



This document will serve as an agreement between an au pair and her/his 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. A copy of the signed agreement should be made for the au pair, the host family, and 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 Headquarter Office.

**Au Pair Name** (please print)

.....

**Host Parents Names** (please print)

.....

**General, Daily Au Pair Responsibilities**

We, \_\_\_\_\_, as the host parents require that our au pair perform the following tasks on a daily basis:

- 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 her/his own room tidy and doing her/his own laundry.
- .....
- .....

We, the host parents, understand that within the guidelines of this au pair exchange visitor program, we can **not** require that our au pair's duties include:

- Heavy housework, gardening, lawn mowing, caring for pets, nor caring for elderly or handicapped adults.
- Running our entire household when we are regularly absent for business or personal travel.
- Caring for a child under the age of three months unless one of us or another responsible adult is present.



**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 Parent's 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: \$ .....  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 (check one)  \$500 or  \$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 use of 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 au pair exchange visitor programs in the United States, that should I be permitted to use my host families 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, I understand that it is my responsibility to pay for all gas costs incurred during my personal use of my host family's car, however, 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.

If you need additional space, attach a separate sheet of paper or write on the back of this form.

### **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 her/him to adhere to concerning the following child-care items:

**Meals** (What types of foods are allowable 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 are cleaning is required and what types of cleaning materials are to be used, etc.)

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**Naps, Bedtimes, 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 "do"s and "don't"s, "can"s and "can't"s, "should"s and shouldn't"s, 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' Signatures

### Host Family House 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 mark 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 .....

#### Guest 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 hours
- During the au pair's work hours

#### The Au Pair's Private Room

The au pair's room has the following items:

- 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:

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

6) The au pair's private room

7) Displaying personal items

8) Rearranging furniture

9) Lock on au pair's door

3)



**Telephone Use**

The host parents and au pair should discuss telephone usage and explained the agreement bellow:

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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 medication 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 her/his:

- 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 annex and post it near a central telephone in the home. Also please be sure to sign the parental consent annex 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 parent's 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 her/himself, if she/he 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 she/he should do if they are locked out of the house.
- Explain to the au pair how to release locked bedroom/bathroom doors should she/he 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 bellow, we acknowledge acceptance of the agreements laid out above.

Au Pair Signature .....

Host Mother Signature .....

Host Father Signature .....

Community Representative Signature .....



**Emergency Contact Information** (Post Near a Telephone)

Child' Name: ..... Child' Name: .....

Age (Birthday): ..... Age (Birthday): .....

Weight: ..... Weight: .....

Blood Type: ..... Blood Type: .....

Child' Name: ..... Child' Name: .....

Age (Birthday): ..... Age (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: ..... Cel Phone: .....

Father's Work Phone: ..... Cel Phone: .....

Neighbor's Name: .....

Neighbor's Phone Number: .....

Evacuation Location: .....

Emergency Contact: .....

Page Phone Number: .....

Insurance Plan: .....

Ambulance: .....

<b>Poison Control Center:</b> 1-800-222-1222	<b>Family Physician Name:</b> .....
<b>Emergency Number:</b> 911	<b>Physician Telephone:</b> .....
<b>Hospital:</b> .....	<b>Physician Address:</b> .....
<b>Community Representative Number:</b> .....	
<b>Community Representative:</b> .....	

**Au Pair Foundation 24 Hours Emergency Hotline: 1-866-4-aupair (1-866-428-7247)**

**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: .....

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, etc.) .....

Possible Side Effects: .....

**Medication:** ..... **Dose:** .....

**How Given:** ..... **When Given:** .....

Special Instructions (to be taken with, etc.) .....

Possible Side Effects: .....

**Medication:** ..... **Dose:** .....

**How Given:** ..... **When Given:** .....

Special Instructions (to be taken with, etc.) .....

Possible Side Effects: .....

**I give permission for (Au Pair)** .....

To administer medicine(s) to the child named above in the manner described above.

Further, I give my 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 names 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)

..... on ..... (hours/days)

..... 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, etc.) .....

Possible Side Effects: .....

**I give permission for (Host Family)**

To administer medicine(s) to the child named above in the manner described above.

Further, I give my permission to the Host Family 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.

**Other Pertinent Instructions:** .....

In the event the au pair is injured or ill, I understand that the Host Family will attempt to contact Community Representative and/or the other persons at the contact numbers listed below.

Au Pair's Name: .....

**Contact Numbers**

Community Representative Name: .....

Community Representative Phone: .....

(Name&Relationship) ..... Phone: .....

(Name&Relationship) ..... Phone: .....

(Name&Relationship) ..... Phone: .....

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