



# Au Pair Handbook

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**Appendix**

- AP/ HF Agreement
- Social Security information
- APF orientation/training outline
- AVI insurance claim form

**Contact Information**

Be sure to fill out this information with your **Community Representative**.

Name..... Telephone.....  
 E-mail.....

<p><b>Au Pair Foundation</b>                  Program Coordinator: Kimberlee Straiten                  Mailing Address:                  7599 Redwood Blvd, Suite 200                  Novato, CA 94945                  Telephone: 415-257-4783                  Toll-Free within the US: 1-866-428-7247                  24 Hour Emergency Hotline:                  415-257-4783 or 1-866-4AUPAIR                  Select "EMERGENCY" from menu options                  Fax: 415-257-2207                  URL: <a href="http://www.aupairfoundation.org">http://www.aupairfoundation.org</a>                  Email: <a href="mailto:info@aupairfoundation.org">info@aupairfoundation.org</a></p>	<p><b>AVI Insurance</b>                  Telephone: 1-888-551-9798                  Send claims to:                  AVI Assistance – SelectCareWorldwide                  2316 Delaware Ave #292                  Buffalo, NY 14216                  Email: <a href="mailto:avi-claims@selectcareworldwide.com">avi-claims@selectcareworldwide.com</a></p> <p><b>International Revenue Service Information</b>                  Telephone: 1-800-829-1040, URL: <a href="http://www.irs.gov">www.irs.gov</a></p> <p><b>Social Security</b>                  Toll Free Telephone: 1-800-772-1213                  URL: <a href="http://www.ssa.gov">www.ssa.gov</a></p> <p><b>United States Department of State Visitor Exchange Program</b>                  Telephone: (202) 401-9810                  URL:  <a href="http://exchanges.state.gov/education/exchanges/private/aupair.htm">http://exchanges.state.gov/education/exchanges/private/aupair.htm</a></p>
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Welcome to the Au Pair Foundation and the Face The World Family! We hope that the coming year will be full of adventure, learning and the foundation for your future understanding and success in the international community. Face The World has been fostering cultural exchange for over 13 years. Our mission to provide quality, lasting cultural exchange, education and childcare has led us to you. Congratulations on being selected! We have chosen only a few who have proven skills and commitment to our program objectives. We are honored to have you join our program and look forward to a close working relationship over the coming year.

The following handbook has been prepared to inform you about the program and assist you. Please read it thoroughly and note any questions you may have while reading. You will have ample opportunity to discuss these questions and are encouraged to do so at any time. Do not be afraid to ask and remember there is no such thing as a silly question. It is likely you will feel a little intimidated with all the changes and new experiences but rest assured we are not here to judge, only to help. Our staff is trained to assist and support you during the coming months.

We can not emphasize enough the importance of communication in this program. You may encounter many new situations and ideas, some of which you may not understand or feel comfortable with. We remind everyone, host families included, that cultural differences are not right or wrong. They are just different and that is what makes life so rich. You have chosen to participate in this program because you are interested in learning about a new culture. Your open mind and positive attitude will help you adapt and succeed making this year a rewarding experience for you, your host family and our staff.

Welcome again and congratulations on being accepted into the Au Pair Foundation Program!

Mary Kass  
President  
Face The World Foundation

## The Au Pair Foundation Mission and Objective

Au Pair Foundation's mission is to provide all of our program participants – host families, Au Pairs and staff – with a quality cross-cultural experience that will enhance their understanding and acceptance of other cultures and foster life-long friendship in addition to providing quality child care to American families and educational opportunities to international young people.

Through the Au Pair Foundation Program, we hope to give American families the opportunity to learn more about world cultures by placing intelligent young people from other countries who display positive attitudes and a willingness to be ambassadors for their home countries. Au Pairs will be able to teach members of host families about life in their countries and share the qualities of themselves and their culture throughout the program year. We feel that the host families, Au Pairs and the communities surrounding these families benefit from this exchange as the Au Pair integrates into daily American life.

Through this program, we also hope that the Au Pair will return to his/her home country and share with family, friends and countrymen a positive and realistic impression of life in America, the American people, and the uniquely blended and ever changing culture.

### Program Overview

The word "Au Pair" is French for "on par" or equal. The Au Pair Foundation program promotes this concept of equality in the relationship between the host family and Au Pair. The Au Pair lives with the host family as an equal member of the family; like an older sibling, and is included in family activities such as family meals, and holiday celebrations, unlike an "employee" or "servant" who might be excluded from such family gatherings.

## Au Pair Programs

Au Pairs can care for up to four children per family between the ages of three months and 12 years of age. All Au Pairs are required to complete an educational component according to the program. Childcare duties are distributed over a five and half day work week not to exceed 10 hours any given day. Au Pairs are entitled to two paid weeks of vacation a year and one full weekend off a month. Below is a summary of the three programs offered:

**Infant Care Au Pairs-** Maximum of 45 hours a week of childcare for infants and children between 3 months and 12 years of age. Weekly stipend is \$195.75 and the educational stipend is \$500 a year toward the study of 6 semester units at a post-secondary educational institution. Au Pairs must have at least 200 of documented infant care experience by non-family members.

**Standard Care Au Pair:** A Maximum of 45 hours of child care per week for school aged children. Weekly stipend is \$195.75 and the educational stipend is \$500 a year toward the study of 6 semester units at a post-secondary educational institution.

**Educare Au Pair:** Maximum of 30 hours a week of child care for school-aged children that require before and after school supervision. Au Pairs participating in this program may not be placed with families with preschool aged children unless alternative, full-time arrangements are in place for their supervision. The weekly stipend is \$146.81 and the educational stipend is \$1000 a year toward the study of 12 semester units at a post-secondary educational institution.

At no time is an Au Pair expected to care for an infant less than three months of age without a parent or other responsible adult present.

## **Au Pair Foundation Staff**

Aside from the administration and training provided by our staff, Au Pair Foundation maintains monthly contact with the host family and Au Pair. This support ensures that all program participants' questions are answered and any problems are resolved quickly. Au Pair Foundation will also ensure that the Au Pair has enrolled in a post-secondary educational institution for the required credit hours. Full compliance with this educational requirement is expected of all Au Pair participants and an Au Pair's failure to satisfy this requirement will lead to termination from the Au Pair program.

The following is an outline of Au Pair Foundation's staff and responsibilities:

### **Overseas Partners (OP)**

The Au Pair's first contact is normally with our overseas partners. A complete network of trusted international partners has been established around the world. Our partner's role is to screen, select and provide orientation for applicants. They are instructed to choose only serious candidates able to commit fully to the program mission and objectives. They provide complete translations of contracts, references and responsibilities to assure Au Pairs are completely aware of program expectations and duties. Selected Au Pairs will work closely with partners to obtain their visas.

### **Community Representatives (CR)**

Your Community Representative (CR) is the heart of the Au Pair Foundation's program staff. These valuable field representatives screen host families and support the Au Pair and host family during the program year. Community Representatives help the Au Pair make the transition to their new environment, home and community, as well as helping both the family and Au Pair work out details and solve any problems that might arise.

### **Regional Directors (RD)**

RDs are critical to the chain of communication within Au Pair Foundation. RDs train and support Community Representatives within a specific region and they are the supervisory link between the Community Representative, host family, Au Pair and headquarters. RDs ensure that qualified Au Pairs are placed with compatible host families and that they all receive supervision and support during their program year.

