



International Minds
Begin at Home

Infant Care
Au Pair

EduCare
Au Pair

Standard
Au Pair

Pre-Departure Orientation Outline

- Role of Au Pair Foundation
- Au Pair Travel and Training Itinerary
- Au Pair & Host Family Responsibilities
- The Adjustment Cycle
- Educational Component
- Au Pair Taxes and Salary
- Insurance
- Conflict Resolution, Re-matching and Grievance Policy
- Program Renewal Policy
- Departure and Travel Requirements
- Breach of Contract Consequences
- Visa Overstay Consequences
- Miscellaneous



Role of Au Pair Foundation

- Ensure that the U.S. Department of State Regulations are upheld by the Au Pair and Host Family
- Provide a local Community Representative CR within one hour driving distance of the home
 - Help with adaptation process
 - Aid with Selection of Education Institution
 - Logistical support
 - Respond Emergencies
 - Mediate differences
- Maintain monthly contact and report findings
- Ensure participant program satisfaction



Au Pair Arrival

Review flight itinerary with APF Partner

Confirm flights before departure

Flight Safety, Transfers and electronic tickets

Do not over pack – travel light

How to use the telephone in the USA

Au Pair foundation toll free number 1-866-428-7247

How to use the Au Pair Foundation emergency line

Don't forget! – DS 2019 form and passport

Training Topics

Ansonia Abby **Student** Residence - Shared lodging,

Breakfast and Dinner provided

Free internet access at hotel

Buy a telephone card at store in front of hotel

32 hours of training American Red Cross CPR & Safety Child & Infant Development

\$200.00 in pocket money for lunches and sightseeing



Au Pair & Host Family Responsibilities

Au Pair

- Quality Childcare 45 hrs/week
- One Year Commitment
- Can not work another job
- Open Communication
- Household chores related to children and common areas
- Respect Family & Program Rules
- **Review your family letter with APF Partner**

Host Family

- Accept as member of Family
- Maximum 10 hrs/day
- 5.5 days a week
- Private Bedroom
- A full weekend off a month
- Two weeks paid vacation
- \$500 Educational subsidy
- Open communication
- No HEAVY housework e.g.. Lawn mowing, cleaning entire house etc



The Adjustment Cycle

- Stage 1- Honeymoon
- Stage 2- Cultural fatigue
- Stage 3- Surface Adjustment
- Stage 4 - Hidden Problems
- Stage 5 - Fitting In
- Stage 6 - Going Home

Remember your goal is to help the family, not become another child for them to care for. Be assertive and find activities to do on your own!



•Educational Component

- Standard Care & Infant Care Au Pairs must complete 6 units in an accredited post secondary institution
- Family contributes time and up to \$500.00 toward study. Any costs beyond this are covered by Au Pair
- Typical 3-unit class:** 3 hours of class time for a semester (4 months) + 6 hrs. homework= 9 hours/week total time for 3 units
- Must fill out a Completion of Educational Component form
- Work with the family to coordinate time and transportation
- Must be "academic courses"
- CR will assist in finding courses



Taxes and Salary

- Au Pair must have a social security card (S.S. card) for host family to au pair wages from taxes
- Au Pair needs a S.S. number to obtain a driver's license
- Au Pair will be provided with documents to file for S.S. card.
- Do not have to pay social security taxes because you do not receive any social security benefits. It is only a number.
- Au Pair must file federal income taxes
- Au Pair has sole responsibility to file taxes.
- Salary is minimum wage accounting for room and board
- \$139.00 dollars a week paid by host family directly to au pair



Insurance

- AVI comprehensive Health insurance – insurance card will be issued upon arrival in the USA
- Call insurance toll free number before going to doctor
- No co-pay, no deductible. Must file a claim. Pay in advance and receive re-imbusement. See handbook or website for claim forms.
- Does not cover pre-existing conditions.
- Only \$800 of “emergency” dental insurance
- AVI will not cover accidents if Au Pair is driver
- If au pair is to drive, host family must have minimum of \$10,000 car insurance coverage
- Au Pair not liable for more than \$250.00 car insurance deductible



Conflict Resolution, Re-Matching and Grievance Policy

- 2 Month cooling off period, no re-matches
- Communicate clearly what you need
- Understand the cultural adjustment phase
- If you do not understand, ASK!
- Grievance policy
 1. Express concern directly to host family
 2. Express complaint to CR
 3. Notify HQ in writing
- Re-matches are permitted only after two months
 - Must find a new family within two weeks
 - If no family is found, au pair must return home and forfeit deposit



Renewal

- Visa can be renewed for 6, 9, or 12 months
- Completed paperwork must be submitted to DoS at least 35 days before program ends.
 - Review DS 2019 form for program begin and end dates!!
 - DS form dates are sometimes different than visa dates
- Au Pair J-1 visa can be issued only once. It can be renewed only once. After returning home, you can not come again on this visa



Au Pair Departure and Travel Requirements

- If Au Pair wants to travel outside the US during the program year, must have multiple entry visa. Can not leave the US unless Au Pair Foundation HQ authorizes travel plans.
- Au Pair can travel the 13th month after completion of 12 month contract. May not work during this time but may travel.
- Health insurance is **not** provided during the 13th month - can be purchased by au pair.
- Au Pair decides in the 9th month future travel or extension plans.
- Return ticket and deposit refund will be mailed to host family home by the 12th month
- Au Pair pays one way airfare to international gateway airport



Au Pair Breach of Contract Consequences

- If Au Pair decides to cancel program before leaving homeland, deposit will be forfeited.
- If Au Pair decides to return to homeland before completion of contract:
 - Must pay return airfare and reimburse Au Pair Foundation for training and administrative costs. Deposit will be forfeited.
 - All expenses incurred at family home will be reimbursed by Au Pair (telephone etc.)



Visa Overstay Consequences

- If Au Pair does not exit the United States within 30 days of program end date, she (he) will become an illegal alien
- Au Pair Foundation will report au pair to INS
- NO family member will be granted a visa to the USA for ten years
- When detained, will be put in detention center until return airfare is paid for.
- May not apply for any social services in the USA



•Miscellaneous

- Review Pre-Departure Orientation Project with Partner.
 - Understand instructions – minimum 3 hours preparation
 - Understand vocabulary
 - Prepare answers and submit a copy to APF via email
- Submit Telephone Interview Helper to Partner
- Obtain a copy of Security Deposit Form

