



Au Pair/Host Family Agreement

This document will serve as an agreement between an Au Pair and his/her Host Parents. This agreement will help to establish a reasonable outline of responsibilities for the Au Pair and Host Family to adhere to throughout the program year. This agreement should be established within the first two weeks of the Au Pair's arrival and should be signed during the Au Pair/Host Family Orientation conducted by the Community Representative, so that each party may refer to it throughout the year. Should the Au Pair and/or Host Family deem it necessary to revise any part of this document, the Community Representative should be notified.

The Au Pair and Host Parents should discuss each of the items listed in this document to determine the most appropriate action. The Community Representative can give guidance as necessary. If there are points that you would like included that are not listed in this document, please add them in the space provided at the end. By completing this document, everyone – Au Pair, Host Parents, and Community Representative – will fully understand what is to be expected. The Community Representative will mail a copy of this signed agreement to the Au Pair Foundation Headquarters Office.

Au Pair Name (please print)

.....
Host Parents Names (please print)

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General, Daily Au Pair Responsibilities

We,, as Host Parents require that our Au Pair perform the following tasks on a daily basis (check all that apply):

- ...Looking after, feeding, bathing, and playing with the children
- ...Being home while the children sleep if a parent is not home
- ...Being home as necessary while children are absent from school due to illness, weather, or holidays
- ...Transporting children to and from school, appointments, lessons, outings, or errands
- ...Assisting with light housework in shared areas of the house
- ...Preparing some meals for the children as stated in this agreement
- ...Putting away the children's belongings (for example toys, books, etc)
- ...Making the children's beds each day
- ...Doing some of the children's laundry as stated in this document
- ...Tidying the children's rooms as stated in this agreement
- ...Cleaning up after children's meals and snacks
- ...Keeping his/her own room tidy and doing his/her own laundry

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We, as the Host Parents, understand that within the guidelines of this Au Pair Exchange Visitor Program the Au Pair is entitled to at least one full day and one half day off per week; the Au Pair's duties will not exceed a schedule of 45 hours per week, contained within 5 1/2 days and no more than ten hours per day; and the Au Pair must be given at least one complete weekend (Friday evening to Monday mornings) off per month. In addition, the Au Pair is entitled to two weeks of paid vacation during his/her stay with our family.

Au Pair's Vacation Schedule

At the time of the signing of this document, the following agreement has been made concerning the Au Pair's vacation time and schedule for full weekends off per month. (If the agreement is to make these decisions at a later time, please state this below.)

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Au Pair Initials Host Parents' initials

Financial Issues

Host Family

We, as the Host Parents, understand that within the guidelines of this Au Pair Exchange Visitor Program, our Au Pair is entitled to receive the government-mandated weekly stipend.

- We agree to make payment of this stipend on (day of week) of each week.
- The Au Pair will be paid: \$..... (circle one) in cash by check
- We agree to pay our Au Pair the mandatory weekly stipend even if he/she is unable to work on any given day due to illness.
- We, as the Host Parents, agree to pay up to (circle one) \$500 \$1000 during the program year in school tuition and fees.

Please check one of the following statements concerning transportation for the Au Pair to attend school courses.

- Our Au Pair will be given a car to attend school courses yes no
- We will provide transportation for our Au Pair to attend school courses yes no
- We will cover the cost of public transportation for our Au Pair to attend school courses yes no

Au Pair

I,, as the Au Pair for the family named in this agreement (choose one):

Authorize my Host Parents to deduct any long distance phone and/or Internet usage charges made by me from my weekly stipend after I am shown the specific bill itemizing my charges.

Prefer to pay any long distance phone and/or Internet usage charges made by me at the time my Host Parents receive the bill(s).

I, as the Au Pair, understand that under the laws governing the Au Pair Exchange Visitor Programs in the United States, that should I be permitted to use my Host Family's car and I am involved in a car accident of my fault, I am responsible for up to \$250 for repair of car damages. In addition, it is my responsibility to pay for all gas costs incurred during my personal use of my Host Family's car, my Host Parents are responsible for all gas, oil, and routine maintenance of their car(s) used by me for transporting the children or running family errands.

I, as the Au Pair, understand that it is my responsibility to purchase my own personal toiletries and unique food items.