### **The Novato Headquarters**

Au Pair Foundation Program is guided by the Program Manager who works in the headquarter office located in Novato, California. The Program Manager is responsible for maintaining relations with overseas agency partners, supervising Regional Directors and office personnel.

## **Application: Only the best need apply**

### **Application Process & Screening**

The emphasis of our programs is on finding a select group of highly qualified applicants to participate in the program. Our attention to quality rather than quantity is reflected in the modification of general Department of State requirements making our minimum requirements as follows:

- Proof of completion of High School
- Be between 18 -26 years of age
- Have obtained a minimum score of 50 on the English SLEP test and have conversational fluency in English
- Have documented childcare experience
- Have completed a criminal background test
- Have excellent health
- Take a Psychometric Exam

### **Preferable Qualifications are:**

- Have some university studies in child development, language studies or education
- Have an International Drivers License
- Non-smoking

### **Overseas Partners' Duties:**

Interview and test Au Pair applicants in English, verify references, medical history and criminal background checks as well as administer a psychological profile test.

Au Pair applicants selected by host families attend a training workshop designed by the Au Pair Foundation and the American Red Cross. During this workshop, each Au Pair receives 32 hours of child development instruction, 4 of which are devoted to infant care development issues. The Au Pair also receives 8 hours of child safety instruction, 4 of which are devoted to infant child safety issues.

### **Host Family Screening**

Host Families are also required to undergo background and screening checks. Au Pair Foundation is dedicated to protecting the interests of our Au Pairs. Host families are therefore interviewed and references verified to ensure they are qualified to host an Au Pair for a year. Au Pair Foundation's role is to ensure that a "mutual exchange" takes place and that both parties are suitable for the program.

## **How the Matching Process Works**

Screened Au Pairs and host families move to the matching phase of the program. This important phase should be taken very seriously and well thought over. Host families review Au Pair profiles on line and receive contact information for the Au Pairs they are interested in. They must telephone interview the Au Pair at least two times before making a decision to invite the Au Pair into their home. The telephone call could come at any time due to some families working schedules. Therefore you should practice some basic dialogues to be ready for the call. It is important to be COMPLETELY honest in this stage since you will be committed to living for one year with this family. Changing host families is very difficult and Au Pair Foundation does not guarantee an Au Pair will be placed a second time.

If you smoke, for example, it is far better to say so in the beginning. Some Au Pairs have lied about their smoking thinking they would have a better chance of being placed as a non-smoker. When they arrive they start smoking and the family feels the Au Pair has been dishonest. The family believes the Au Pair has lied and the bond of trust is broken sometimes never to be re-established. The host family may begin to question everything the Au Pair said in the interview. A small lie like this can lead to numerous other problems and even dismissal. Americans can be very strict when their interpretation of trust is concerned. Honesty is always the best policy.

### **Telephone Interviews**

Host Families are required to have at least two telephone interviews with Au Pairs prior to selection. Host Families are encouraged to ask open ended questions to get a feel for the Au Pair's command of the language, interests and compatibility with their needs. While Host Families are asked to call at the hour indicated on the Au Pair application, they may call unexpectedly. Use the "Au Pair Host Family Interview Helper" form located in this manual to guide you during the host family calls. Make a copy and keep it handy at all times along with a pen. Ask the family about their children, their interests and lifestyle. Be sure to take notes about the family member names, children's ages and requirements. You should prepare a list of questions for a second interview immediately after the call while the conversation is fresh in your mind.

Speaking on the telephone is especially hard for non-native speakers but try to be yourself and let your natural charm help you find the right family. Even if you feel the family is great after the first interview, a second call is required before a match may be determined. At least 24 hours should pass between the first and second call to make sure that the both parties have adequate time to think and prepare for a second interview. Remember you will be living with this family for 12 months. If you change your mind after confirming a selection you will lose your application and deposit fees.

A second telephone interview will follow if the host family feels the Au Pair is suitable. The Au Pair should have the list of prepared questions ready for the call. If after the second interview the Au Pair does not want to be placed with the host family, he/she should let their Community Representative know so Au Pair Foundation can contact the family with the reasons why. Remember, due to the size of our program, Au Pairs are not to turn down host family assignments because of geographical location. Doing so is grounds for release from the program.

### **When the Match is made!**

If the second interview results in mutual interest by both parties, the Au Pair should contact the overseas partner immediately. The Au Pair Acceptance Packet will be processed and forwarded to you. It includes the following:

- Host family application and profile
- Community Profile
- DS-2019 form and immigration letter
- Insurance information

The local office will assist in obtaining the J-1 visa. It can take up to a month for the J-1 visa to be approved and will vary depending on the country and time of year.

Once the match is made, Au Pair Foundation staff will begin making arrangements for your arrival. Airline tickets are reserved, training dates and accommodations made and host family orientations conducted. Our trained staff will attend to every detail to ensure a smooth transition to your new home and a successful program year.

### **Things to Remember before departure**

#### **1. Bring Money**

Although carrying large sums of cash is discouraged, we recommend that Au Pairs bring at least \$200 in spending money to cover expenses during travel and meals during the orientation. During the training session breakfast and a small dinner is provided except on Saturday night. Therefore, expect to pay at least \$30.00 for meals during the training session. Please note there is also an optional tour of New York City for \$50.00 (transportation cost)

#### **2. Give your family complete contact information**

Write down telephone contact numbers and email addresses:

- Remember to tell them that you will be in training for three days so if they want to call you at your new home, they should wait at least four days.
- Once you get to the United States, information on affordable calling cards will be given to you. You should not start your stay by asking your host family to make an international call. Buy a card and begin using it from the start. It will make life much easier and the rates on many calling cards are more affordable than host family telephone plans.

#### **3. Show your parents how to dial internationally and give them your host family phone number and address.**

The country code for the United States is (1) followed by the area code which is a three digit number (xxx) then the seven digit home number. For example, when calling the headquarter office in Novato you first dial (1) (415) 257-4783.

#### **4. Set your financial affairs in order**

Try to pay off any outstanding debts you have before leaving. International wire transfers are expensive and complicated. If you need to send money home on a regular basis, talk to your bank and find the best way to do so before you leave.

Once you arrive and get settled, you will be given instructions on how to set up a bank account at a local bank. Having a bank account will facilitate money transactions. Remember: never carry large amounts of cash. Have it deposited in visa accounts or buy travelers checks.



Your travel insurance takes effect when you arrive. Therefore any accidents that occur before arrival will not be covered by the policy. Therefore, you might want to purchase travel insurance.

## 5. Doctor and Dentist

Go to your doctor and dentist before you leave. Routine dental work is not covered by your policy and quite expensive in the United States. Make sure that you have a check up and have any required dental work done before you leave. If you have any medical conditions that need treating, do it before you leave and if you must carry any medication with you, make sure you have the prescription with you when you board the plane. You might be asked to show proof of medications at United States Customs. If you have any special conditions, review your insurance policy carefully and consider purchasing additional health insurance.

If you wear glasses or contacts make sure you have a current prescription.

