

Dear Host Family,

One very important step to a successful year with your au pair is communicating clear expectations from the moment they arrive. This template is designed to help you provide guidance and information so your au pair understands your family’s needs and how your household operates best.

We strongly recommend that you take time to complete this templatebefore your au pair arrives and then review it with them within the first three days of their stay. You can also update it whenever necessary throughout the year and when you prepare to welcome a new au pair.

If you have any questions or suggestions, please call us at 800-333-6056.

Warmly,

Samantha Janney

Executive Vice President

# THE BASICS

Our home address:

Our cell phone number(s): Our work phone number(s):

Our local representative: Phone number:

Email:

# HEALTH AND SAFETY

Fire extinguisher location:

Fire evacuation plan:

(Include all exit options, if/where fire ladder exists, meeting place outside the home)

In case of a medical emergency, you should call 911 and then:

(Suggestions: call host parents, call local neighbor, etc.)

Child(ren)’s allergies:

(List allergies for each child and what to do if an allergic reaction occurs)

Home entry policy:

(Suggestions: who is allowed in when parents are not home, when to answer door, is there a home entry code or does anyone else have keys to the house?)

Additional information about health and safety:

# OUR CHILD(REN)

Activities our child(ren) enjoy, and that we encourage:

(Suggestions: reading, watching movies, arts and crafts, outside play)

Our child(ren) enjoy eating these snacks and meals:

We encourage good behavior by rewarding our child(ren) with:

(Suggestions: encouraging words, extra time to play outside, a gold star chart)

When our child(ren) misbehave, you may discipline them by:

(Suggestions: assigning time-out, restricting access to TV/computer)

When our child(ren) are upset, this is what works best to calm them down:

(Suggestions: reading a book, putting them down for a nap, taking a walk)

Our child(ren) are allowed to play at the homes of these families:

(Suggestion: Include their phone numbers/addresses to help set up playdates)

Additional information about our child(ren):

(Suggestions: temperament, sleep schedules, etc.)

# CHILDCARE SCHEDULE

In general, your on-duty days and hours include:

(No more than 10 hours per day and 45 hours per week)

Sick day policy:

(What to do if au pair is sick and cannot care for children)

Rules for after hours:

(Suggestions: Are there quiet hours? Weeknights vs. weekends? What time?)

Additional information regarding the childcare schedule:

# HOUSEHOLD RESPONSIBILITIES

**Responsibilities Frequency**

Make child(ren)’s bed(s) Do child(ren)'s laundry

Vacuum child(ren)'s rooms/areas Make child(ren)’s meals

Pick up after child(ren)

Areas to pay particular attention to:

(Suggestions: children’s bedrooms, playroom, laundry, etc.)

Expectations for your bedroom and/or bathroom:

(While the bedroom is their private space, set expectations in terms of cleanliness and usage, such as changing sheets, bringing food in, hanging decorations on the wall, etc.)

# PAY AND VACATION SCHEDULE

You are entitled to 2 weeks of paid vacation. Although mutually agreed upon, we suggest taking the first week within the first 6 months and the second during the last.

Payment Day/Payment Method:

(The minimum weekly stipend is a program requirement. We suggest setting and sticking to one firm day.)

Upcoming family vacations:

(Will the au pair be invited? What responsibilities will they have?)

Good times for you to take vacation:

(When do you suggest or prefer your au pair to take their vacation?)

Holiday duty:

(Will the au pair be expected to work on U.S. holidays?)

# FAMILY CAR POLICY AND INSURANCE INFORMATION

Car insurance company name:

Car insurance company phone number:

Car insurance policy name:

Car insurance policy number:

Your on- and off-duty car usage:

(Include any rules that apply, if or when the au pair can use the car)

Additional information regarding our car policy:

(Is there a maximum mileage for off-duty car usage?)

# HOUSE VISITORS AND GUESTS POLICY

Rules on hosting friends and family:

(Can they stay in your home? For how long? How many people at a time?)

Rules on visits from a boyfriend/girlfriend:

(Can they stay in your home? If so, where will they stay in your home? For how long?)

Rules on overnight guests:

Additional information regarding visitors and guests:

# PHONE AND TV POLICY

Au pair cell phone rules:

(Suggestions: international dialing, data plan specifics, is talking/texting allowed while on duty?)

General phone etiquette:

(Suggestions: phone calls/texts during dinner time, length of phone calls, etc.)

Acceptable programs/channels for child(ren):

Unacceptable programs/channels for child(ren):

Additional Log-in Credentials:

(Suggestions: Netflix, Hulu, Apple TV, Wireless Printer, etc.)

# COMPUTER AND INTERNET USAGE POLICY

Wifi Network name:

Wifi Network password:

Rules for computer and internet:

(Suggestions: when is your au pair allowed to use the home computer? How long? How often?)

Are there any restrictions on using the home computer?

(Suggestions: no adult websites, violent games, downloading photos, etc.)

# SOCIAL MEDIA POLICY

Please adhere to the following guidelines:

**If post contains Permission to post (*yes/no/ask*)**

Child(ren) Child(ren)’s name(s) Child(ren)’s school(s) Family name

Family photo(s) House

Car

Additional information regarding social media:

# COMMUNICATION

Both your family and au pair should feel comfortable in your home. The first few weeks can be difficult, adjusting to and learning about one another. We recommend checking in weekly with your au pair and encouraging open communication. The following questions are meant to address the best ways to discuss any issue.

We prefer you bring up any concerns and issues by:

(Suggestions: letting us know right away, as a family, not in front of the children, etc.)

If you have a concern you have a hard time voicing, we suggest:

(Suggestions: writing a note, sitting down in a comfortable setting and talking, contacting LCC)

Additional information about family communication:

# EDUCATION REQUIREMENT

The U.S. Department of State requires au pairs to enroll in an accredited post-secondary institution for a minimum of six academic credits or its equivalent. Host families are required to contribute up to $500 towards the cost of this course, including textbooks.

Accredited nearby colleges/universities to consider:

Things to consider when choosing classes:

(Suggestions: family schedule, commuting time, etc.)

Options for transportation:

(Host family is required to facilitate transportation to and from class.)

Additional information regarding the Education Requirement:

# CULTURAL EXCHANGE

Opportunities to share your culture with us:

(Suggestions: participating in traditions, cooking traditional foods, enjoying international music, celebrating holidays, etc.)

Additional information regarding cultural exchange: