



# English Nanny & Governess School

Founded 1984

Thank you for expressing an interest in English Nanny & Governess School. Our mission is to provide the highest standard of academic education for those whose aim is to become professional childcare specialists qualified to assume the responsibility for the intellectual, social, cultural and physical development of children in a safe and healthy environment.

Sheilagh Roth, the Executive Director, founded the school in 1984. English Nanny & Governess School is regulated by The Ohio State Board of Career Colleges and Schools, Registration #93-12-1389T, and is a Charter Member of The International Nanny Association. Sheilagh Roth is the current President of the American Council of Nanny Schools.

English Nanny & Governess School is America's first academic program conducted by a distinguished faculty dedicated exclusively to the education of Professional Nannies and Professional Governesses. Students participate in a diverse program comprised of three months of integrated coursework. You will develop the skills to direct age-appropriate educational, social, culturally enriching and recreational experiences for each charge in your care, with an emphasis on family dynamics.

Our Placement Department assists qualified graduates in coordinating interviews with prospective screened employers. Your contract may contain many benefits such as private quarters, health insurance, and a two-week annual paid vacation. As a graduate you will be responsible for child related services only and will have no household duties. Lifetime placement is available to qualified graduates throughout your career.

We welcome your application and would be happy to arrange an interview and a tour of our campus. If you have any questions about our program, please contact our Admissions Department.

Office Of Admissions  
37 South Franklin St.  
Chagrin Falls, Ohio 44022

1.440.247.0600  
1.800.733.1984

admissions@nanny-governess.com

[www.nanny-governess.com](http://www.nanny-governess.com)



## FACULTY

**SALLY WILSON** (Ph.D., Purdue University Past Ethics Chair and Trustee of the Ohio Psychological Assn. Authored articles. Past President of both Ohio Women In Psychology and the Cleveland Psychological Assn. Taught at Kenyon College, Kent State and John Carroll Universities. Consulted in private and public schools and hospitals. Private practice in clinical and developmental psychology. Pepper Pike, Ohio.

**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.

**WILHELMENA F. HOLMES** (B.S. Savannah State College Certified Educational Media Specialist, 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.

**SHANNON STOVSKY** RD, LD- BS the Ohio State University- Nutrition Instructor

**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.

**WALTER S. VITOU** USCG Sta Cleveland Harbor OPS, ATPO and Morale Officer

**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

# CURRICULUM

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## 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	18	Anita Eddie
Child Development (ages 2 to Adolescence): Developmental Issues of Young Children	20	Sally Wilson
Children with Special Needs	8	Kimberly Bell

## 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 Vencil
Creative Play: Stimulating Imagination	20	Maria Kaiser
Studio Art: • Chagrin Valley Arts Center Painting, Pottery, Sculpture, Papier Maché	18	Kathy Vencil
Music Appreciation: Music in the Life of the Young Child	12	Gregory Berlin

## 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

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	Shannon Stovsky
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	Shannon Ballog
Infant Massage	2	Kathy Donoho
Safe Household Products • Village Herb Shop	1	Kathleen Gips
Organic Foods • Mustard Seed Market	1	Joe Sabo
<b>PERSONAL PROTECTION, SAFETY AND SECURITY:</b> <i>COURSE TITLE</i> <i>CERTIFICATION: AAA Driver Awareness, Automobile Safety and Car Seats</i>	<i>HOURS</i>	<i>INSTRUCTOR</i>
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 • Hunting Valley Police Dept.	1	Officer
Fire Safety • Chagrin Falls Fire Dept.	1	Ryan Shorr
Traveling with Children	1	Sheilagh Roth
Water Safety and Rescue • Orange School Pool	2	Sandra Andrews
Boating Safety	1	Walter S.Vitou
Equestrian Safety • Stanton Stables	2	Carol Donaldson

**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	Lynne Behrman

**PRACTICUM:**

● COURSE TITLE	100	
Infant/Toddler Application of Classroom Theory		

● - Indicates Off Campus Site

## RESOURCES /LIBRARY

Students have access to an Internet computer lab, study lounge, and resource room during school hours. The classroom has various resources for on-site arts and crafts projects. The Chagrin Falls Public Library, located alongside the Residence Hall, has multiple Internet access computers and resources for student projects. The Residence Hall is also fully equipped with wireless Internet access. Students are encouraged to bring laptops, books, supplies, and resources from home while attending the program. A supply list is given to all enrolled students prior to the commencement of the academic session.

# PROGRAM INFORMATION 2017

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- **ACADEMIC TUITION & FEES**

Application Fee	\$50
Registration Fee	\$80
Tuition	\$7,820
Books	\$350

Note: English Nanny and Governess School  
pays for all admissions for all off-campus classes and special events.

- **RESIDENCE HALL FEE**

Single Occupancy	\$1,950
Single w semi-private bath	\$2,150

- **PAYMENT**

**Payment in Full** – 30 days prior to Orientation Day.

Session Fees and Tuition are subject to change without notice.

# CONFIDENTIAL APPLICATION FOR ADMISSION

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A non-refundable **Assessment Fee of \$50** must accompany this application.  
Please attach a recent photograph to this application.

