requirements include:

- US passport
- National clearance provided by the Federal Bureau of Investigation (FBI)
- Clearance from the State Bureau of Criminal Investigation (BCI)
- Local police clearance
- Driving records from the Department of Motor Vehicles (DMV)
- Academic transcripts
- Physical examination with TB test

For the safety of your children, all graduates during their tenure have earned certification in:

- Infant, child and adult Cardio Pulmonary Resuscitation (CPR)
- Standard First Aid- AED, Epi Pen
- AAA Defensive Driving
- NCSA Newborn Care Specialists

Our graduates are career Certified Professional Nannies (CPN) and those with Baccalaureate degrees or higher are Certified Professional Governesses (CPG). All are NCSA newborn care specialists. ENGs Curriculum prepares students to educate and nurture children from birth through adolescence.

Our curriculum prepares graduates to enrich your child's life through intellectual, cultural, and cognitive development. We believe that children should be constantly challenged to reach higher levels of innovation, imagination and intellectual curiosity through stimulation and nurturing. The services of our staff and faculty are always available to you for ongoing support. We welcome you to join our register of satisfied clientele.

Thank you for your consideration.

Bradford C. Gaylord, COO



Placement Procedures

- 1 To be listed on our national register of clientele, please complete and return the enclosed application to our office via facsimile (440-247-0602), e-mail (placement@nanny-governess.com), or U.S. mail. The \$350.00 registration fee may be paid by Visa, Master Card, American Express or Discover. For verbal submission of the credit card number, please call 440-247-0600.
- 2 Upon receipt of your application, the Director of the Placement Department will contact you to discuss your requirements and expectations.
- 3 We present your application to students currently enrolled in our program and our pool of available graduates.
- 4 Portfolios of qualified students and graduates will be presented for your review via e-mail or facsimile.
- 5 The Placement Department will coordinate telephone interviews between you and the candidates you have selected.
- 6 When you have selected your candidate or candidates, an in-home interview is recommended. This is an opportunity for you to meet the prospective candidate and evaluate how they interact with your children and family. You determine whether they meet your requirements for the position. We also invite clients to visit the English Nanny & Governess School and conduct interviews with current students and area graduates.
- 7 Offers of employment are made directly to English Nannies & Governesses, Inc. The average Nanny/Governess work week ranges between 40 to 50 hours. Compensation ranges from \$15.00 to \$35.00 plus per hour. Health Insurance, two weeks of paid vacation per year, and withholding of all mandatory taxes are required benefits for full-time positions.
- 8 Upon acceptance of the position by the candidate, a placement fee is due to English Nannies & Governesses, Inc. The placement fee is 15% of the annual compensation for domestic placements, and 20% of the annual compensation for international placements.
- 9 English Nannies & Governesses, Inc. will assist in negotiating a contractual agreement between you and your new governess or nanny.
- 10 If, within the first sixty (60) days, the placement is deemed unsuitable and you have implemented the recommended contractual agreement, English Nannies & Governesses, Inc. will offer a replacement.



Faculty

SALLY WILSON (Ph.D., Psychology, Purdue University, M.S.) Past Chair of the Ethics Board of the Ohio Psychological Assn. and Past President of both Ohio Women in Psychology and The Cleveland Psychological Association. Private clinical practice. Adjunct Faculty John Carroll University.

SUNNY LURIE (Ph.D. The Fielding Institute, M. Ed. Cleveland State University, B.S. University of Texas) Owner, Advanced Performance, Inc.

ANITA M. EDDIE (M.S.S.A. Case Western Reserve University, M.A. Ursuline College, B.A. Cleveland State University)

ANNMARIE SMITH (R.N., B.S.M., M.A. Cleveland State University) Clinical Instructor-Department of Nursing Education and Research Cleveland Clinic.

MARIA KAISER (M.Ed. - Cleveland State University, BA) Hanna Perkins Center - Child Development.

