

Note: Copy this document first, after that you can fill it in!

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

The Au Pair is only allowed to carry out duties for **no more than 8 hours per day, up to a maximum of 30 hours and not more than 5 days per week**, in exchange for board, lodging and monthly allowance. The au pair can be expected to perform light domestic work in the household and/or to take care of the children of the host family. The host family and the Au Pair hereby undertake to abide by these rules. To this end, both parties have jointly completed the table.

- The Au Pair will have at **least two free days per week** and will have full opportunity to take part in religious worship. The Au Pair shall have at least **one full weekend off per month: from Friday evening 20:00 PM until Sunday evening 23:59.**
- The Au Pair is entitled to 2 weeks of paid leave per 12 months, or a pro-rata portion for a shorter period of stay. The Au Pair should discuss any agreements with regards to paid leave well in advance with the host family, preferably taken during the host family's holiday.
- The au pair can only carry out activities for which an alternative is available whenever he/she is present. Consequently, a (grand)parent must always be present (or immediately available), the au pair can never be fully responsible for the children. And the au pair will never be fully responsible for the domestic chores.
- The Au Pair is allowed to go on holiday with the host family, BUT the Au Pair is not allowed to carry out duties/ follow a weekly schedule during the whole holiday period. During the time the host family is outside the home where the au pair registered, the Au Pair is free to travel.

The Au Pair shall function as an equal member of the family. This means that the Au Pair shall not be permitted to carry out any work for which he or she is the only one able to do so. The host family hereby confirm that the Au Pair shall not be solely responsible for the (light) domestic work and that (in the absence of the au pair) there shall be an alternative in a (grand)parent or a babysitter available at all times. The host family shall use the table (weekly schedule and stand-in) to indicate which person is able to stand in for the Au Pair on which day.

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/childrens 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).

- Please note to fill in all activities in English, as your au pair needs to read and approve them.
- Please take into account that Filipino au pairs should always get a half hour lunch break in the afternoon.

| 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 (at least two, next to two free days)

A total of ____ free weekends a month (minimum of one, Friday 20:00 to Sunday 24:00)

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 father | | | | | | | |
| Leaves | | | | | | | |
| Returns | | | | | | | |
| Working hours of host family mother | | | | | | | |
| 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 Signature: Date: Place: | Host Person 1 Signature: Date: Place: | Host Person 2 Signature: Date: Place: |
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