Au Pair initials Host Parents' initials



Child Care Issues

The Host Parents must clearly explain to the Au Pair:

- The forms of discipline they allow to be implemented with their children
- What should be done if a child does not respond to the allowed forms of discipline
- Medical issues that the Au Pair needs to be mindful of concerning the children

The Host Parents must clearly outline for the Au Pair the guidelines they would like him/her to adhere to concerning the following child-care items:

Meals (What types of foods are allowed for snacks and meals; what time snacks and meals can be given; specific foods that children should not eat for medical issues, etc)

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Chores (What chores should the children be asked to do themselves; what chores the Au Pair should perform for the children; how much laundry and common area cleaning is required and what types of cleaning materials are to be used, etc.)

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Naps, Bedtime, Quiet Hours (When should children be asked to nap, go to bed, spend quiet hours; what activities are acceptable during quiet hours; what times should children be told to do their homework; what activities need to be performed at bedtime, etc)

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Playtime (What periods of the day are considered playtime for the children; what activities may they engage in on their own; what activities should the Au Pair always be present for; where are the children allowed to play on their own; where is the Au Pair allowed to take the children for playtime; are other children allowed to come over to play and at what time; are the children allowed to go to the house of another child, what children, and at what time, etc)

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Television, Computer, Video Games (What TV shows are the children allowed to watch and at what times; what are the children allowed to do with the computer and at what time; what video games may the children play with and at what time, etc)

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Additional Guidelines (Other items which are allowed or not allowed, etc)

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If the Au Pair is too ill to care for the children on any given day, what arrangements will be made?

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I, as the Au Pair, have discussed with my Host Parents, and understand, all of the items listed above

Au Pair Signature Host Parents' Signature(s).....



Host Family Rules

The following shall serve to outline the daily living arrangements acceptable to both Au Pair and Host Parents.

Guests of the Au Pair (check appropriate items)

The Au Pair will be allowed to have guests in the home under the following guidelines:

- ...Never during work hours
- ...During work hours only if discussed between the Au Pair and a Host Parent ahead of time
- ...Any time during the Au Pair's free hours
- ...During the Au Pair's free hours when approved by a Host Parent
- ...Other agreed upon limitations:

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- ...The Au Pair (and any guests of the Au Pair) may NOT smoke in the house
- ...The Au Pair (and any guests of the Au Pair) may smoke in the house in a designated area:

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- ...The Au Pair (and any guests of the Au Pair) may NOT drink alcohol in the house
- ...The Au Pair (and any guests of the Au Pair) may drink alcohol in the house within the following guidelines (if 21 years or older):

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Au Pair initials

Guests of the Host Family

We, as the Host Parents, agree to notify our Au Pair when we are expecting guests:

- ...Whenever possible
- ...During the Au Pair's free time
- ...During the Au Pair's work hours

The Au Pair's Private Room

- ...Television
- ...Stereo/CD player
- ...Cable Service
- ...Phone Extension
- ...Private Phone
- ...Individual Heating/Cooling Unit
- ...Computer
- ...Radio

1. The Au Pair will be responsible for the proper use of and any additional costs involved with the above (e.g., 900 phone calls, Internet charges, Pay-Per-View movies, etc)
2. The Host Parents agree to provide all costs incurred (other than long distance phone charges) for the above listed items.
3. The Host Parents agree only to provide costs incurred for the following items:

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Please discuss the following items and list any agreements you would like to make concerning these issues:

1. The Au Pair's private room
2. Displaying personal items
3. Rearranging furniture
4. Lock on Au Pair's door

Telephone Use

The Host Parents and Au Pair should discuss telephone usage and explain the agreement below:

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Au Pair's Health Issues

The Au Pair must clearly explain to the Host Parents:

- (a) Any personal health concerns
- (b) Any medicine usage

Other House Issues

Please discuss the following items and list any agreements you would like to make concerning these issues:



The Au Pair's Scheduling of his/her:

- Showering
- Personal Laundry

The following arrangements regarding the Host Family's home occur on the following basis:

- Cleaning Service
- Yard Maintenance
- Pool Service
- Others:

Alarm System

...The Host Family's home does not have any special alarm system or service

...The Host Family's home is protected by an alarm service and the Au Pair has been thoroughly trained in the usage of the system

...The Host Family's home is protected by a guard service, and the Au Pair has been thoroughly trained in the procedures of the guard service

Other issues:

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Au Pair Signature Host Parents' Signatures.....



Emergency Issues

The Host Family should fill out the emergency phone & information appendix and post it near a central telephone in the home. Also please be sure to sign the parental consent appendix and have it readily available to the Au Pair in case of an emergency.