## 6. Set aside important documents

- Passport
- International Drivers License – Apply before you leave to make the transition smoother
- Birth Certificate – bring a copy in case you need it
- Diplomas & Transcripts – you will need them when registering for classes in the United States

## 7. Travel Tips

- Bring clothes for the season
- Ask your host family what the climate is like in their town and pack some basic items for the year. You will not need formal clothes but it is always a good idea to have one basic black dress or other item in case you need to dress more formally. Don't over pack and remember, you will be buying things over the course of the year and will have to carry everything back! Keep your packing simple and light.
- If you can it is always nice to bring some typical items from your country to share with your family. Books with photos or children's games are an ideal way to introduce your culture to your family.

## 8. Getting to the airport

- Give yourself ample time to get to the airport. New security measures have extended check in times considerably. Getting to the airport at the last minute is STRESSFUL and not a good start for your program year. If you miss the airplane, you will be responsible for any airline penalty fees.

## 9. At the airport

### Security:

- No sharp objects are allowed in your carry-on luggage. Make sure to pack things such as knitting needles or fingernail clippers in the luggage you plan to check-in.
- Also, new security measures require all liquids, gels and aerosols must be in three-ounce or smaller containers. Larger containers that are half-full or toothpaste tubes rolled up are not allowed. **Each container must be three ounces or smaller.**
- All liquids, gels and aerosols must be placed in a single, quart-size, zip-top, clear plastic bag. Gallon size bags or bags that are not zip-top such as fold-over sandwich bags are not allowed. **Each traveler can use only one, quart-size, zip-top, clear plastic bag.**
- Each traveler must remove their quart-sized plastic, zip-top bag from their carry-on and place it in a bin or on the conveyor belt for X-ray screening. X-raying separately will allow TSA security officers to more easily examine the declared items.

Make sure you know what the baggage limits are for your flight ahead of time. Do not exceed weight limits or you will be required to pay overweight fees.

Lastly, eat light the night before your flight and drink plenty of water during the flight. It helps reduce the negative effects of jet lag.

## Arriving in the United States

### Training

Your first few days in the program will be busy and full of activity learning about child development and how to care for children safely in the “Au Pair Workshop”. During the workshop you will have the opportunity to make friends and meet other Au Pairs with whom you may maintain a friendship throughout your program year.

Before long, you will meet your Community Representative (CR), Host Parents, their children, friends and neighbors. You will fly to a new city, your new home and begin a program year full of new experiences and challenges. Once settled, you will meet with your Au Pair Community Representative who will accompany you throughout the program year and assist you with your needs. She/he will provide guidelines, organize a cultural activity and assist you with any problems that may arise. If for any reason you do not hear from your CR within 48 hours of your arrival please call the Headquarter office toll free at:

1-866-428-7247 or 1-866-4 Au Pair

Email: [info@aupairfoundation.org](mailto:info@aupairfoundation.org)

### Your New Family

After completing the training and orientation you should be ready for introduction to your new home! Keep in mind that every host family is different and do not fall into the trap of comparing situations with other Au Pairs met during the orientation. Every family has it pluses and minuses. No two are the same.

The first two months are crucial to the success of the program. Communication during this adjustment period is important!! Clarify anything you don't understand. Don't be embarrassed to ask what things mean and above all, be honest and open. The Community Representative will establish contact with the Au Pair and host family within 48 hours of arrival. An orientation meeting will be agreed upon during which time the Host Family/Au Pair Agreement will be reviewed and signed. This agreement will establish the rules to be respected throughout the year. Review it carefully before the meeting and make sure any additions or observations are written and signed by both the Au Pair and host family. See the appendix section of this document for a copy of the agreement that is filled out together. Americans tend to be direct and prefer clarity from the outset. You must do the same and should try to do so from the beginning.

### Responsibilities

Your host family has invested a significant amount of money in the program and has high expectations for you to provide reliable and safe child care for their children. Your duties may include being available to a sleeping child, driving children to sporting activities or helping with homework. Furthermore, your host family may ask you to help clean up after the children, wash dishes or prepare a family meal. Your Host Family looks forward to the cultural exchange and expects you to be a positive addition to their family.



## **The following outlines Au Pair and Host Family Responsibilities**

### **Families accepted into the program are required to:**

1. Carefully interview and select their Au Pair from applications provided to the family by Au Pair Foundation. They must hold at least two telephone interviews with Au Pairs before making a decision.
2. Spend the first three days with the Au Pair in their home to train and familiarize him/her with the environment
3. Treat their Au Pair as a member of the family and include them in family activities whenever possible.
4. Encourage their Au Pair to take advantage of educational opportunities in the area covering \$500 in tuition fees and transportation costs. EduCare Au Pairs receive \$1000 in tuition fees and transportation costs.
5. Speak English as the primary language in the home, allowing the Au Pair to perfect her/his English language skills.
6. Provide the Au Pair with one and a half days off each week, one full weekend off per month, and two weeks paid vacation time.
7. Not require the Au Pair to work in excess of 45 hours per week nor more than 10 hours per day. In the case of EduCare Au Pairs no more than 30 hours per week of child care can be provided.
8. Pay their Au Pair a weekly stipend of \$176.85 (which will increase to \$195.75 on July 24, 2009), in accordance with the Fair Labor Standards Act, or \$132.64 (which will increase to \$146.81 on July 24, 2009) for EduCare Au Pairs.
9. Include the Au Pair on an automobile insurance policy if the Au Pair is expected or allowed to drive the family car(s).
10. Provide the Au Pair with a private room.
11. Adhere to the Program standards and procedure and all United States Department of State regulations.
12. Participate in at least one cultural outing with their Au Pair during the year to be organized by your Au Pair Foundation Community Representative.

### **Au Pair Responsibilities**

See the Appendix section for Au Pair Agreement which details Au Pair participation in the program.

### **Au Pair Foundation Rules for Au Pairs**

1. While supervising your Host Family's children you must be totally committed.
2. You must agree to enroll and complete a minimum of six academic hours of study at an accredited institution of high learning. Course work should be pre-approved by your CR.
3. You must attend a regularly scheduled monthly meeting and at least one social event sponsored by your Community Representative.
4. The use of illegal drugs or alcohol will subject you to immediate termination.

5. You must obey all U.S. Federal State and local laws.
6. Your vacation times must be previously planned and mutually agreed upon in advance with your host family.
7. Your free days and nights may not be spent in ways that may reflect poorly on your Host Family.
8. You may not take work outside your Au Pair duties.
9. You must reimburse your Host Family for all additional expenses which they have incurred on your behalf such as personal phone calls, personal use of the family auto and any household damage.
10. You are not permitted to hitch-hike, if driving do not pick up hitch-hikers.
11. Program Termination: Au Pair Foundation reserves the right to terminate Program participation for the violation of any program rules and/or when a participant's mental and/or physical health, as determined solely by Au Pair Foundation, is in jeopardy.

### **Household Rules and Responsibilities**

All Au Pairs are expected to follow Au Pair Foundation rules and regulations. However, Host Family household rules are also important. Your host family should let know exactly what the rules are at the beginning of the exchange program so that you have a chance to discuss them and make sure they are understood. Your Community Representative will assist you if needed.

#### **Some typical rules a host family may expect are:**

- Clean your own room
- Do the children's laundry
- Light housework, like dusting, or vacuuming of their room, the children's rooms, and occasionally of common areas
- Set the table
- Take out the trash
- Wash and dry the dishes
- Clear the table

It is also reasonable to ask the Au Pair:

- To keep you informed of where they are going and when they will be home
- To maintain a positive attitude and be an active member of the family
- To abide by reasonable curfews
- Not to monopolize the telephone or computer
- To let you know if they would like to have a friend come to the house

### **Educational Component**

Au Pairs are required to take post secondary classes while living in the United States. This is a great opportunity to meet new friends, improve English skills and become more integrated into the community.

Proof of completion of the Educational Component is required to meet United States Department of State guidelines. Be sure to fill out the form in this manual and get signatures from your instructors to fulfill the program requirements.

## Classes:

Eligible classes include foreign languages, social studies, math, career based courses, writing and ESL – English as a Second Language. If you have a special area of interest and are unsure if it is application, discuss it with your CR. All classes must be taken at an accredited post-secondary institution or the equivalent.

Your Community Representative and Host Family will provide you with information on local classes. Please coordinate your selection with your CR to make sure that your chosen coursework is compatible with United States Department of State requirements.

- Standard Care Au Pairs and Infant Care Au Pairs must take 6 semester units. This is about 96 hours of classroom time. Host families will cover up to \$500 dollars in tuition and transportation as well the time to attend courses.
- EduCare Au Pairs are required to take 12 semester units, or about 192 hours of study over the program year. Host families cover up to \$1000 dollars in tuition and transportation.

## What Is a Unit?

A unit is the amount of credit you earn for a course. This varies from course to course.

Post secondary work is measured in terms of the "credit unit." In a one-unit lecture course a college unit is normally defined as one hour of lecture and two hours of homework per week for a semester-length course. In a laboratory course, three hours in the classroom per week for the semester with no outside work equals one unit of work.

## How Many Units Should You Take?

In deciding how many units to take each semester, it is important that you plan time for attending classes, reading, studying completing homework, and working,

- **For every hour of classroom time, allow two hours of outside homework time.**

3-unit class = 3 hours classroom time for a semester (four months)  
+ 6 hours homework /outside study /assignments (2 hours for every hour in class)

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9 hours/week total time for a 3-unit class

Full-time load: 12 Semester Units = 36 total hours each week for a full semester  
(12 hours in class each week plus 24 hours study outside class each week)

Calculate the units as follows:

3 credits = 3 hours/week for 15 weeks, or approximately 435 hours of classroom time.

## Fulfillment of Educational Component Form

Please print everything clearly in pen. To fulfill the United States Department of State Regulations for the Au Pair Visitor Exchange Program, an Au Pair must complete either 6 or 12 semester units at a post secondary educational institution depending on the program which they were assigned.

Complete this form and have your instructor sign it or obtain copies of your official transcripts. Return this form and/or transcripts to Au Pair Foundation.

Au Pair Name ..... U.S. Arrival date .....

Host Family Name .....

Street Address and Number .....

City ..... State .....

Name of Educational Institution .....

Street Address .....

City ..... State .....

Area code and phone number .....

Instructor's name .....

Courses studied .....

Start Date ..... End Date .....

Total number of course units or number of hours of instruction per week .....

Total hours completed or to be completed .....

Instructor Signature ..... Date .....

Official instructor's signature is required and certifies the above is true and accurate.

Au Pair Signature ..... Date .....

You signature certifies the above is true and accurate.



## Adjustment Cycle

Within a few weeks, you may begin to feel home sick and lonely. Culture shock is a normal response among cultural exchange participants. It is the emotional and behavioral reaction to living and working in another culture. The culture shock can feel like a roller coaster ride as the physical, emotional and mental highs and lows of relocation come in waves. Everyone will experience culture shock to varying degrees and for varying lengths of time. Most people follow the adjustment cycle below:

### ADJUSTMENT CYCLE

**The first stage.** Everything seems exciting, interesting and new.

**Cultural fatigue.** The Au Pair starts to see differences and begins to feel uncomfortable. The Au Pair becomes tired, both physically and mentally.

**Surface adjustment.** The Au Pair begins to understand the people and their ways. The Au Pair feels more comfortable

**Hidden problems.** Although outwardly the Au Pair seems to be fitting in, the Au Pair begins to question certain aspects of the culture. The Au Pair is homesick and possibly has conflicts with family and friends. The Au Pair may feel dissatisfied and thinking, "Everything would be better if only..."

**Fitting in.** The Au Pair accepts the host culture and feels comfortable with the way of living. The Au Pair may even feel like a native of the host country.

**Going home.** The Au Pair will begin to have mixed feelings about going home.

Au Pairs and host families will need to be patient and allow themselves the time to adjust to all the changes and differences. Brainstorming coping strategies for dealing with the inevitable culture shock can be a great and fun way to get to know your host family, while at the same time helping come up with ways of dealing with homesickness. No matter what happens, a positive frame of mind is a great help.

### Conflict Resolution

Communicating openly, having patience and understanding by both host family members and Au Pair can often curb conflict before it starts. However, all families have disagreements and this may occur with your host family. It is nothing to worry about and part of natural family interaction. If you have a conflict that you are unable to resolve easily, your Community Representative has been trained to assist in mediating disagreements and conflicts.

### Grievance Policy

Every Au Pair must adhere to the grievance policy established by the Au Pair Foundation. The steps are simple and will help avoid serious problems.

1. If you are unhappy with any situation or event, the first step is to tell your host family.
2. If the problem persists, you should advise your Community Representative verbally or in writing.
3. If the problem continues, you should advise the headquarters office in writing.

You can send an email to [info@aupairfoundation.org](mailto:info@aupairfoundation.org) or mail a letter to: Au Pair Foundation, Program Manager, 7599 Redwood Blvd, Suite 200, Novato, CA 94945. The toll free telephone number is 1-866-428-7247 or 1-866-4AUPAIR.

## Relocation Guidelines

If irreconcilable differences occur between the Au Pair and host family, Au Pair Foundation will make an attempt to re-locate the Au Pair and place a new Au Pair with the host family.

Au Pairs should be advised that it is extremely difficult to find a new family once a placement has been made and therefore should be very careful and selective during the telephone interview stage of selection. Re-location should not be expected and every attempt should be made to work out differences. No relocations are made during the first two months unless a host family has breached their contract.

## Re-Matching

While every attempt will be made to find a new host family, the Au Pair Foundation cannot guarantee a re-match will be made. No requests for specific geographic locations will be accepted.

No extended travel will be permitted during the transition period. The Au Pair must be on call for an interview and new placements can occur at any moment.

Au Pair Foundation will use the Au Pair's original application and characteristics when seeking re-match. This means that if the Au Pair has indicated he/she will care for infants and a new family with an infant is found, the Au Pair will have to accept the assignment or return to his/her country.

All outstanding financial obligations such as telephone bills and medical bills must be paid to the host family before departing.

## Program Cancellation

If after two weeks, no suitable family has been found, the Au Pair will have to relinquish his/her visa and return to his/her home country at their own expense.

## Cultural Adaptation

### Child Rearing

Every culture has its own acceptable forms of child rearing and discipline. Americans generally encourage children to try new things and to be unafraid, within limits. Depending on the culture, parents raise their children differently. Discuss with your host family what your their child rearing goals are. Find out how your methods differ from those of the host family culture.

