

Au Pair Weekly Schedule

| | | | | | |
|-----------------------|--|----------------|----------------|--------------|--|
| Host family Parent 1: | | | Mobile Number: | | |
| Host family Parent 2: | | | Mobile Number: | | |
| Address: | | | | | |
| Name of the Au Pair: | | Date of birth: | | Nationality: | |

This Weekly Schedule is designed to help host families and au pairs organise their daily routines, tasks, and expectations in a clear and practical way. A structured schedule supports smooth communication, reduces misunderstandings, and helps create a positive and balanced cultural exchange experience for everyone involved.

Both the host family and the au pair should review the schedule together, discuss all planned activities, and adjust it where needed. The schedule should reflect realistic daily routines, the children's needs, the au pair's working hours, and time for rest, study, and cultural activities.

*Please complete the schedule **in English**, so the au pair can fully understand, review, and approve it.*

Once finalised, both parties should confirm that they agree with the weekly plan.

Household chores

List of light house work which is allowed:

- Caring for the basic needs of the children
- Taking them to and picking them up from school.
- Support with laundry (for the children or the entire family).
- Feeding and walking pets.
- Watering indoor plants.
- Support with washing dishes and loading/unloading the dishwasher.
- Taking out the trash bags
- Changing children's bedding.
- Vacuuming and mopping floors in shared spaces/children's rooms.
- Cooking and/or preparing simple meals and snacks (for the children and/or the entire family).
- Light grocery shopping.
- Support with gardening.

The au pair is not allowed to do heavy or dangerous work, as for example:

- Scrubbing floors and deep cleaning.
- Cleaning bathrooms and toilets, except if the au pair has their own bathroom/toilet.
- Cleaning out refrigerators, cabinets, drawers; assisting in house rearrangement or maintenance (drilling, sawing, replacing fuses, moving furniture and kitchen appliances).
- Any tasks related to cleaning or repairing vehicles (unless the vehicle is used by the au pair for personal use).
- Making and/or changing the beds of host parents.
- Washing windows (inside or outside).

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------|------------|---------|-----------|----------|--------|----------|--------|
| From - Until | Activities | | | | | | |
| 07:00-08:00 | | | | | | | |
| 08:00-09:00 | | | | | | | |
| 09:00-10:00 | | | | | | | |
| 10:00-11:00 | | | | | | | |
| 11:00-12:00 | | | | | | | |
| 12:00-13:00 | | | | | | | |
| 13:00-14:00 | | | | | | | |
| 14:00-15:00 | | | | | | | |
| 15:00-16:00 | | | | | | | |
| 16:00-17:00 | | | | | | | |
| 17:00-18:00 | | | | | | | |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| 18:00-19:00 | | | | | | | |
| 19:00-20:00 | | | | | | | |
| 20:00-21:00 | | | | | | | |
| 21:00-22:00 | | | | | | | |
| 22:00-23:00 | | | | | | | |
| 23:00-00:00 | | | | | | | |
| Hours in total of doing light household chores and hours of taking care of the children: | | | | | | | |
| Light household chores | | | | | | | |
| Taking Care Of Children | | | | | | | |
| Total | | | | | | | |
| | | | | | | | |

Au Pair Weekly Schedule Results:

A total of ___ hours a week (___ hours light household chores and ___ hours taking care of a child /children).

A total of ___ free days a week (at least two free days a week). A total of ___ evenings a week free of childcare A total of free weekends a month

Details of au pair working hours (explanation weekly schedule):

| Alternative person, in case of incapacity or absence of the Au Pair | | | | | | | |
|--|--------|---------|----------------|----------|--------|-----------|--------|
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Name | | | | | | | |
| Contact mobile number of alternative persons: | | | | | | | |
| Name: | | | Mobile number: | | | Relation: | |
| Name: | | | Mobile number: | | | Relation: | |
| Name: | | | Mobile number: | | | Relation: | |
| Alternative person, in case child or children are not available to go to school: | | | | | | | |
| | | | | | | | |
| Alternative person, when child or children have school study day, holiday: | | | | | | | |
| | | | | | | | |

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|--------|---------|-----------|----------|--------|----------|--------|
| Working hours of host family parent 1 | | | | | | | |
| Leaves | | | | | | | |
| Returns | | | | | | | |
| Working hours of host family parent 2 | | | | | | | |
| Leaves | | | | | | | |
| Returns | | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Time of child or children at Day-Care | | | | | | | |
| Leaves | | | | | | | |
| Returns | | | | | | | |
| | | | | | | | |
| Leaves | | | | | | | |
| Returns | | | | | | | |
| | | | | | | | |
| Leaves | | | | | | | |
| Returns | | | | | | | |
| Time of child or children at School | | | | | | | |
| Leaves | | | | | | | |
| Returns | | | | | | | |
| | | | | | | | |
| Leaves | | | | | | | |

| | | | | | | | |
|---------|--|--|--|--|--|--|--|
| Returns | | | | | | | |
| | | | | | | | |
| Leaves | | | | | | | |
| Returns | | | | | | | |

We understand the rules of hosting/ being an au pair, and agreed on this au pair weekly schedule. When the schedule changes, the host family and the Au Pair will send an updated signed schedule to Nina.Care prior to the day that the schedule changes.

Signing:

| Au Pair | Host Person 1 | Host Person 2 |
|----------------|----------------------|----------------------|
| Signature: | Signature: | Signature: |
| Date: | Date: | Date: |
| Place: | Place: | Place: |