



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 30 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 Profiles and credentials 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. The starting salary for a nanny is \$16 per hour and the starting salary for a governess is \$20 per hour. Any hours over 40 will be paid at time and a half. 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 within 3 business days. The placement fee is 15% of the annual compensation for domestic placements, and 20% of the annual compensation for international placements.
- 9 If, within the first sixty (60) days, the placement is deemed unsuitable and you have implemented the Service Fee Agreement, English Nannies & Governesses, Inc. will offer a replacement. (See Service Fee Agreement for details.)



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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,g Former Children's Librarian, Laurel School for Girls, Shaker Heights.

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

LYNNE BEHRMAN MSSA LISW-5 Case Western Reserve University Mandel School of Applied Social Sciences

LORI RAICHILSON MBA In Education College of New Jersey, MBA Cleveland State University



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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	Anita Eddie
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	Sarah Hopperton
Awareness of Hearing Issues and Speech Development	1	Margaret Duff
Awareness of Visual Issues	1	Pat Buckhold
Awareness of Child Abuse	3	Terri Worthington
Pediatric Dentistry	1	Jody Ress
Infant Massage	2	Kathy Donoho
Safe Household Products <ul style="list-style-type: none"> ● Village Herb Shop 	1	Kathleen Gips
Organic Foods <ul style="list-style-type: none"> ● Mustard Seed Market 	1	Joe Sabo
PERSONAL PROTECTION, SAFETY AND SECURITY:		
<i>COURSE TITLE</i>	<i>HOURS</i>	<i>INSTRUCTOR</i>
<ul style="list-style-type: none"> ● <i>CERTIFICATION: AAA Driver Awareness, Automobile Safety and Car Seats</i> 		
<ul style="list-style-type: none"> ● American Automobile Association Headquarters 	10	Lori Cook
Martial Arts: Situational Self Defense, Women and Children	16	Bradford Gaylord
Personal Awareness and Child Security	2	Patrick Malone
Police Security Services <ul style="list-style-type: none"> ● Hunting Valley Police Dept. 	1	Officer
Fire Safety <ul style="list-style-type: none"> ● Chagrin Falls Fire Dept. 	1	Ryan Shorr
Traveling with Children	1	Sheilagh Roth
Water Safety and Rescue <ul style="list-style-type: none"> ● Orange School Pool 	2	Sandra Andrews
Boating Safety	1	John Cherny
Equestrian Safety <ul style="list-style-type: none"> ● Stanton Stables 	2	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
Interviewing Protocol/Resume Preparation	5	Lynne Behrman/ Lori Raichilson
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

● - Indicates Off Campus Site

PRACTICUM:

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



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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: _____



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? _____



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Individual Information

Please describe your child's personality: _____

What are your child's special interests? _____

Please list any special circumstances with the children and/or the home of which the Governess/Nanny should be aware:

Please describe your personality: _____



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, Inc., will accept the following credit cards:

MASTERCARD VISA DISCOVER AMERICAN EXPRESS

Name on Credit Card: _____

Amount Charged: _____ Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Authorized Signature: _____

Credit Card Billing Address: _____

The undersigned hereby agrees that the salary for a nanny ranges from \$16 per hour for a 40 hour work week and the salary for a governess ranges from \$20 per hour for a 40 hour work week. Any hours over 40 will be paid time and a half. Upon hiring a Nanny or Governess from English Nannies & Governesses, Inc., I agree to pay English Nannies & Governesses, Inc. the placement fee of 15% of the annual salary above agreed to (for International Placements 20%). The undersigned understands that the negotiated salary can exceed the above salary range. Health Insurance, the withholding of all legally required taxes, and at least two weeks of paid vacation are required. The placement fee is due within 2 business days upon acceptance of the position by the Nanny or Governess. 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 NANNY OR GOVERNESS ACCEPTING YOUR POSITION, THE PLACEMENT FEE WILL BE PAID BY ELECTRONIC CHECK WITHIN 2 BUSINESS DAYS.* THE NANNY OR GOVERNESS WILL THEN BE REMOVED FROM THE INTERVIEWING POOL. I understand that the Nanny or Governess 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.

Signature: _____ Date: _____

*Late fees may apply.

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