LAURA SIMNA (M.M. Violin Performance, The Ohio State University, M.A. String Pedagogy, The Ohio State University, B.A. Music, Case Western Reserve University,) Instructor of Music, The Music Settlement, Cleveland OH

WILHELMENA F. HOLMES (B.S. Savannah State College) Certified Educational Media Specialist, Former Children's Librarian, Laurel School for Girls, Shaker Heights.

LUCILLE GALLAND (R.D., L.D. B.S. Nutrition Case Western Reserve University) Registered Dietitian, Licensed Dietitian, Nutrition Instructor for diet modifications.

SHEILAGH ROTH (B.A., Art History, Case Western Reserve University) Founder and Executive Director, English Nanny & Governess School. President, American Council of Nanny Schools. Board Member International Nanny Association.

KATHY VENCL (Kent State University) Cofounder: P.E.N.D., Instructor, Studio Arts, Children's Art Education, Chagrin Valley Art Center.

CATHERINE HOLLOWAY (BA Franklin University) Certificate Etiquette Institute of St. Louis. President Etiquette Consulting Services

PATRICK MALONE Licensed International Personal Safety Instructor; Navy Seals; Kidnap prevention agent (women and children); Fugitive Recovery; Government Law and Military Enforcement; Survival Tactics/Security Consultant to politicians and celebrities.

NORA STANTON Proprietor Owner, Stanton Stables

CAPTAIN JOHN CHERNY U.S. Coast Guard Auxiliary

LIEUTENANT RYAN SHORR EMT-P, Fire Safety Inspector, Fire Instructor, Education Coordinator

PAT BUCKHOLD (R.N., B.S.N.) Director, Children's Program, The Cleveland Sight Center

SHANNON BALLOG Pediatric Dental Hygienist

MARGARET DUFF (M.A., CCC/SLP) Speech Therapist CWRU Cleveland Hearing & Speech Center

PAMELA HIMES (M.Ed., Lake Erie LISW)

COURTNEY GRAVENS (R.N., M.S.N, C.P.N., C.P.O.N.) Cleveland Clinic Staff

LORI COOK (B.S.) AAA Safety Advisor

JOE SABO Organics at Mustard Seed Market



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Curriculum

CHILD GROWTH, BEHAVIOR, AND DEVELOPMENT

| <i>COURSE TITLE</i> | <i>HOURS</i> | <i>INSTRUCTOR</i> |
|--|--------------|-------------------|
| Childhood Development (birth to age 2): Focus on Bonding, Attachment and Separation | 8 | Shari Nacson |
| Child Development (ages 2 to Adolescence): Developmental Issues of Young Children | 20 | Sally Wilson |
| Children with Special Needs | 2 | Courtney Gravens |

CULTURAL ENRICHMENT:

| <i>COURSE TITLE</i> | <i>HOURS</i> | <i>INSTRUCTOR</i> |
|---|--------------|----------------------|
| Early Childhood Literature, Language and Communication | 18 | Wilhelmena F. Holmes |
| Art Appreciation • Cleveland Museum of Art | 2 | Kathy Vencl |
| Creative Play: Stimulating Imagination | 20 | Maria Kaiser |
| Studio Art: • Chagrin Valley Arts Center Painting, Pottery, Sculpture, Papier Maché | 18 | Kathy Vencl |
| Music Appreciation: Music in the Life of the Young Child | 12 | Laura Simna |

EXPERIENTIAL EDUCATION:

| <i>COURSE TITLE</i> | <i>HOURS</i> | <i>INSTRUCTOR</i> |
|--|--------------|-------------------|
| History of Civilization • Cleveland Museum of Natural History | 2 | Staff Instructor |
| Animals of the World • Cleveland MetroParks Zoo | 2 | Maria Kaiser |
| Introduction to Science and Play • The Children's Museum of Cleveland | 2 | Staff Instructor |
| Exploring Nature and the Environment Holden Arboretum | 2 | Staff Instructor |

