



TERMS OF BUSINESS

These terms and conditions govern the business relationship between: Mini Nanny Agency ABN 69613298061 AND you the CLIENT named below.

1. Mini Nanny Agency is a referral / introduction agency which does not enter into contracts of employment with Nannies.
2. Mini Nanny Agency refers selected Nannies to clients and those clients enter into employment with those Nannies.
3. Online Family Registration Form and Terms of Business are required to be signed and returned to Mini Nanny Agency prior to permanent Nannies being referred. Please note we will not start our search until we have received these forms and payment of the 50% deposit. Please note retainers are to be paid in full.
4. Mini Nanny Agency is not responsible for any compensation or public liability insurance cover for the Nannies. It is a requirement of employment that Domestic Workers Compensation Insurance be arranged directly by the client. Contact WorkSafe QLD on 1300 362 128 for further information or visit www.worksafe.qld.gov.au For Public Liability Insurance to cover accidents in your home you should check your Home and Contents Insurance Policy to ensure your Nanny is covered. Alternatively, you may arrange nanny insurance through NannySure an Australian provider. Motor vehicle insurance should be considered if the Nanny will be using your car.
5. It is the responsibility of the client as the employer to register for taxation purposes as a group employer and to deduct taxation from payments made to Nannies. Taxation deductions should then be remitted to the Australian Taxation Office on a regular basis (this applies to Permanent Placements only). Payment must be made directly by the client to the Nanny on a weekly or fortnightly basis of the fees payable for the services rendered by that nanny.
6. It is the client's responsibility to pay superannuation for Nannies if payment is required. Superannuation payment advice is available from the Australian Taxation Office or a financial adviser.
7. All permanent and contract placements, a 50% non-refundable deposit of the placement fee is required before we will commence our search. Once a suitable Nanny has been confirmed and verbally accepted client must then pay the remaining balance of 50% prior to the Nanny commencing. All payments will be taken by Visa / Mastercard ONLY. Please note if you do not proceed with the process or if you find a Nanny through other means, this 50% deposit will not be refunded. This deposit will remain current for 30 days. If the placement is not confirmed within this time the balance is forfeited by the client. If work on the role commences after the 30 day period a new deposit is then payable.
8. All casual bookings require a minimum of 3 hours and ONLY arranged by Mini Nanny Agency directly. At the end of the nanny shift, you will pay the nanny. Casual bookings are non-refundable if you decide to cancel.
9. All retainers are to be paid in full upfront by Mastercard/ Visa ONLY to enable **20** "casual" bookings for the period of 12months from 1st booking with your family ONLY. The Nanny/ babysitter is not to be shared by another family in another property, otherwise a full fee will apply. Please note this fee is non-refundable.
10. Client must provide a safe working environment to the Nanny.
11. Mini Nanny Agency accepts no liability for itself, its servants or agents for any loss, damage, costs or compensation which the client may suffer or for which the client may become liable arising out of or in connection with or as a result of the negligence or willful acts or omissions of the Nanny.



Mini's Service Agency Fees (Please note this is a one-off payment and fees are ex GST)

House / Family Manager: Full-time (31hrs+)	\$ 1900.00
Nanny: Full-time (31hrs+)	\$ 1700.00
Part-time (up to 30hrs)	\$ 1500.00
Temporary/ Contract (up to 3 months)	To be discussed
Mother craft Nurse/ Sleep Consultant	Referral fee of \$200
Casual Bookings (min 3hours)	\$ 55.00
Retainer (12 months – unlimited causal bookings)	\$ 850.00
Overnight bookings (up to 24hrs)	\$ 70.00

Declaration

Signing below indicates your acceptance of mini's Terms of Business and the following declaration:

I, **(referred to herein as the "Client" or "you")**

hereby accept and agree to mini's Terms of Business as contained herein. I also state all information on this Family Registration Form to be true and correct. I understand that any misleading information may be harmful to my child/children and/or the Nanny/ babysitter/ household staff member for which I will be held fully accountable. I acknowledge that mini Nanny Agency takes no responsibility for any harm to my family or the Nanny/ babysitter/ Household member.

Signed:

Date: / /

***Please Note:** Typing your name above is considered to be your electronic signature and merely paying the 50% deposit without signing or returning this form shall be deemed acceptance by the Client of our Terms of Business.

Payment of Placement Fees

You acknowledge that only after payment of the 50% deposit is mini then obligated to locate a nanny. The remaining 50% will be payable by Credit Card prior to the Nanny commencing and comes with a 30 day replacement guarantee on the Nanny leaving within 30 calendar days of the nanny's first day of work or 5 day replacement for temporary/contract Nanny. Please note: The guarantee does not apply if the employee has left the position due to unreasonable working conditions, change of location, change of job description, or if the Nanny has been mistreated. We will endeavor to replace a permanent Nanny once only and it must be the same job brief. If you employ a Nanny on a contractual basis and the contract is extended or made permanent a further will be payable. Please note: Retainers are to be paid in full upon selecting this service.



Payment Details:

Credit Card type Visa / Mastercard

Visa Mastercard

Number: _____
Expiry Date: _____
CCV: _____
Name on Card: _____

Do you require a receipt upon placement? Yes No