



My Big Buddy Terms & Conditions

Buddy Placement

Interviews and Trials

Interviews

If a Buddy is required for more than 1 hour the interview is invoiced as a trial, and the Buddy must be paid at the agreed hourly rate for a minimum of 3 hours, plus each additional half-hour or part thereof.

Agency Trial Fee

A Buddy trial is invoiced at £25 and is for a minimum of 3 hours.

Daily Buddy Fee

£25 per day Agency fee.

Buddy hourly rate is to be agreed upon.

Daily Holiday Fee

£25 per day Agency fee.

Buddy daily rate is £125 for a (maximum) 8-hour day. The daily fee may increase depending upon holiday location, ages, the number of children, hours, and responsibilities. The booking and Buddy fees for the agreed period must be paid 7 days in advance and are non-refundable. All travel, food and accommodation are to be paid for by the client. Buddies are to be provided with private facilities and are not to share a room. Please call to discuss in more detail.

Annual Membership Fees - for Buddies working 25 hours a week or less

Tier 1 - £550

Tier 1 members are entitled to a maximum of two bookings per week.

Members can upgrade to a Tier 2 or Tier 3 Membership on a pro-rata basis or pay £25 per day, for each additional booking. Annual membership entitles families to engage up to 3 Buddies in a 12-month period. Additional Buddies are charged at £100 per placement.

Tier 2 - £750

Tier 2 members are entitled to a maximum of three bookings per week.

Members can upgrade to a Tier 3 Membership on a pro-rata basis or pay £25 per day, for each additional booking. Annual membership entitles families to engage up to 3 Buddies in a 12-month period. Additional Buddies are charged at £100 per placement.

Tier 3 - £950

Tier 3 members are entitled to unlimited bookings per week. Buddies work for a maximum of 25 hours per week unless by prior agreement.

Annual membership entitles families to engage up to 3 Buddies in a 12-month period. Additional Buddies are charged at £100 per placement.

Annual Membership Terms and Conditions

My Big Buddy reserves the right to alter prices, charges, processes and procedures as and when deemed appropriate.

All payments to buddies, whether for their services or their notice period, must be settled in full within 5 days. Failure to adhere to this payment schedule will result in the automatic invalidation of membership. In such a case, the annual membership will be cancelled with no recourse or refund available to the client.

Bookings with Buddies **must** be made through with the Agency.

Buddies must be paid directly for the hours worked, at the agreed hourly rate, and for a **minimum of 3 hours**. The 3-hour agreement is per duty not per day. A morning duty is therefore paid for as a minimum of 3 hours. Duties are not to be split across another duty or another day.

A Buddy is not a tutor. Their responsibility is to encourage children to complete their homework/revision/extra study but they are not to be asked to check if homework is correct or to provide teaching assistance.

Buddies are paid per half-hour, or part thereof, over the 3-hour minimum booking period. Bookings cancelled by a client, where **less than 48 hours notice is given**, must pay the Buddy a £20 cancellation fee, by BACS transfer, no later than one day after the Buddy was booked to work.

Bookings cancelled by a client, where **less than 24 hours' notice is given**, must pay the Buddy in full for the booked number of hours, by BACS transfer, no later than the day after the Buddy was booked to work. This also applies if there is a sickness in the family and the duty is cancelled.

If the client **reduces** the agreed hours with less than 48 hours notice (and the client must pay for a minimum 3-hour duty regardless), the booked number of hours must still be paid for.

Reduced hours or cancelled duties cannot be carried over to another day as this is considered a separate booking.

If the client **increases** the agreed hours (and 48 hours notice must be given), the Buddy will charge the client for the additional hours worked.

Buddies are to be given cash for additional expenses and must not be expected to pay for any travel, food, or activities that relate to the family and/or childcare. The Buddy will provide receipts for any expenditure.

A Buddy must be paid, in full, at the end of the duty and/or by the end of the working week.

Babysitting

- A Buddy is not obliged to babysit.
- A babysitting request is agreed upon at the Buddy's discretion/availability.
- An additional £5 per hour or part thereof, is payable for babysitting after 12am
- An Uber/cab must be provided for the Buddy to travel home if public transport is not available, or cannot be reasonably accessed, after 10pm.

The hourly rate for the following is to be discussed and agreed in advance:

- Subject Tutor or sports coaching
- Special Needs
- 4 or more Children

- Parties

Overnight stays are payable from 11pm and start at £50 per night. This rate may increase depending on responsibilities. The hourly rate is payable from the start time the following morning. The morning duty must be paid for as a minimum of 3 hours.

Buddies are usually unable to make long-term commitments due to other priorities such as acting or studying. The Agency will endeavour to replace a Buddy either permanently or temporarily but must be given sufficient notice.

A minimum of **48 hours**' notice must be given when booking or requesting a replacement/cover Buddy and cannot be guaranteed.

If a client no longer requires a Buddy the remaining membership fee is non-refundable.

If the Agency is unable to replace a Buddy after one month of the requested start date, a refund of 25% of the paid membership fee on a (whole) month-by-month, pro-rata, basis can be made until a Buddy is found.

Availability of the same Buddy cannot be guaranteed for any period.

Neither the Buddy nor the client is under contract to each other and either party can terminate the arrangement at any time; 48 hours minimum notice for a Daily booking and 1-week minimum notice period for an ongoing Buddy.

The Buddy must be paid in full, based on their normal working hours, for the 1-week minimum notice period, regardless of whether they are asked to work or not.

An additional fee of £25 is applicable on each occasion that more than one Buddy is engaged at the same time. If a second Buddy is engaged regularly then a membership fee will be payable for each Buddy.

Annual Memberships are reviewed one week before expiry and are automatically renewed for clients continuing to use a Buddy.

The Agency recommends Buddies are registered as self-employed with HMRC and it is their responsibility to pay tax and national insurance.

Manny Placement Fee

The Agency Manny placement fee is payable if a client increases their requirements, in any Tier, and the Buddy works in excess of 25 hours per week, either permanently or temporarily. The Manny placement fee is 15% of the gross annual salary and will be invoiced on a pro-rata basis if the Buddy becomes a Manny during the annual membership period.

If a Buddy, introduced by My Big Buddy, is subsequently offered permanent employment or taken onto a client payroll in any capacity, the Manny Placement fee of 15% of the gross annual salary will be payable to the Agency.