Date of Application: \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City)  
(State) (Zip Code) (Country)

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Childhood Immunizations:  Yes  No If no, please explain: \_\_\_\_\_

Local Paper in your Community: \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Name of High School: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_ Email \_\_\_\_\_

**Colleges, Universities, or specialized institutions you have attended or are currently attending (list additional info on back):**

NAME	CITY	STATE	DATE OF ATTENDANCE	DEGREE EARNED
<b>NAME &amp; EMAIL OF CAREER OFFICE:</b> _____ _____				
<b>NAME &amp; EMAIL OF CAREER OFFICE:</b> _____ _____				
<b>NAME &amp; EMAIL OF CAREER OFFICE:</b> _____ _____				

# PROFESSIONAL REFERENCES AND CHILD CARE EXPERIENCE

Five professional references will be required for application consideration. Please provide correct and complete information below. English Nanny & Governess School will contact your references directly. We accept references from employers, teachers, guidance counselors, and religious advisors. **Please do not use relatives.**

**\*\*\*PLEASE INCLUDE EMAILS.**

1 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

3 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

4 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

5 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_



# ENROLLMENT INFORMATION

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## EMERGENCY CONTACT

Parent     Guardian     Other- Relationship to Applicant: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## SESSIONS for 2018

#124 March 5 – May 25, 2018     #125 September 4 – December 21

***There will be a \$250 surcharge for making a change in sessions.***

Commuting Student

Residence Hall Student (Depending on Availability):

Single Room w/ semi private bath (\$2,150-only 4 available)     Single Room (\$1,950)

Will you be bringing a car to the school?     Yes     No

# ENROLLMENT INFORMATION

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## **Autobiography ~ Why should the client hire YOU.**

Preferably **ONE** page. Too much information is not always positive. Clients will want to be given concise information.

**First paragraph:** Describe family: Where you are from; upbringing, parents, how many siblings, way you were raised, values, morals, college, major and why you decided to become a Nanny/Governess.

Please do not dwell on religion in this paragraph.

**Second paragraph:** Focus on childcare. What have been your experiences with children, why your background and upbringing makes you the best nurturer for children? Give details (did you teach a child to potty train, ride a bike, tie their shoes, abc's, are you knowledgeable in infant care? Have you taken care of multiples?

A child with a disability?

**Third paragraph:** Why should they hire YOU! This is your personal marketing message to the client. Use it! Tell the client why you are special, qualified and ready to take on this career. Make it creative and something for them to remember and say WOW!

Do not go into detail about anything too personal. Remember that your employers are interested to know a little bit about who you are but most importantly what you can do for both them and their children.

## **APPLICATION SUBMISSION**

Your signature below attests that all information contained in this application is complete, factually correct, and honestly prepared. I acknowledge that failure to accurately complete this application or falsification of any information may lead to immediate dismissal. Further, with submission of this application, I authorize English Nanny & Governess School, Inc. to contact all listed individuals and conduct all necessary background investigations to verify information contained herein.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION CHECKLIST

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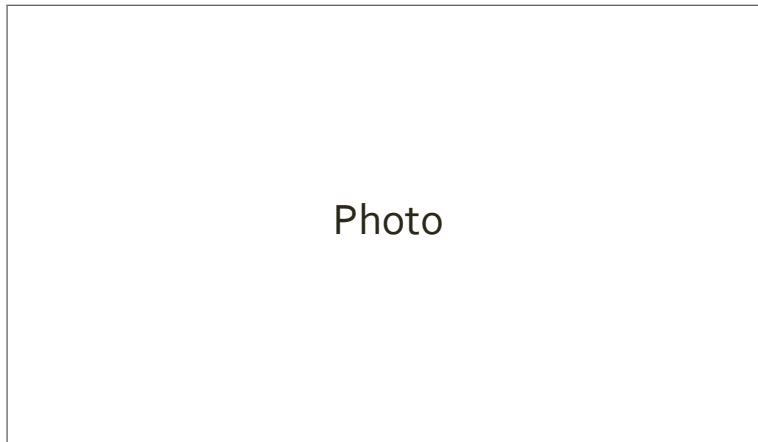
- I have enclosed the \$50.00 non-refundable Assessment Fee.
- I have completed and signed the application.
- I have attached a recent photograph to this application.

## **You may also contact the Office of Admissions directly for the following information.**

- I would like to arrange a campus visit.
- Please send me information for a friend or family member.

## **Thank you for your time and consideration. Please send your completed forms to:**

English Nanny & Governess School  
37 South Franklin Street  
Chagrin Falls, Ohio 44022  
Toll Free: (800) 733-1984  
Tel: (440) 247-0600 Fax: (440) 247-0602  
Email: [admissions@nanny-governess.com](mailto:admissions@nanny-governess.com)



## RESIDENCE HALL INFORMATION

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Resident students live in the spacious, fully-furnished Residence Hall on a tree lined redbrick road in the heart of the historic village of Chagrin Falls. Residents have the option of choosing either a single or a double room. The facility has a dining and kitchen area, air conditioning, coin-operated laundry and private parking. The Residence hall is only minutes from the school, the County library, an abundance of restaurants, a theater, boutiques and the Chagrin Waterfalls. For further information or to reserve your room, please contact the Admissions Department. Chagrin Falls is located just 15 miles east of downtown Cleveland, thus offering our students accessibility to all the facilities of a major city.

As there is limited availability in our residence hall, the school requests that a security deposit is submitted to reserve your accommodations as soon as possible. Please contact the Office of Admissions to make all necessary arrangements.

Office Of Admissions  
Thirty Seven South Franklin Street  
Chagrin Falls, Ohio 44022

1.440.247.0600  
1.800.733.1984  
admissions@nannygoverness.com



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Approved by  
The State Board of Career Colleges and Schools  
Registration #93-12-1389T  
35 East Gay Street, Suite 403,  
Columbus, Ohio 43215  
(614)-466-2752 or 877-275-4219 (Toll-Free)

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