

TRIP AND FAMILY AGENCY

HOSTING A NANNY OR GOVERNESS

In Europe



APPLICATION FORM

contact@trip-and-family.com

www.trip-and-family.com



Dear Sir/Madam,

You have recently contacted the TRIP AND FAMILY agency regarding the placement of a Nanny, and I sincerely thank you for your trust.

Please find attached the registration form to be completed and returned along with:

- A copy of your ID cards/passports
- A welcome letter (for your Nanny/Governess)
- Photos of your family and your home
- Photos of the future Nanny's bedroom
- The signed quotation
- Payment of the agency fees (50% upon registration and 50% upon confirmation of a candidate placement)

An acknowledgment of receipt will be sent once your complete file (form + documents + payment) has been received. This marks the start of the candidate search process.

As each family is unique, several phone and video interviews (Teams/WhatsApp) will be required to fully understand your needs and expectations.

Carefully selected candidate profiles will then be presented to you.

Candidate profiles are thoroughly reviewed by both our local partners and myself according to strict criteria (qualifications, childcare references, practical assessments, medical certificates, etc.), in order to offer you the most seamless and reassuring experience possible.

I remain, of course, at your disposal to answer any questions throughout the selection process and during the entire placement period.

I look forward to hearing from you. [Signature]

Kind Regards,

Floriane
Agence TRIP AND FAMILY

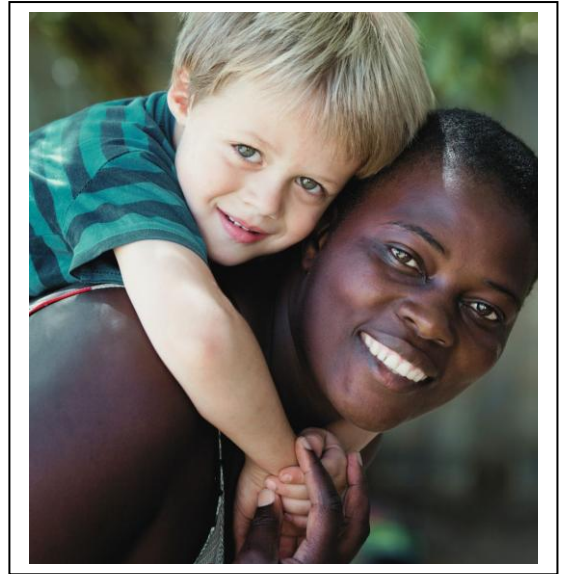


A CARING PRESENCE AND DAILY LEARNING

Welcoming a Nanny means choosing tailored support that combines care, cultural openness, and educational excellence.

More than just a daily presence, a Nanny brings a new language, an enriched educational approach, and a caring perspective on your children's development.

With Trip and Family, find the ideal person for your home and offer your family a unique experience combining comfort, flexibility, and cultural discovery.



WHAT IS A NANNY ?

... and how it is different from an Au Pair ?

The difference between a Nanny and an Au Pair lies mainly in professional qualifications, employment status, and working flexibility.

A Nanny is a qualified and experienced childcare professional.^[1] She is employed by the family, receives a fixed salary, and works under a formal employment contract. She may work full-time or part-time, and her role is governed by the labour laws of the host country.

Many Nannies have international experience and are accustomed to demanding working conditions. Their role is often comparable to that of a housekeeper/governess.

An Au Pair, on the other hand, is usually a young person, often still studying, who wishes to live with a foreign family to improve their language skills.^[2] They do not receive a salary but pocket money in exchange for a limited number of childcare hours and light household tasks (typically capped at 25 hours per week).

An Au Pair is not a childcare professional (they have a “cultural exchange” status).

Important note: While the terms “Nanny” and “Au Pair” are often used in the feminine form, our candidates can be both male and female.



TASKS ASSIGNED TO THE NANNY

A Nanny's duties vary depending on the family's needs but are primarily focused on children's wellbeing and household organisation.

A Nanny supervises the children's daily routine, meals, bath time, homework, outings, etc. She supports their education through creative and engaging activities.

She may also handle child-related household tasks (tidying bedrooms, laundry, ironing, sterilising bottles, etc.).

In some cases, depending on the Nanny's profile, she may also:

- Provide homeschooling
- Teach a new language
- Assist with personal tasks

She plays a key support role in both child development and the family's daily organisation.

LES OBLIGATIONS DE LA FAMILLE D'ACCUEIL

A Nanny spends a great deal of time with the family's children and is dedicated to their wellbeing. As such, the family must ensure a warm and welcoming environment for her.

