

## **UNIQUE AU PAIRS HOST FAMILIES GUIDE**

This guide is designed to help you understand the Cultural Exchange Programme and how to make it a success.

The Guide contains;

- Important information
- Check-list
- Example “Dear Au Pair” letter
- Example Schedule
- Example Au Pair Invitation letter
- Contact Information

### **EXPECTATIONS:**

What do British families expect their au pairs to be?

- Age usually between 18-27 years, however BAPAA recommends that Au Pairs placed in the UK are aged 18 years and over. Au Pairs without visa requirements from EU can be older.
- Male or female
- Flexible, open and friendly
- Reasonable good English
- Happy to help with aspects of childcare and be committed and responsible
- fit and healthy with no criminal record

## **LENGTH OF STAY:**

Most families prefer a stay of between 6-12 months in order to provide stability for the children. However some prefer our Summer Au Pairs who stay over the summer holidays and then take on a Long Term from September (the beginning of the educational year).

Sometimes the Au Pair is unable to complete their expected length of stay for many different reasons, some of which can be home sick, lonely or just generally unhappy.

## **AU PAIRS DUTIES AND RESPONSIBILITIES**

Main duties are to help with childcare and housework.(Please refer to our FAQ page for acceptable/unsuitable housework tasks). Here is a list of regular duties that may be required;

- Wake the children in the morning and get them ready for school/nursery
- Prepare breakfast/lunch/dinner for the children( In some cases the au pair may wish to cook for the family)
- Help children to tidy their rooms and make their beds
- Take children to/from school or nursery( walking or driving if required)
- Light house duties such as emptying dishwasher, children's laundry.
- Help with bath/bed time routine
- Babysitting

## **WHAT'S EXPECTED OF THE HOST FAMILY**

To invite the au pair into there home and share their culture and to show

interest in the au pair's culture.

To welcome au pair as a “family member” and in turn provide full room and board throughout stay.

The family will try to involve the Au Pair in their lifestyle and join in their activities wherever possible.

The family will understand that the Au Pair **must** be allowed time to attend language classes or take part in cultural activities.

Pay a contribution of mini of £20 per month to language classes or to travel expenses.

Pay a weeks pocket money at the end of the agreed length of stay which can be used toward a flight home.

The host family will understand that the Au Pair is not a cleaner or domestic servant but a young person from another country (usually with some childcare experience, but not necessarily qualifications) who is coming to the UK to live and experience the British lifestyle.

The host family is expected to help make an Au Pair's stay a pleasurable and enjoyable experience.

The host family should provide a schedule where an Au Pair shall receive two free days each week and should be offered a minimum of one full weekend off per month.

The host family must give the minimum 2 weeks paid notice (unless in matters of Gross Misconduct). If this is not possible and the host family wishes the Au Pair to go immediately then they will be entitled to pay for his/her flight home and/or transport to the Airport. If this is not adhered too the host family will be in breach of contract and will not receive any refund if due or any replacements.

## **LANGUAGE SCHOOL AND COSTS:**

Au Pairs must be given enough time to attend language school. There are many colleges and courses in the UK enabling Au Pairs to learn English – some are state run further education colleges or centres and some are privately run courses. The costs will vary depending on the type of course and the hours,

which are offered. The Au Pair's host family or UK based agency will be able to help them find some good local options. Some families will offer to pay for their Au Pair's language course and some will offer a contribution.

## **BABYSITTING:**

Babysitting per week are included as part of the programme and are included in the total number of hours worked per week. The Au Pair Programme is based on maximum 30 hours per week. Additional pocket money should be paid for any additional evenings. Au Pairs should not be asked to babysit on either of their two free days. Babysitting hours are evening time only when the parents are out and children are in bed. For extra babysitting, we recommend a minimum of £4.00 per hour.

## **HOLIDAYS:**

As from September 2010, BAPAA recommends 28 days holiday per 12-month period, including Public Holidays. Pocket money will be paid during this time. To calculate the holiday entitlement for less than a year, or for someone helping less than 5 days a week, visit this useful website: <https://www.gov.uk/calculate-your-holiday-entitlement>. The Au Pair should not be forced to take holiday to coincide with the family holiday. Holidays should be mutually agreed between host family and Au Pair.