Discipline is often an issue with children. Au Pairs must discuss accepted forms of discipline with host families and abide by them. **An Au Pair should NEVER hit or shake a baby or child.** This can cause permanent brain damage or even death. The best way to deal with unruly children is be clear and consistent.

Carefully review the child rearing and discipline sections in this manual. There are guidelines and tips for child rearing.

### Cultural Activities

The CR is required to organize at least one cultural activity for Au Pairs and host families during the year. The United States Department of State requires that this activity be attended by both the host family and Au Pair. Activities could include an excursion to a theater, museum, sporting event etc.

Make suggestions to your CR of cultural events that interest you.

### Stereotypes

It is easy to form stereotypes of people from different races, religions, neighborhoods, states, and countries. For instance, people might say, "the Japanese are quiet and hardworking, usually shorter than Americans, and wealthier than the average American." It is easy to recognize these "qualities" as stereotypes. What is a "typical American"? Someone who drives a big car and eats hamburgers? Not a very accurate definition,



right? It is important not to let these stereotypes make you blind to the real characteristics of people you meet. Do not let a cultural difference interfere with building a warm relationship. We are all individuals who may partially fit into general stereotypes, but everyone has more to them than that. Sit down and talk with your host family about issues like this. Understanding American culture will help you better understand your own culture by challenging you to view your native country's ways from a new perspective. **Always keep in mind: It's not right, it's not wrong, - it's different!**

### **Alcohol and Smoking**

While in many Au Pairs' home countries the drinking age is 18, it is usually not enforced. Be forewarned, in the United States the legal drinking age for alcohol is 21 and it is **strictly** enforced. Entrance in bars and discos that serve alcohol is restricted to those over 21 years of age. Driving while under the influence of alcohol (DUI) is a serious crime and will result in immediate imprisonment of drivers and heavy fines. **Au Pairs should NEVER drink and drive.** It could result in immediate dismissal from the program!

Smoking has become a social stigma in the United States. It is generally poorly regarded and not accepted. If an Au Pair smokes, he/she should say so and get prior approval from the host family. Some families will permit smoking but only outside. If an Au Pair smokes, he/she may want to consider this the opportunity for quitting.

### **Food**

The food served in your house is part of the culture. American meals tend to be less formal. Many family members "eat on the run" and have "sit-down meals" only on the weekends. Although the food may seem strange, you are expected to try everything at least once (unless allergic to it or the food is against your religion). In the first few days you will find out if there are any foods that you cannot eat. Offering to cook one of your favorite dishes from your country is a good way to "break the ice".

### **Privacy**

Ask your host family about their privacy customs. It is sometimes hard for host families to understand that you may need to be alone behind closed doors as Americans are usually very social. If you need to spend time alone, explain to your family that you have had a full day and need time. Remember, communication is important, especially in the early days.

### **Religion**

Talk with your host family about their religious beliefs and whether they attend services or practice religious rituals at home. You should also tell your host family about your religious beliefs. Remember attending religious services or groups may be an excellent opportunity for you to meet other young people. However, you should not be forced to attend services or practice any religion.

### **Safety**

- Au Pairs should always try to do activities with friends. Avoid being by yourself.
- Au Pairs should get to know their community, including any areas that might not be safe.
- Au Pairs should never, under any circumstances, enter a stranger's car.
- Au Pairs should not give strangers their home address or phone number.
- Au Pairs should always be aware of their surroundings.

### **Standards of Modesty**

Many Americans view the relations between the sexes differently from the people of other countries. It is easy to misinterpret what might be considered as immodest behavior. Differing standards are often a source of embarrassment. Host families may not impose their standards of behavior upon the Au Pair; however, the Au Pair has a responsibility not to cause embarrassment for the family. If the Au Pair dresses or conducts herself/himself in a way that the family finds inappropriate, or vice versa, your Community Representative may be asked to sit in on this type of discussion to make sure that neither the Au Pair or family will not be offended or feel insulted.

### **Thank you: Expressing Gratitude**

Show your host parents how much you appreciate all they are doing for you. Everyone loves to be recognized and appreciated. **Say thank you often!**

### **Transportation**

Au Pairs may feel frustrated if dependent upon your host family for transportation needs. They should quickly become familiar with the public transportation available in the area; host families and CR should assist Au Pairs in finding schedules, stops and discount ride books.

Many areas where Au Pairs will be living have limited public transportation. Unless the host family lives in a major urban area, the Au Pair should not expect reliable public transportation.

Your host family may want you to transport their children and will give you permission to drive their car. Driving the family car is a privilege, not a right. Some host families permit the Au Pair to use their car, but not all. Find out if you will be permitted to drive and what happens if you have an accident. Car insurance is expensive and deductibles high. Find out how much you will have to pay in case you have an accident. Au Pair Foundation does not cover claims resulting from automobile accidents.

**Special Note:** The host family must provide transportation to and from cultural or educational activities and classes.

### **Travel**

All Au Pairs are entitled to two weeks paid vacation a year. The dates and nature of travel should be discussed well in advance with the host family and communicated to the CR. Some families will also include Au Pairs on family trips. If the Au Pair accompanies a host family on vacation, it is not the Au Pair's vacation!

### **Au Pair Travel Outside the United States**

There are many travel companies that offer programs or package trips for exchange visitors to travel throughout the United States at a substantially discounted rate. Young people, about the same age as Au Pairs, usually participate in these trips, which last anywhere from one week to one month.

Au Pair participants must have approval from their host parents before setting vacation plans during the one-year program term. If the Au Pair chooses to travel during her/his vacation time within the one-year program term, she/he must inform the Community Representative and Au Pair Foundation Headquarters.

If the Au Pair chooses to travel outside of the U.S. during the one-year program term, he/she must do the following:

1. Contact the appropriate country's embassy to determine if a visa is required for their entry into that country
2. Submit the DS-2019 form to the Au Pair Foundation Headquarter Office at least three weeks prior to departure. Include a self-addressed stamped envelope for prompt return of the documents. The form will be processed and mailed back to the Au Pair prior to departure.  
The mailing address is:  
Au Pair Foundation  
Attn: Program Manager  
7599 Redwood Blvd, Suite 200  
Novato, California, 94945
3. Check the J-1 Visa and 1-94 Departure Card to assure that all the dates are correct. Important! The J-1 visa type should say "Multi-Entry", meaning the Au Pair can enter and leave the USA on a number of occasions during the 12-month year. **Warning:** If the J-1 visa is stamped "Single Entry", the Au Pair can not leave the USA even during the twelve month program.
4. Complete the travel abroad before the end of the J-1 visa expiration date. The J-1 Visa is valid only for twelve months and re-entry will not be granted after the expiration date.
5. DO NOT pay or confirm any travel dates or payments until completing all the above. Ask your CR if there are any questions.