Emergency Home Escape Plan

The following procedure should be followed by the Au Pair in the event of a fire, earthquake, gas leak, or other disaster (the Host Parents must thoroughly explain and show the information to the Au Pair):

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Medical Emergency Plan

The following procedure should be followed by the Au Pair in the event of a medical emergency for the children and him/herself, if he/she is able to:

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The Host Parents must:

- Show the Au Pair the location of first aid supplies
- Show the Au Pair where emergency supplies, such as candles and a battery operated radio are kept
- Show the Au Pair the location of smoke detectors and fire extinguishers and how they work
- Explain to the Au Pair what he/she should do if they are locked out of the house
- Explain to the Au Pair how to release locked bedroom/bathroom doors should he/she need to get in to assist a child
- Show the Au Pair where all emergency switches (fuel oil, fuse box, water valve, gas valve, etc) are located and how they work
- Explain to the Au Pair how any special child safety devices work

Please list any additional items discussed:

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We, the Host Parents, Au Pair, and Community Representative, have thoroughly discussed all items listed in this document, and by signing below, we acknowledge acceptance of the agreements laid out above.

Au Pair Signature.....
Host Mother Signature.....
Host Father Signature

Community Representative Signature.....



Emergency Contact Information

Child's Name.....	Child's Name.....
Age and Birthday.....	Age and Birthday.....
Weight.....	Weight.....
Blood Type.....	Blood Type.....
Child's Name.....	Child's Name.....
Age and Birthday.....	Age and Birthday.....
Weight.....	Weight.....
Blood Type.....	Blood Type.....
Address.....	
Nearest Cross Street.....	
Home Phone Number.....	
Phone Numbers where Parent or Guardian will be.....	
Mother's Work Phone.....	Cell Phone.....
Father's Work Phone.....	Cell Phone.....
Neighbor's Name and Phone Number	
Evacuation Location	
Emergency Contact	
Insurance Plan	
Ambulance	
Poison Control Center 1-800-222-1222	Family Physician
Emergency Number 911	Physician Telephone
Hospital	Physician Address
Community Representative Name and Number	

Au Pair Foundation 24 Hour Emergency Hotline Number 1-866-4AUPAIR (1-866-428-7427)



Parent Consent and Contact Form

This form is to be completed and signed by the child's parent or legal guardian. The signature of the parent or legal guardian indicates permission for the Au Pair to follow in accordance with these instructions

Name of Child
Date of Birth
Medical Condition(s) of concern.....
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Signs or Symptoms to watch for

List the Child's Medications, Prescription and Over the Counter

Medication..... Dose
How Given..... When Given.....
Special Instructions (to be taken with food, etc).....
Possible Side Effects.....

Medication..... Dose
How Given..... When Given.....
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Possible Side Effects.....

Medication..... Dose
How Given..... When Given.....
Special Instructions (to be taken with food, etc).....
Possible Side Effects.....

I give permission for (Au Pair).....to administer medicine(s) to the child named above in the manner described below.

Further, I give permission to the Au Pair to provide basic first aid for the child named above and to take the appropriate measures including contacting the emergency medical services (EMS) system and arranging for transportation to
or the nearest medical facility to receive the appropriate level of care as determined by qualified medical professionals.

In the event the child named above is injured or ill, I understand that the Au Pair will attempt to contact me, the other parent, or legal guardian at the contact numbers listed below

Parent/Legal Guardian's Name.....
Contact Numbers.....on.....(hours/days)



Au Pair Consent and Contact Form

This form is to be completed and signed by the Au Pair. The signature of the Au Pair indicates permission for the Host Family to follow in accordance with these instructions:

Name of Au Pair
Date of Birth
Medical Condition(s) of Concern.....
Signs or Symptoms to Watch for

List the Au Pair’s Medications, Prescription and Over the Counter

Medication **Dose**.....
How Given..... **When Given**
Special Instructions (to be taken with food, etc)
Possible Side Effects.....

I give permission for (Host Family)

To administer medicines to the person named above in the manner described above.
Further, I give my permission to the Host Family to provide basic first aid for the person name above and to take the appropriate measures including contacting the emergency medical services (EMS) system and arranging for transportation to or the nearest medical facility to receive the appropriate level of care as determined by qualified medical professionals.

Other Pertinent Instructions
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In the event the Au Pair is injured or ill, I understand that the Host Family will attempt to contact the Community Representative and/or the other people at the contact numbers listed below.

Au Pair’s Name

Contact Numbers

Community Representative Name and Phone Number
Name & Relationship Phone.....
Name & Relationship Phone.....
Name & Relationship Phone.....

Au Pair Legal Signature Date.....