## **HOURS AND POCKET MONEY**

Au Pair = £95 (30 hours per week, this includes babysitting)

**Many Agencies offer additional programmes but these are Not officially part of the Au Pair Programme.**

Mini Mother's Help = £120 (35 hours per week)

Mother's Help £180 (40 hours per week)

Elderly Companion = £150 (35 hours per week) and £180

(40 hours per week)

**\*Extra babysitting hours can be agreed between family and au pair. The expected rate per hour is £4.00 for an Au Pair and £7.00 per hour for Mother's Help/Elderly Companion and Housekeeper.**

## **CULTURAL DIFFERENCES IN RAISING CHILDREN**

It is important to discuss with your Au Pair how you want him/her to bring your children up. Explain what the Au Pair is permitted to do to control/discipline the children.

Make sure that safety issues/concerns are discussed with the au pair e.g.; are children aloud to play outside of the home with other children what games are deemed dangerous in your opinion.

Do the children need supervising when on scooter, bike or roller blades?

Always remain open and honest at all times.

## **DRIVERS:**

### **TERMS AND CONDITIONS REGARDING HOST FAMILIES NEEDING A DRIVER**

#### **HOST FAMILY'S RESPONSIBILITIES**

The host family shall provide you with access to a car for use in the course of the au pair's driving responsibilities. The vehicle should be used to drop and pick up the children to and from the nursery and school.

The host family will pay for the fuel for this and other running costs incurred during normal use of the car.

By prior arrangement with the host family, the au pair may be allowed to use the car for private usage subject to the host family's discretion. The au pair may have to pay for their own fuel for this purpose.

The au pair should ensure the host children should be properly restrained whilst they're travelling in the car.

The host family will provide suitable car seats for the children if applicable.

The host family will ensure the car is insured for your usage. We recommend

comprehensive insurance cover as opposed to third party, fire and theft only.

The host family should provide the au pair with a few lessons when the au pair arrives.(minimum 3) and give plenty time to practice before putting the children in the car.

The host family is financially responsible for the damage to the car and should not ask the au pair to contribute towards the repair bill for damage incurred. This includes any excess for any unforeseen accidents.

The host family will show the au pair how to park properly and to educate the au pair regarding the signage restrictions regarding parking.

It is the families responsibility to determine whether their Au Pair is suitable for driving in the UK or not and should notify the Agency immediately if not.

### **AU PAIR'S RESPONSILITIES**

The au pair is responsible for driving safely and for familiarizing with the UK road system.

The au pair should have a clean driving license and submit a copy to the host family to be forwarded to the host family's insurers.

The au pair should inform the host family immediately, without any delay, any accidents/penalty points/parking penalties they have incurred during the course of their stay.

The au pair should inform the host family if they're unable to drive for any reason. This can be due to illness, consumption of alcohol prior to driving and lack of confidence in driving a different vehicle to the one, which has been designated to the au pair.

### **MOBILE PHONES**

It is considered a kind gesture to offer your Au Pair a UK sim card/phone so they can contact you at any time and vice versa. Also please remember to keep it topped up. (A Sim card will be provided in welcome Pack for Au Pair).

## CHECK-LIST

- Provide a Dear Au Pair letter along with your Extended Registration form (Dear Au Pair...Welcome to our family...)
- Provide a detailed handbook/schedule showing meal times/what to cook/school pick/drop off times), children's preferred activities and toys, contact numbers etc.
- Provide Support and understanding to the Au Pair. **Please see example Dear Au Pair Letter;**

Dear Au Pair

We have decided to find an Au Pair because we need help looking after our children and with some light housework. We are looking for an au pair to be a responsible big sister to our children and to become another member of our family.

My name is Melissa and I am 38 years old, I work as Marketing Consultant in London. My husband Stephen is 43 years old and works as a car salesman. We live in a four-bedroom house near Winchester and have one son Oliver age 5 years old and a daughter Charlotte who is 11 years old and goes to the local primary school, which is 5 minutes, walk from our home.

The children like to go swimming once a week and we would like you to take them to their swimming club.