The Nanny must be provided with a comfortable private bedroom and access to all shared areas of the home. The bathroom may be private or shared (however, a private bathroom is recommended for the comfort of all).

She must be provided with an employment contract, salary, paid leave, insurance, etc., in accordance with the legislation of the host country.

Our families often travel frequently and are solely responsible for complying with employment regulations in their country of residence. If needed, we can put them in contact with legal professionals who can support them effectively with payroll and administrative declarations.

The TRIP AND FAMILY agency remains at your disposal to answer any questions you may have



WHAT COST ITEMS SHOULD BE EXPECTED ?

- **Nanny salary:** Determined based on the expected tasks, working hours, number of children, and the regulations of the host country. A nanny's salary typically ranges from €1.700 (Euros) to €6.000 (Euros) per month, in addition to full board accommodation.
- **Employer/employee contributions:** vary by country
- **Accommodation and vehicle-related costs**
- **Insurance (travel, car, etc.)**
- **Additional expenses** (transport, activities, gym memberships, etc.)
- **Agency fees** (Listed further in this document)

DAYS OFF AND HOLIDAYS

In most cases, nannies are entitled to two days off per week.

However, the specific days off will depend on the number of hours worked and the regulations in your country.

Regarding weekends and holidays planned by the family, you can ask the nanny to accompany you (at your expense) or count them as vacation time (provided you have discussed this with the nanny well in advance so she can also make arrangements).

In all cases, the nanny must continue to live at the family's home during these rest periods, under the same conditions.

We only accept a limited number of Prestige families per year, in order to guarantee the availability and quality of support that we consider essential.



AGENCY FEES

« <i>PRESTIGE</i> » OFFER		
3 months and less	3 to 5 months	6 to 12 months
4.723,20 € TTC (3.840 € HT)	5.313,60 € TTC (4.320 € HT)	5.904 € TTC (4.800 € HT)
✓ Priority processing and follow-up ✓ Definition of the project with the family ✓ Search based on jointly defined criteria and selection of suitable profiles (various interviews, reference checks, etc.) ✓ Introduction to selected candidates ✓ Administrative assistance: possible connection with labour law professionals, accountants, etc. + support with travel insurance subscription ✓ Private 2-hour coaching session with our intercultural relations coach (on request) to best prepare daily communication with your Nanny/Housekeeper ✓ Integration of the Nanny/Housekeeper : - Conferences and educational updates available to the Nanny/Housekeeper (first aid, child psychology, ADHD and DYS awareness, etc.) - Organisation of Nanny/Housekeeper networks ✓ Advice throughout the entire duration of the placement (Families and Employees) ✓ Replacement of the employee in case of early departure (1 replacement)		
<u>OPTIONS :</u> EXTENSION OF STAY: In the event of a renewal of the employee's stay beyond the initial period, an adjustment of agency fees will be requested from the family (50% of the initial package and renewal of the agency contract under the same terms).		



PAYMENT TERMS

Payment of agency fees is made in two instalments (by bank transfer): 50% upon registration 50% at the time of selecting a Nanny (payment required to confirm the placement)

Refunds:

- If, upon receipt of the application, the TRIP AND FAMILY agency determines that it will not be possible to present candidates under the conditions proposed by the family, the agency fees will be fully refunded (withdrawal by the family before the start of the search).
- Registration fees are due and non-refundable once the search has begun.
- Withdrawal or cancellation by either party during the placement does not entitle any refund.

REFERRAL DISCOUNTS

Many families choose to recommend the TRIP AND FAMILY agency to their contacts, and we would like to thank them. The following discounts therefore apply in the case of referrals (confirmed registrations of new families following recommendations – discounts applied to the referring family's next registration based on the number of new registrations in the previous year):

- 1 family: 10%
- 2 families: 20%
- 3 families: 30%
- 4 families: 40%
- 5+ families: next placement free

At Trip and Family, we do everything possible to guarantee you a smooth and tailored experience.

Our expertise allows us to select qualified Nannies who match your expectations and lifestyle.

From the search for the ideal profile to ongoing support during the placement, we assist you at every stage to ensure a seamless and harmonious integration.



APPLICATION PROCESSING TIME

- ⇒ For placements not requiring a visa, our average timeframe between receipt of the complete application file and the drafting of a placement agreement with a candidate is **3 months**.^[L]^[SEP] This timeframe may vary depending on the conditions of the placement, the tasks involved, and the family's location.
You should then allow a few additional weeks for the Nanny to book her flight/train under good conditions (and at reasonable prices).
- ⇒ For placements requiring a visa application, our average timeframe between receipt of the complete application file and obtaining the Nanny's visa is **6 months**.^[L]^[SEP] This timeframe may vary depending on the proposed placement conditions, the family structure, its location, and the responsiveness of the administrative authority issuing the visa.
You should then allow a few additional weeks for the Nanny to book her flight/train under good conditions (and at reasonable prices).

Families are kindly asked to take these processing times into account and, accordingly, to submit their application files to the agency well in advance so that the search process and flight bookings can be carried out under optimal conditions.

Please note: We begin the search process upon receipt of the family's complete file (registration form + supporting documents + first instalment of the agency fees). Any delay in submitting the file or submission of an incomplete file may slow down the processing of the application.



PLACEMENT PROCESS

1. The agency will send you an email upon receipt of your complete application file (form + payment).
2. We then select profiles that best match your requirements and conduct several interviews with candidates before presenting them to you. Various documents and references are requested from candidates to ensure their skills and reliability.
3. Once candidates are pre-selected, we open WhatsApp conversations with them so you can meet them and conduct further interviews together. We kindly ask families to keep us informed of their decisions (whether a Nanny has been selected or if it is necessary to continue the search).
4. Next comes the signing of the employment contract (mandatory) and the completion of the necessary administrative procedures (visa, social organisations, etc.). Families are responsible for properly completing these formalities. However, we can connect you with professionals in your country of residence if needed.

The TRIP AND FAMILY agency remains at your disposal at every stage of the placement and throughout the duration of the stay.

NOTE

Despite the persistence of certain stereotypes, it is reminded that a person's nationality does not determine their character in any way. Everyone has a different personality, shaped more by their upbringing and personal values. Families (as well as Nannies) are therefore expected to demonstrate a certain openness of mind.

Criteria relating to physical appearance or skin colour are not accepted.

TRIP AND FAMILY reserves the right to refuse or close an application without compensation if it believes that the family's values would not allow for a peaceful placement (racism, disrespectful, stigmatising, or abusive remarks, etc.).



CONTACT :			
Family names			
1rst names			
Adress :			
Phone 1 :			
Phone 2:			
Email adress :			
Skype/Whatsapp			
PARENT 1 :		PARENT 2 :	
Work title		Work title	
Nationality		Nationality	
Spoken languages (at home)			
Other spoken languages			
ENFANTS A CHARGE AU DOMICILE :			
1rst names		Gender	Age
Is a pregnancy expected ? If yes, what is the due date ?			
INFORMATIONS GENERALES :			
Do you or your children follow any specific diet?			
Do you or your children have any medical treatment or medication that the nanny should be aware of?			
Do you smoke ?			
Do you have any pets? If so, please specify			
Do you play music ?			
Main hobbies and interests of the family:			
Any additional information about your family?			



ATTENTES ET CRITERES :	
Approximately when would you like the nanny/governess to arrive?	
For how long ?	
Do you need a driver ?	
If yes, will a car be available for the nanny/governess?	
Would you consider a male candidate? What are your main search criteria? What are your expectations regarding the nanny/governess? What qualities are important to you? 	



EQUIPEMENTS (merci de joindre des photos) :	
Own bedroom :	
Own bathroom :	
Internet access :	
CONDITIONS DE TRAVAIL :	
How many working hours per week do you require?	
Expected salary:	
Do you have any household staff? (cleaner, existing governess, butler, driver, private tutor, etc.)	

How will a typical week be organised? During which times do you need the Nanny/Governess to be present?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



Regarding meals: Are they usually shared with the family?	
Will the nanny have access to the kitchen if she/he is unable to join you for meals?	
Will you need the nanny during school holidays? (Please note that the nanny must still be provided with full board accommodation and the same living conditions during school holidays.)	
Do you already have an idea of when the nanny's holidays/time off would take place?	
Have you previously employed nannies or governesses? If so, what were their nationalities, and how did those experiences go?	

I agree to abide by the terms and conditions contained in this document, which constitutes a contract, and certify that the above information is accurate.

Date:

Name (Printed):

Signature: (preceded by the words "Read and approved"):



TRIP AND FAMILY AGENCY

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78000 Versailles (France)

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Photos



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WELCOME LETTER

(To your Nanny/Governess)

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