



# English Nannies & Governesses, Ltd.

Founded 1984

Thank you for expressing an interest in hiring a graduate of English Nanny & Governess School (ENGs). For the past 25 years, we have successfully provided America's foremost families. English Nanny & Governess School has earned the accolade of being the leader in America for professional child care.

Dedicated to maintaining a standard of excellence for the students and for our clients, English Nanny & Governess School is licensed and approved by The Ohio State Board of Career Colleges and Schools and also regulated by the Indiana Commission on Proprietary Education. ENGs is a founding member of the American Council of Nanny Schools and a charter member of the International Nanny Association. The Founder and Executive Director of ENGs, Sheilagh Roth, is the President of the American Council of Nanny Schools and on the Board of the International Nanny Association.

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

- 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 indicative of educational success
- Physical examination
- US passport

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

- Infant Cardio Pulmonary Resuscitation (CPR)
- Child CPR
- Adult CPR
- Standard First Aid
- AAA defensive driving

Our motto is "Education Begins at Birth®". To accomplish this mission, the 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



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# Placement Procedures

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- 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](mailto: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, Ltd. The average Nanny/Governess work week ranges between 40 to 50 hours. Compensation ranges from \$15.00 to \$35.00 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 Ltd. The placement fee is 15% of the annual compensation.
- 9 English Nannies & Governesses, Ltd. will assist in negotiating an optional 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, Ltd. will offer a replacement.



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# Faculty

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**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.

**KIMBERLY BELL** (Ph.D., LP, Psychology, University of Detroit Mercy) Clinical Associate Hanna Perkins Center, Developmental Consultant.

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

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

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

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

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

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

**AMANDA MATTHEWS** (M.A., Music Education, Case Western Reserve University, B.A., Mus. Ed. Conservatorium of Music, Sydney, Australia) Primary Music Specialist, University Lower School for Boys, Shaker Heights, Ohio.

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

**IRENE KRABILL** Former Head Course Instructor; John Casablanacas Modeling & Career Center. Former Instructor; Lucie Clayton Finishing School, London, England.

**BRADFORD GAYLORD** Chief Operating Officer, English Nanny & Governess School, Instructor of external and internal styles of Northern and Southern Chinese Martial Arts.

**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.

**KATHY DONOHO** R.N., M.S.N., Certified IAIM Instructor

**NORA STANTON** Proprietor Owner, Stanton Stables

**JOHN CHERNY** Captain U.S. Coast Guard Auxiliary

**MAE VON PLESS RN**, Director, Children's Program, The Cleveland Sight Center

**JODY RESS** Dental Assistant Pediatric Dentistry

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

**CINDY SEEDHOUSE WALSH L.I.S.W., M.S.S.A.** Case Western Reserve University, Metro Health Medical Center

**ANNE VANDERBILT** (B.S.N. Boston College, M.S.N. Kent State University) Cleveland Clinic Staff



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# Curriculum

- I CHILD GROWTH, BEHAVIOR, AND DEVELOPMENT:** The Socialization of the Child; Ages and Stages
- II CULTURAL ENRICHMENT:** Language and Early Childhood Literature, Art Appreciation, Creative Play, Music Appreciation, Experiential Education
- III CHILD CARE:** Health Care and Life Saving Techniques
- IV SAFETY AND SECURITY:** Martial Arts, Personal Protection, Police Security, Fire Safety, Safe Driver Training, Water Safety, Boating Safety, Travel Safety, Equestrian Safety
- V PROFESSIONALISM:** Interpersonal Relations, Qualities and Self-Esteem
- VI PRACTICUM:** In-home application of classroom techniques

## **I CHILD GROWTH, BEHAVIOR, AND DEVELOPMENT**

### **COURSE TITLE**

Childhood Development (birth to age 2):  
Focus on Bonding, Attachment and Separation

### **INSTRUCTOR**

Kimberly Bell, Ph.D.

Child Development (ages 2 to Adolescence):  
Developmental Issues of Young Children

Sally Wilson, Ph.D.

Physical and Emotional Changes During  
Pregnancy and Post-Partum

AnnMarie Smith, M.S.N, R.N.

Children with Special Needs

Anne Vanderbilt, B.S.N., M.S.N.

## **II CULTURAL ENRICHMENT:**

### **COURSE TITLE**

Early Childhood Literature, Language and  
Communication

### **INSTRUCTOR**

Wilhelmena F. Holmes, B.S.

Utilizing Library Facilities

Wilhelmena F. Holmes, with Head  
Librarian, Chagrin Falls Library

Creative Play:  
Stimulating Imagination

Maria Kaiser, B.A., M.Ed.