We will require you to baby-sit two nights a week and need you to help us in our home for a few hours each week with light housework and some ironing.

You will have weekends free and we will pay you £80 per week pocket money, which we will give to you every Friday.

Our village is three miles outside Winchester and there are other au pairs close by. There is also a good language school 5 minutes drive and we will encourage you to go for lessons there to learn English. In the village there is one pub full of young people, a shop/post office and a local Church.

There is also a bus stop outside our house with direct access into

Winchester city Centre and the train station is 10 minutes drive where you can get to London in 1 hour.

You will have your own bedroom and share the family bathroom with the children Stephen and I have our own bathroom, which you will not be expected to clean.

We will pay you £20 per month toward travel costs.

We do not have any pets and we do not smoke. We need an au pair to start with us in September and stay until at least 8 months. We will need you to drive our second car and we shall arrange some driving lessons for you when you arrive. You may use this car for taking the children to school, going to your English classes and for your private use within reason.

We are a fun young family looking for a kind hearted fun au pair to mix in with our family.

We look forwards to you being our au pair.

Yours sincerely

Melissa, Stephen, Oliver and Charlotte

**Please see our example schedule;**

<b>Day</b>	<b>Morning</b>	<b>Afternoon</b>
<b>Monday</b>	08.15 take children to school	1.00 Ironing and c collect children fr  5.00 Prepare tea
<b>Tuesday</b>	08.15 take children to school 10.00 College	1.00 Clean childre bedrooms 3.30 cc from school.



		5.00 Prepare tea
<b>Wednesday</b>	08.15 take children to school	1.00 Empty dishes around kitchen. 2.
<b>Thursday</b>	08.15 take children to school 10.00 College	3.30 collect children and take to swim. Prepare tea
<b>Friday</b>	08.15 take children to school	3.30 collect children school. 5.00 Prep Bath children
<b>Saturday</b>	Free	Free
<b>Sunday</b>	Free	Free

## Please see Example Invitation Letter

Address

Dear ?

We would like to invite you to join our family as an Au-pair. We would like you to **arrive** on Saturday the 30<sup>th</sup> of July 2011 or Sunday the 31<sup>st</sup> of July 2011 (or any time this week. (please **fly into** London Heathrow, Gatwick or Bournemouth airport if possible) with a view to you **staying with us** until Tuesday 6<sup>th</sup> September 2011.

We are an English family (English speaking) who are quite traditional in where and how we live. Steve is a Chartered Accountant and works in Southampton and Anne is an Area Manager and also works around Hampshire and West Sussex.

**You will be required to** help with our 4 children (Jacob 11, Nathan 9, Sasha 7 and Toby 3 working 27 hours per week.

**Your duties will be** making sure that time is spent supervising and playing with the children, – both physical (football etc.) or board games, preparing the children's meals checking that they are not watching too much television or playing for too long on their X Box. In addition to this we expect you to keep the house tidy on a daily basis (as we do ourselves when we are at home), loading the dishwasher, putting away laundry, making sure toys are not lying around and vacuuming where necessary.

**You will receive** £90 per week pocket money for up to 30 hours per week. You will have your own car and fuel allowance. We will also provide you with your own mobile phone and Sim Card.

We will provide you with £20 towards travel costs and pay £90 towards your return flight home at the end of your agreed length of stay.

**You will have** your own bedroom with en suite and walk in wardrobe and you will eat with the children. **You will be entitled** to 28 days paid holiday for every 12 months you are with us or 1.66 days per month pro rata).

**Should the placement be terminated earlier than the intended length of stay both parties should give a minimum of 2 weeks notice (paid)**

**unless Gross Misconduct.**

We are really looking forward to you joining our family. With kind regards

Steve, Anne, Jacob, Nathan, Sasha and Toby

## **CONTACT DETAILS**

If you have any problems or concerns please contact us by the using the following;

Office Telephone number 01489 584 985(office hours)

Mobile Telephone number 07971 219 316(office hours)

**Emergency Mobile number 07971 219 316(Any time)**

Email address [uniqueaupairs@gmail.com](mailto:uniqueaupairs@gmail.com) or [anne@uniqueaupairs.co.uk](mailto:anne@uniqueaupairs.co.uk)

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