## The 13<sup>th</sup> Month

Au Pairs have the option of remaining in the United States at the end of the program year for one month: this is referred to as the 13<sup>th</sup> month grace period. The Au Pair can take advantage of this grace period to travel in the United States, and Au Pair Foundation will issue the return ticket up to 30 days after the date of expiration on the J-1 visa. Au Pair Foundation will not issue return tickets after the end of the Au Pair's 13<sup>th</sup> month. Host Families are not required to pay weekly stipends or housing for the 13<sup>th</sup> month. Purchase of additional insurance to cover this period is required and \$65 will be deducted from your refundable deposit. Your refundable deposit will be sent to you once you send your boarding pass to the APF office within 30 days of returning to your home country. APF will then issue your deposit check and send to you in your home country.

### Requesting a Return Flight

Requesting a return flight at the end of the program year is a procedure that Au Pairs should be aware of in advance of their departure for the United States. Au Pair Foundation arranges the international airplane ticket for the Au Pair. The host family provides the one-way domestic ticket from the gateway city to the host family's home. Au Pairs will be responsible for the cost of the domestic portion of the return transportation (this is referred to as a U.S. domestic flight charge) at the end of the Au Pair's stay.

Three months prior to departure, the Au Pair will receive a return flight form in the mail. The Au Pair will need to indicate if she/he will be staying the 13<sup>th</sup> month, proposed itinerary for travel and selection of the international departure gateway airport. In addition if your return flight cost is over \$800 the additional amount will be deducted from your refundable deposit.

### Insurance

Au Pair Foundation Au Pairs are covered by a comprehensive medical insurance – AVI International – which remains in effect throughout the program year. However, as with any insurance policy, it has specific coverage exclusions and limitations. Be sure to review your policy carefully and carry the insurance identification card at all times. There is a toll free information number on it. A sample claim form is located in this guide and can be photocopied if needed. If you experience a medical emergency or are in need of emergency return travel home, call collect +33-155-633-166 to speak to an AVI international service representative.

## Financial Matters

### Expenses

Although your host family provides you with room, board and weekly pocket money, you must pay your own way. You are expected to pay for your own personal expenses such as clothes, long distance telephone calls, school related expenses and personal entertainment. Talk about your financial responsibilities with your host family when you arrive. Money is always a sensitive issue, especially for Americans who are raised to believe that money is hard earned. If you fail to pay for those things which are your responsibility, your Host Family may start to resent you and may be less willing to do things for you. Be responsible about money and don't let your expenses go unpaid! **Most importantly, an Au Pair should never borrow from or loan money to their Host Families.**

It would be a good idea to purchase a calling card for your personal telephone use and it will avoid unnecessary complications. Ask your Au Pair Community Representative or Host Family for help in opening a bank account. Money from home may take some time to arrive. Try to avoid running short by keeping a record of what you are spending during the first few months.

### Telephone

Discuss with your Host family and Community Representative the amount of time you can spend on the telephone/internet. Limit your calls to your home country to about a half hour once every week or two. Calls to your home country should be made only using a prepaid phone card so as not to incur charges on your Host Family's telephone bill. English should be the language spoken with anyone other than your natural family. Since you will be using your Host Family's phone, remember to pay special attention when taking messages for them. Have respect for your host family's services and consider that their messages are as important to them as yours are to you. Ask your Host Family to explain their telephone services, such as how call waiting works.

### **Open a Bank Account**

To make your life easier and facilitate financial transactions it is recommended that Au Pairs open a bank account. There are several options available ranging from checking, savings or pre-deposit visa accounts. Many banks offer free or low cost checking accounts with ATM (Automatic Teller Machine) access. This is an easy way to manage money and will come in handy if deposits or international transfers are needed. Talk to your CR about local banks and account options. Be sure to request information about fees such as secondary bank ATM charges if applicable.

### **Social Security**

Au Pairs should apply for a Social Security card soon after arrival. A Social Security Number (SSN) is required to open a bank account and necessary for Host Family's tax purposes. Your Community Representative will provide you with an "authorization" letter on Au Pair Foundation letterhead needed to apply for a Social Security Card.

### **Internal Revenue Service**

Consult the website: <http://www.irs.gov/>

### **Emergencies**

Try not to call your CR at unreasonable hours unless there really is an emergency. An "emergency" is when someone's life or personal security is threatened:

- An accident resulting in physical injury and/or hospitalization
- A violation of state/federal law
- Any life-threatening situation

Call your Community Representative to notify him/her of any emergency situation. Your Representative is able to provide you with complete, ongoing support as needed.

**The 24-hour emergency answering service number is:  
1-866-428-7247 or 1-866-428-4AUPAIR**

Press the appropriate item name for Emergency.

## **Child Discipline Guidelines**

### **Child Discipline Techniques**

One of the greatest challenges for the Au Pair will be on how to establish respect and communication with the children they will be caring for. Host families come from diverse backgrounds and have widely differing philosophies about child rearing. It is very important to complete the child rearing differences exercise and discuss it thoroughly with your host family. Consistency is very important for children so it is important to have a clear idea on how to interact with the children and maintain it throughout your stay. The following are a series of articles on child rearing and discipline that should be read with care. An Au Pair must never strike a child no matter what the host parents say. Read the following articles to help formulate a series of actions to discuss with the host family regarding child rearing.

### Child Discipline & Punishment:

Although sometimes used interchangeably, punishment and discipline do not have the same meaning and do not serve the same purpose having most characteristics in direct contrast to one another.

Discipline	Punishment
Emphasizes what a child should do	Emphasizes what a child should <b>not</b> do
Is an ongoing process	Is a one time occurrence
Sets an example to follow	Insists on obedience
Leads to self control	Undermines independence
Helps children change	Is an adult release
Is positive	Is negative
Accepts child's need to assert self	Makes children behave
Fosters child's ability to think	Thinks for child
Bolsters self-esteem	Defeats self-esteem
Shapes behavior	Condemns misbehavior

It takes time and consistency, but through the following seven steps we can guide children's behavior and help them learn to resolve problems in ways that allow them to feel responsible and empowered bringing strong, fair and skilled problem solvers to our community.

**1. Stop the action- interrupt behavior.**

"Stop, that isn't safe. I know you are angry but you may not hit her."

**2. State what you see.**

"I see you both want the fire truck. We only have one fire truck and two children. Is that what's happening?"

**3. Listen to their explanation.**

Actively hear their issue and interpretation in a non judgmental way.

**4. Identify the problem and validate feelings.**

"You are sad when the fire truck is grabbed from you. You are sad he has the truck."

**5. Brainstorm solutions**

Allow children to come up with as many ideas as possible. "What can we do about this?" They will feel empowered when not afraid of consequences from adults.



## 6. Listen to all suggestions (all valid ideas)

"Bobby wants to take turns. He would like the first turn. Is this okay?" Continue until outcome is agreed upon. When they are out of ideas, offer some options. Toddlers need to be offered some realistic choices; they are not able to brainstorm yet. Sometimes a solution cannot be agreed upon and they get tired of negotiating. "I see you are really tired of talking about this but we need to solve this problem." Angrily: "He can have it!!!" "So you choose to do something else?" "So Bobby can have the fire truck while you----?"

## 7. Summarize

Repeat when a solution is agreed upon. "Okay I see you have decided to paint and you have decided to play with the fire truck." Then give final approval. Support the child walking away so as not to feel beaten down or victimized by giving in. Empower that child for the choice in helping to resolve the conflict.