CHILD CARE:

| <i>COURSE TITLE</i> | <i>HOURS</i> | <i>INSTRUCTOR</i> |
|---|--------------|----------------------|
| Life Saving Techniques • American Red Cross <i>CERTIFICATION: Standard First Aid, Adult, Infant, Toddler and Child Cardiopulmonary Resuscitation, Defibrillation, Heimlich Maneuver, Emergency Care, Poison Prevention, and Epi Pen</i> | 12 | Red Cross Instructor |



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| | | |
|--|--|--|
| Infant Care Childhood Diseases, Prenatal & Postnatal Care <i>CERTIFICATION: Newborn Care Specialist</i> | 12 | AnnMarie Smith |
| Nutrition: Foundation for Developing Lifetime Healthy Dietary Patterns, Cooking for Children | 24 | Lucille Galland |
| Awareness of Hearing Issues and Speech Development | 1 | Margaret Duff |
| Awareness of Visual Issues | 1 | Pat Buckhold |
| Awareness of Child Abuse | 3 | Shari Nacson |
| Pediatric Dentistry | 1 | Jody Ress |
| Infant Massage | 2 | Kathy Donoho |
| Safe Household Products • Village Herb Shop | 1 | Kathleen Gips |
| Organic Foods • Mustard Seed Market | 1 | Joe Sabo |
| | | |
| PERSONAL PROTECTION, SAFETY AND SECURITY: | | |
| <i>COURSE TITLE</i> | <i>HOURS</i> | <i>INSTRUCTOR</i> |
| <i>CERTIFICATION: AAA Driver Awareness, Automobile Safety and Car Seats</i> | | |
| • American Automobile Association Headquarters Martial Arts: Situational Self Defense, Women and Children Personal Awareness and Child Security Police Security Services • Hunting Valley Police Dept. Fire Safety • Chagrin Falls Fire Dept. Traveling with Children Water Safety and Rescue • Orange School Pool Boating Safety Equestrian Safety • Stanton Stables | 10 16 2 1 1 2 1 2 | Lori Cook Bradford Gaylord Patrick Malone Officer Ryan Shorr Sheilagh Roth Sandra Andrews John Cherny Nora Stanton |



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PROFESSIONALISM:

| <i>COURSE TITLE</i> | <i>HOURS</i> | <i>INSTRUCTOR</i> |
|---|--------------|-------------------|
| Placement, Employment Protocol, Procedures and Resume Writing | 14 | Bradford Gaylord |
| Professionalism Protocol, Travel | 15 | Sheilagh Roth |
| Interpersonal and Intrapersonal Relations | 11 | Sunny Lurie |
| Etiquette and Social Skills | 7 | Sheilagh Roth |
| The Role and Duties of the Nanny/Governess | 1 | Visiting Alumni |
| Selecting Children's Clothing | | |
| ● Saks Fifth Avenue | 1 | |
| Banking and Tax Responsibilities | 1 | Christopher Green |
| Insurance Options | 2 | Nykole Morgenroth |
| Sewing Repairs | 1 | Denise Hudak |

PRACTICUM:

| <i>COURSE TITLE</i> | <i>HOURS</i> |
|--|--------------|
| ● Infant/Toddler Application of Classroom Theory | 100 HOURS |

● - Indicates Off Campus Site



English Nannies & Governesses, Inc.

