

2024



Brooklyn
Manny &
Nanny



Family Welcome Packet

www.brooklynmannyandnanny.com

Dear Parent,

Thank you for choosing Brooklyn Manny and Nanny. Your decision to invest in finding the perfect fit nanny is a worthwhile and forward-thinking step towards securing what is best for your child's development and your family's peace of mind. Amidst numerous agency options, your confidence in us is truly appreciated.

My team and I are here to find fantastic caretakers who truly fit your family's needs. We take time getting to know you, understanding what matters most, and picking out mannies and nannies who will fit in seamlessly with your family dynamic and possess the skills and knowledge to meet your child's emotional and physical needs.

The following packet will go over everything you need to know as we begin your nanny search.

Alie Moya

The agency fee includes ...

- Curated portfolio of thoroughly vetted candidates hand-selected for your family.
- Interview coordination between you and prospective candidates.
- Work agreement and other templates.
- Assistance onboarding your nanny.
- HR resources and connections.
- 90 day guarantee

The agency fee doesn't include ...

- Background checks. At bman we run extremely comprehensive background checks. These are considered an add-on service.
- Payroll services.
- Payroll services - We have partnered with the best in the industry. and will introduce your family when you are ready to hire.

Our Process

At Brooklyn Manny and Nanny, we meticulously vet and interview from a vast pool of over a thousand local caregivers to find your perfect match.



We'll craft a specialized nanny portfolio, our "shortlist," highlighting top candidates aligning with your values and childcare preferences. Demonstrating our dedication to your peace of mind, we conduct thorough reference checks and online vetting for an unwavering foundation of trust.

At Bman, our commitment goes beyond. We understand juggling parenthood and being an employer is a lot, especially if you're new to both. We provide valuable resources, like nanny agreement templates and COVID-19 disclosure procedures, empowering you at every step.

Typical Timeline

Each nanny placement timeline varies depending on the family's needs. A nanny could be placed as soon as 2 weeks up to 2 months.

1-2 Weeks

Now that you've paid your deposit, we search our database for potential candidates as well as post job listings specific to your position. From there, we compile your portfolio of candidates.

4-6 Weeks

You conduct interviews and trial the candidates. If you choose to extend an offer to one of the nannies, we move to the final stage. If you are not completely satisfied, we will continue the search.*

7-8 Weeks

We help craft and send the perfect offer letter, and help draft up a work agreement between you and your new employee. At this stage, we can also run a thorough background check through one of our partnering companies.

- Please note that this could alter the timeline.



Next Steps

Getting started

1.

To get started or to secure your future spot on our client list, you will need to make your initial deposit of \$500 and sign our contract. From there you can expect a follow-up email outlining your intake call and moving forward on the next steps. If you have any lingering questions, ask away! We are always at your service.

2.

Interviewing candidates and speaking with references

In the upcoming weeks, we will compile a curated nanny portfolio featuring the most qualified candidates, whose values and childcare style align with yours. You'll choose which you'd like to interview and we will schedule the interviews. Since we have already spoken with each candidate's references, we will share our transcript and you will be able to also call, to speak parent to parent.

3.

Meeting the kids & making an offer

Good nannies go fast! This is why we suggest scheduling a paid trial day immediately, followed by, a formal offer. We will assist you in drafting this document and submitting it to your prospective candidate. This is also when we will complete the background check and draft up a work agreement. We have a 3 month guarantee on all of our nannies.

4.

Agency fee

The agency fee is due once your formal offer is accepted. Our fee is 15-20% of the caretaker's gross annual salary. To be discussed and agreed upon in advance.

Communication



Time-line

Professional nanny searches can take 6-8 weeks. Please be patient. Rest assured, we are working hard looking over resumés, interviewing candidates, and completing reference checks.

Hours

Monday-Friday 10 am- 5 pm

Contact

Email: Alie@BrooklynMannyandNanny.com

Call: 718-705-9842