Finally, use as few words as possible. We must not explain until their eyes glaze over. Keep it age appropriate and non-judgmental. If a child is out of control he or she may need to be removed from the scene. Sometimes redirection or distraction ("Let's go read a story and we can try again later") may be the best solution. If the consequences are to find another place to play, see that they are successful in getting involved. Follow through so that there isn't a spiral of misbehavior. We must have expectations not demands. Be a role model, expressing anger appropriately. ("I am really angry with you when-----") Hate is a very destructive word and often children mean something else. Give them vocabulary choices by defining their feelings. ("You are really angry with me. While we are angry we may not hurt each other.") If a child doesn't agree with your rewording of their feelings most often they will correct you. If we keep practicing these skills with the children they will start to make smart choices, be confident and empowered in their own decisions.

By Dr. Geeta Thakur

## Guidelines for promoting discipline in children

### 1. Crystal Clear Expectations

Make sure that the child has a clear idea of WHAT he is expected to do. Misunderstandings arise when the child is confused over what is expected of him. The child is also confused when both scolding & approval are administered at the same time.

### 2. Timed Expectations

Make sure he knows / has a clear idea of WHEN he is expected to do the things required of him. Young children do not have a clear idea of time, but they do learn early the sequence of events.

### 3. The Execution Skill

Make sure the child has a clear idea of HOW to do what he is expected to do. Teaching children how is very important. We may often tell the children to be polite but unless he is enlightened about what specifically being polite means he cannot be polite. Talk about what it means to be polite e.g. not shouting from one end of the room to the other, not throwing toys around, not snatching, etc. it is amazing how much a little effort can teach children efficiently 'how' but unless they are taught carefully completely & in detail, full cooperation will be impossible because they simply cannot do things which they do not understand fully.

### 4. Reasoning

Make sure that the child has a clear idea of WHY he is expected to do certain things. Giving a good honest reason for everything the adult expects the child to do will help discipline. Such knowledge will reduce rules & regulations which might make the child rebellious.

### 5. Automated habits

Get habits established for automatic co-operation. In order to establish desirable habits it is necessary to do the same thing over & over again in the same way & with the same sequence

6. **Mental digestion time**  
Give the child enough time for mental digestion. The child needs time to digest & absorb new ideas & suggestions. A child may be ready to cooperate after a time lapse while immediate conformation is difficult & may not even be possible. When the time comes for doing things a little time lapse always helps. During the time lapse counting to ten is a good technique for young children. Simply telling the child to stop may not be as effective as allowing an extra minute or two. When there is a need to resort to punishment about a certain persistent wrong habit of behavior it will help him to cooperate if a warning is given.
7. **Lavish Praise & Cooperation**  
Praise lavishly repeatedly & sincerely whenever it can be done. Praise every improvement. The effects of praise are dramatic instead of nagging at the children who are perpetually messy; praise them every time they are neat.
8. **Nobler Motives**  
Appeal to the child's nobler motives. Expect the children to do the right things. Some times warnings can give a child the notion that he is expected to do wrong. Do not start fighting now for heavens sake this may give the child the idea he is expected to fight!
9. **The Nag Tag**  
Do not nag, argue, threaten or verbally attack the child's personality. Nagging, threatening and arguing arouses resentment & negates cooperation in the long run. Children can be exasperating at times being slow, inefficient, forgetful, irritating & so on. Under such circumstances it is easy to fall into the habit of nagging, arguing & condemning. It will not only bring down their level of confidence but will not get you too far. Have confidence in his abilities rather than demeaning him.
10. **Substitute Orders**  
Ask questions rather than giving orders. Asking questions & setting limits help to bring in discipline. When children are involved in the discussion of working out rules together discipline is more effective.
11. **Before After Praise Syndrome**  
Praise the child before & after each correction. When the child is to be corrected after a mistake, start & end with praise. Sandwich corrections between praises.
12. **The Natural Touch**  
Make things natural & easy. Making things natural will facilitate learning & achievement. "Come on now it will not take you too long to finish this task."
13. **Sympathy Miracle**  
Express sympathy for the child's actions. Expressing sympathy with the child's point of view will make him more willing to oblige & comply with the adult's point of view.
14. **Substitution vs. Denial: Substitute Rather Than Deny**  
Children have to learn sometimes that there are some irrevocable & fundamental "no" signs in life. However, the blow of the word "no" can be minimized by suggesting alternatives, and at the same time the child will be learning a habit that will help him throughout life. A person who can think of different ways of satisfying the same desire has an easier time in getting used to the disappointments of no's in life. "I am sorry you cannot throw books" "Here is a ball or a bean bag which can be thrown & played with." Suggest two alternatives sometimes since choosing between two alternatives is a complex & \ absorbing problem & in that effort the child often pushes away the original idea out of his mind.
15. **True confession**  
Confess your mistake. Confessing your mistake will help get the child get over his bad feelings & smooth the road for future discipline & cooperation. The ability to admit the wrong done is a sign of strength & not weakness. Not only will the child love & respect the adult but he will also learn to admit his own mistakes.

## 16. **Cooperation Key**

Remember cooperation is a two way process. The technique of discipline will work only if the child does not get the feeling that it is a one way road. Cooperation is based on the 'you help me & I'll help you & we work together spirit'

### **Understanding Child Behavior Problems and Ways to Give Your Child Trust**

In order to understand why your child is misbehaving it is helpful to keep a diary:

Identify one behavior that you would like to change in your child. Be as specific as you can i.e. won't do as she / he is told, hitting, demands things, whines, shouts. Write this behavior down. Discuss it with the host parents.

When the behavior occurs, write down what caused it (triggers) and what happened afterwards (the result).

After a week try to see if there is any pattern to the behavior. When is it occurring (particular time, situations)? Who is it occurring with? What are the reasons? What are the consequences?

Ask yourself what is my child learning from the way I respond to this behavior? Am I setting limits and boundaries consistently?

Once you have a clear picture you are ready to change the pattern by changing the triggers and consequences after observing this behavior pattern. You may have to try and ignore certain behavior, try not to give in, remove certain privileges, look and sound as if you mean it when asking you child to do something. Most importantly concentrate on encouraging and rewarding good behavior all the time!

It is extremely important to discuss problem behaviors with your host parents. Many times these behaviors appear when they are working so they will not recognize patterns. Discussing them openly with the parents and agreeing on consistent ways of dealing with them is the only way to effectively deal with the problem. If the parents are not involved in the process, it will surely fail due to lack of consistency and the children will learn to manipulate the situation.

## **How to Cope Positively With Difficult Child Behavior.**

### **1. Establish House Rules**

Make simple rules for your child. Start with a few "things we do and don't do." Discuss them with your child.

### **2. Prevention Is Better Than Cure**

If you feel that a child's behavior is beginning to get out of control, "nip it in the bud" by distracting the child's attention onto a positive activity or game.

### **3. Understand Your Child's Behavior**

Define simply and clearly any difficult behavior. Keep a diary of what led up to the behavior and what immediately followed it. From this, see if there is a pattern. What are the triggers and consequences which might be keeping the behavior going? DON'T blame yourself but work at changing your responses.

### **4. Discipline with Short Time-Outs**

Try to view discipline in a different way e.g. if a rule is broken, discipline with a time out a short, quiet time alone, without play. Alternatively ignore minor behavior difficulties as your attention will often inadvertently encourage the very behavior you want to stop.