Client Application

Date: _____

Name: _____
(First) (Middle) (Last)

Spouse: _____
(First) (Middle) (Last)

Address: _____
(Street) (City)

(State) (Zip Code) (Country)

Nearest Major City: _____ County: _____

Home Phone: _____ Mobile Phone: _____

Spouse Mobile Phone: _____ Fax Number: _____

Email: _____ Skype ID: _____

Your Profession: _____
(Title) (Company)

Business Address: _____
(Street) (City)

(State) (Zip Code) (Country)

Business Phone: _____ Fax Number: _____

Spouse's Profession: _____
(Title) (Company)

Business Address: _____
(Street) (City)

(State) (Zip Code) (Country)

Business Phone: _____ Fax Number: _____



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Family Information

Child's Name: _____ M F Age _____

Child's Name: _____ M F Age _____

Child's Name: _____ M F Age _____

Child's Name: _____ M F Age _____

Newborn Due Date: _____ / _____ / _____
(Month) (Day) (Year)

When will the position commence? _____

Will this be a Resident (live-in) Position? Yes No

Private Accommodations within the Residence (check below) Yes No

Bedroom Bathroom Sitting Room Kitchen Additional

In what type of community do you live? Urban Suburban Rural

Will there be an automobile available during working hours? Yes No

Is travel associated with this position? Yes No

Location: _____

Does your family maintain other residences? Yes No

Location: _____

Do you employ other household help? Housekeeper Driver Chef Personal Assistant

Do you have any pets? Yes No Type: _____

Do you now, or have you ever employed a Governess/Nanny? Yes No

Are you currently working with any services? Yes No

What salary range are you considering? _____



Individual Information

Please describe your spouse's personality: _____

What are your family's lifestyle and interests? _____

What type of personality do you seek in a Governess/Nanny? _____

Please list any special skills or abilities you are looking for in a Governess/Nanny: _____

How did you learn about English Nanny & Governess School? _____



Payment Information

To begin processing your application we require a \$350.00 Non-refundable registration fee accompanying this application. Please supply us with your mastercard, visa, american express, or discover information. The application fee is valid for one year from the date of registration.

Date: _____

Client Name: _____

English Nannies and Governesses, Ltd., will accept the following credit cards:

MASTERCARD VISA DISCOVER AMERICAN EXPRESS

Name on Credit Card: _____

Amount Charged: _____

Credit Card Number: _____ Expiration Date: _____

Authorized Signature: _____

Credit Card Billing Address: _____

The undersigned hereby agrees that the salary negotiated with the governess/nanny be within a range of \$600 to \$1,200 per week, 52 weeks per year. Upon hiring a governess/nanny from English Nannies & Governesses, Inc., I agree to pay English Nannies & Governesses, Inc. 15 percent of the placement fee of the annual salary hereinabove agreed to.* The undersigned understands that the negotiated salary can exceed the minimum salary. Health Insurance, the withholding of all legally required taxes, and two weeks of paid vacation are required benefits. The placement fee is due immediately upon acceptance of the position by the governess/nanny. For any services performed by the applicant referred by English Nannies & Governesses, Inc., a full placement fee will be assessed. Placement Fees are non-refundable. Upon a Governess/Nanny accepting your position, a wire transfer for the placement fee is required within 24 hours. Only then will the Governess/Nanny be removed from the interviewing pool. I understand that the governess/nanny will continue interviewing with other clients until the placement fee is received by English Nannies & Governesses, Inc. Employers referring names and addresses of English Nanny & Governess School students/graduates introduced to them by English Nannies & Governesses, Inc. to other possible employers will be responsible for the full placement fee resulting from such engagement. If, within the first sixty (60) days, the placement is deemed unsuitable, English Nannies & Governesses, Inc. will offer a replacement through the optional warranty. UPON A GOVERNESS/NANNY ACCEPTING YOUR POSITION, THE PLACEMENT FEE WILL BE PAID BY PERSONAL CHECK OR MONEY TRANSFER WITHIN 48 HOURS. WE WILL THEN REMOVE THE GOVERNESS/NANNY FROM THE INTERVIEWING POOL.

Signature: _____ Date: _____

*International Placements will incur a 20% placement fee.

Please enclose a photograph of your family and
submit this application via fax, e-mail or mail to:

English Nannies & Governesses, Inc.
37 South Franklin Street
Chagrin Falls, Oh 44022

Phone: 440-247-0600 fax: 440-247-0602
placement@nanny-governess.com