Studio Art:  
Painting, Pottery, Sculpture, Papier Maché

Kathy Vencl, Chagrin Valley Arts Center

Music Appreciation:  
Music in the Life of the Young Child

Amanda Matthews, M.A.

Sewing Repairs

Denise Hudak, Seamstress

**EXPERIENTIAL EDUCATION:**

**COURSE TITLE**  
History of Civilization

Animals of the World

Introduction to Science and Play

Exploring Nature and the Environment

**INSTRUCTOR**  
Staff Instructor, Cleveland Museum  
of Natural History

Staff Instructor, Cleveland MetroParks Zoo

Staff Instructor, The Children's Museum  
of Cleveland

Staff Instructor, Holden Arboretum

**III CHILD CARE:**

**COURSE TITLE**  
Nutrition: Foundation for Developing Lifetime  
Healthy Dietary Patterns

Life Saving Techniques  
CERTIFICATION: Standard First Aide, Adult, Infant,  
Toddler and Child Cardiopulmonary Resuscitation CPR  
Defibrillation, Heimlich Maneuver, Emergency Care,  
and Poison Prevention

Focus on Infant Care and Childhood Diseases

Infant Massage

Awareness of Hearing Issue and Speech Development

Awareness of Visual Issues

Awareness of Child Abuse

Pediatric Dentistry

**INSTRUCTOR**  
Lucille Galland, R.D., L.D. B.S.

Instructor, American Red Cross

Ann Marie Smith, M.A., R.N., B.S.N.

Kathy Donoho, R.N., M.S.N.

Margaret Duff, Speech Therapist  
CWRU, Cleveland Hearing & Speech  
Center

Mae Von Pless, R.N., Director, Children's  
Programs, The Cleveland Sight Center

Cindy Seedhouse Walsh, LISW Social  
Worker, Metro Health Medical Center

Jody Ress, Dental Assistant, Pediatric  
Dentistry

**IV PERSONAL PROTECTION, SAFETY AND SECURITY:**

**COURSE TITLE**  
Martial Arts:  
Situational Self Defense, Women and Children

Personal Awareness and Child Security

Police Security Services

Fire Safety

Certification: AAA Driver Awareness and Automobile

**INSTRUCTOR**  
Bradford Gaylord COO

Patrick Malone, Personal Protection  
Specialist

Officer, Hunting Valley Police Dept.

Ryan Shorr, Chagrin Falls Fire Dept.

Lori Holdren, American Automobile

Safety

Domestic and International Travel Safety

Traveling with Children

Water Safety and Rescue

Boating Safety

Equestrian Safety

Association Headquarters

Doug Koman, Assistant Federal Security  
Director of Airport Screening

Sheilagh Roth, B.A., Director,  
English Nanny & Governess School

Red Cross Instructor, Orange School Pool

John Cherny, Captain US Coast Guard  
Auxiliary

Nora Stanton, Stanton Stables

**V PROFESSIONALISM:**

**COURSE TITLE**

Employment Protocol and Procedures

Professionalism

Interpersonal and Intrapersonal Relations

Etiquette and Social Skills

The Role and Duties of the Nanny/Governess

Banking and Tax Responsibilities

Insurance Option

**INSTRUCTOR**

Bradford Gaylord, CEO  
English Nanny & Governess School

Sheilagh Roth, B.A., Executive Director,  
English Nanny & Governess School

Sunny Lurie, Ph.D.

Irene Krabill, Former Course Instructor,  
Lucie Clayton Finishing School

Alumni, English Nanny &  
Governess School

Christopher Green, M.B.A., Private Banker,  
Key Corporation

Nykole Morgenroth, Representative, State  
Farm Insurance

**VI PRACTICUM:**

**COURSE TITLE**

Infant/Toddler Application of Classroom Theory



# English Nannies & Governesses, Ltd.

## 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: \_\_\_\_\_

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? \_\_\_\_\_





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# Individual Information

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Please describe your spouse's personality: \_\_\_\_\_

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What are your family's lifestyle and interests? \_\_\_\_\_

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

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

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How did you learn about English Nanny & Governess School? \_\_\_\_\_

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# 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 \$500 to \$1,200 per week, 52 weeks per year. Upon hiring a governess/nanny from English Nannies & Governesses, Ltd., I agree to pay English Nannies & Governesses, Ltd. 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, Ltd., 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, Ltd. Employers referring names and addresses of English Nanny & Governess School students/graduates introduced to them by English Nannies & Governesses, Ltd. 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, Ltd. 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: \_\_\_\_\_

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

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

Phone: 440-247-0600 fax: 440-247-0602  
[placement@nanny-governess.com](mailto:placement@nanny-governess.com)