### **5. Take Five**

When tensions and anger rise in you or your child, take five. Take five minutes to cool down and to ask yourself, "Why am I getting so angry?" Try to identify the real problem, and then find the solution. Always control your temper.

#### 6. **Never Strike In Anger**

Research has shown that hitting a child does not help, and can do more damage. Never strike a child in anger. Smacking is not effective in reducing poor behavior, as it does not teach children good behavior.

#### 7. **Don't Yell or Shout at Children**

Avoid yelling at children in anger. Do not put down children. If they break a rule, tell them what they did wrong and why that makes you angry. Be angry at what they did, NOT at who they are.

#### 8. **Get Away**

When you feel frustrated, angry or uncontrollable, let your feelings out safely away from your children. Get out. Take a walk. Do not stay alone with the children when you are overwhelmed. Get help and support.

## **Ways to Give a Child Trust**

#### 1. **Be There**

Talk to your child. What was their day like? Be available. Encourage your child to express feelings creatively by keeping a diary or drawing

#### 2. **Be Consistent**

Establish a reliable routine. A clear and consistent routine helps a child feel safe and secure.

#### 3. **Let Your "No" Be No**

If you say "no" to your child, make sure you both understand what that means and keep to the rule. Do not shout. Your child wants to know that your "no" means no.

By Dr. L. Batra

## **Child Development Benchmarks**

Child development occurs differently from child to child, i.e., at different rates. If your child is a little ahead or a little behind at a certain age this is also normal.

Stages of development in children:

### **4 years old**

#### **Physical Development**

Can climb a ladder; walks up and down stairs with ease.

#### **General Child Behavior**

Fully toilet trained; can almost dress and undress self; eats with fork and spoon; washes and dries hands.

#### **Language**

Engages in coherent conversation; gives name, age and address; understands time.

#### **Typical Personality**

Uses imagination to try out new things; increasingly self sufficient; lively; can share—not always successfully.

#### **Common Normal 'Problems'**

Noisy and assertive; willful; makes up stories; explores, wanders; shows off, swears.

## 5 years old

### Physical Development

Runs quite well; right or left handedness now fairly clear.

### General Behavior

Dresses and undresses without aid; washes and dries face and hands; plays constructively; draws recognizable humans and houses; elaborate make believe group play.

### Language

Speaks fluently; counts objects up to about 20.

### Typical Personality

Serious minded; practical; cooperative; learning to share; thrives on praise.

### Common Normal 'Problems'

Tells fanciful tales (using imagination); swears; may still suck thumb.

## 6 years old

### Physical Development

More skillful with hands; may be able to ride a bicycle; starts to lose first teeth and acquire permanent molars.

### General Behavior

Casual and careless in washing and dressing; draws pictures with some supporting detail; knows left hand from right hand.

### Language

Begins to read and prints letters and simple words; reads and writes numbers; adds and subtracts single digit numbers.

### Typical Personality

Excitable, impulsive and changeable; may seem rude or aggressive.

### Common Normal 'Problems'

Mild sex play; exhibitionism in toilet; fearful—sounds, ghosts, being lost; slow to follow instructions; wants to be first and to have the most; boasts.

## 7 years old

### Physical Development

Shows some elementary skill in bat and ball games, skipping, hopscotch; can learn to swim or to play musical instrument.

### General Behavior

Shows increased awareness and understanding of the world around; polite and anxious to impress.

### Language

Reads simple words and sentences; prints large and small letters; adds within 20 and subtracts within 10.

### Typical Personality

Quiet and thoughtful; shows sense of responsibility.

### Common Normal 'Problems'

Forgets instructions; "Nobody loves me"; jealous of older siblings getting more privileges; sex play but occurring less often.



## 8 years old

### Physical Development

Physical play very lively; sporting skills develop markedly.

### General Behavior

Bathes, dresses, sleeps and eats well; talks to strangers; takes part in team sports; drawings show some proportion and perspective.

### Language

Reads with understanding; learns writing; starts to add and subtract two or three digit numbers and multiply and divide single digit numbers.

### Typical Personality

Self reliant, sociable and outgoing; active; may be critical of others; popularity and success are very important outside the family; aware of own failures.

### Common Normal 'Problems'

Failure hard to cope with; tempted to cheat; does not finish tasks and may cry if failure is mentioned.

## 9 years old

### Physical Development

Adept with hands and fingers; special skills such as in sport and music become evident.

### General Behavior

Well behaved; perseveres in work or play; self sufficient and may enjoy being alone.

### Language

Masters basic techniques of reading, writing, adding, subtracting, multiplying, and dividing; reads stories and writes brief letters to relatives.

### Typical Personality

Sensible; self motivated; may be shy in social situations; may talk about sex information with friends; interested in body organs and functions; less afraid of dark; not afraid of water.

### Common Normal 'Problems'

Worried and anxious; has physical complaints such as stomach aches and headaches when has to do disliked tasks; rebels against authority; sex swearing beginning; perseveres with tasks.

## 10 years old

### Physical Development

Has natural command of basic physical skills such as dressing, feeding, ball games and bike riding.

### General Behavior

Quite the little adult—able to shop alone, go to school camps; asks about social issues.

### Language

Reads well; does long multiplication and long division by one digit numbers; writes stories up to about a page in length.

### Typical Personality

Cool, calm and collected; generally a peaceful age; accepts parent's word as law.

### Common Normal 'Problems'

Interest in smutty jokes; name calling and may physically fight with siblings.



## **11-12 Years old**

### **Physical Development**

Early adolescence; rapid physical change with the development of pubic hair, breasts in girls, pimples and gawkiness.

### **General Behavior**

Develops strong sexual feelings; concern with own identity and values; wants to be listened to and taken seriously; experiments and takes risks; questions parents' values.

### **Language**

Continues developing language and numerical skills.

### **Typical Personality**

Impulsive; strong emotions; large mood swings; self conscious; relates strongly to age mates; less dependent on family; wants more privacy.

### **Common Normal 'Problems'**

Takes risks; rebellious; over sensitive about appearance; over optimistic; confident; unrealistic; preoccupation with sexual matters; doesn't want to join in family activities.

By Prof Geeta Thakur





**Au Pair Return Travel Form**

Au Pair Name:

Host Family Name:

Au Pair Start Date:

Program End Date:

Preferred Travel Dates: \_\_\_\_\_ through \_\_\_\_\_ (Allow a 2-week window)

Preferred Gateway Airport: (circle one)

**Los Angeles**

**San Francisco**

**Chicago (O'Hare Int'l)**

**Washington DC (Dulles)**

**New York (JFK)**

**Dallas/Fort Worth**

Flying to (country): \_\_\_\_\_ Airport in (city): \_\_\_\_\_

I understand that neither Au Pair Foundation nor my Host Family is responsible for housing or paying me a stipend beyond the 12-month commitment. **Initial** \_\_\_\_\_

I understand that if I do not return to my home country before the termination of my visa, I will be in violation of US Immigration Laws and subject to criminal charges and deportation at my own expense. **Initial** \_\_\_\_\_

I understand that it is my responsibility to pay the transportation costs to one of the gateway airports. **Initial** \_\_\_\_\_

Host Family Signature: \_\_\_\_\_

Au Pair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_





## NOTES