



Cultural Care
Au Pair



A COMMUNICATION JOURNAL

————— *for host families and au pairs* —————

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WHAT'S INSIDE?



One of the most important topics a host family and au pair need to talk about is their schedule. Outlining the household schedule ahead of time in detail, and reviewing it as a team is hugely helpful in setting expectations and ensuring program regulations are followed. Use this Daily Communication Journal (DCJ) to help you determine your daily/weekly/monthly schedule throughout your year together.

> COMMUNICATION TIPS

Reference this page for our tips on setting yourself up for success.

> IMPORTANT INFORMATION AND EMERGENCY INFORMATION

Use this page to share important contact information in case of emergency.

> CHILD PROFILE

Use this page to share important details about each child.

> SAMPLE PAGES

Reference this page to learn how other families and au pairs use their DCJ.

> WEEKLY INSTRUCTIONS/THINGS TO REMEMBER & AU PAIR NOTES

Use these pages to share instructions and ideas

Host parents: Write down things like your au pair's general responsibilities (children's laundry, room pick-up, meal planning), and activity suggestions.

Au pairs: Make notes about what you did with your host kids and any goals or milestones reached (homework finished, started trying to crawl).

> WEEKLY AU PAIR SCHEDULE

Use this section to plan each week in detail

Host parents: Record your family's daily schedule, your au pair's on-duty hours and her/his receipt of the weekly stipend. (Remember, au pairs can work up to, but no more than 10 hours per day, 45 hours per week.)

> MONTH-AT-A-GLANCE

Use this section to outline an entire month in your household.

Host parents: Schedule family and au pair vacations and make sure your au pair receives at least one full weekend off per month.

GOOD COMMUNICATION IS THE KEY TO SUCCESS

HOST FAMILIES:

- 1 Share information more than once, but not all at once. Ask your au pair to repeat your instructions to make sure she/he understands.
- 2 Ask for feedback if you sense something is amiss. Au pairs may be nervous to ask questions or share their feelings, especially in the beginning.
- 3 Give your au pair regular feedback. Au pairs want to know how they can do better and what they are doing well.

AU PAIRS:

- 1 It's ok to ask questions. It's ok to ask for help. Admitting you don't know the answer or need help is a sign of strength.
- 2 If something is wrong, it is your responsibility to talk about it with your host family. Don't expect that your family to be checking in on you constantly.
- 3 Be honest. Honesty is the best way to gain your family's trust and build a strong relationship.

IMPORTANT INFORMATION

Home address: _____

Home phone: _____

Host mom mobile phone: _____

Host mom work phone: _____

Host dad mobile phone: _____

Host dad work phone: _____

Au pair mobile phone: _____

LCC name: _____

LCC home phone: _____

LCC mobile phone: _____

Other important contacts: _____

Remember:

IN CASE OF EMERGENCY, CALL 911

Poison control: _____

Local hospital: _____

Pediatrician: _____

Dentist: _____

Cultural Care Au Pair: 1-800-333-6056

CHILD PROFILE

Name: _____

Date of birth: _____ Age: _____

Allergies: _____

Medications: _____

General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

CHILD PROFILE

Name: _____

Date of birth: _____ Age: _____

Allergies: _____

Medications: _____

General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

CHILD PROFILE

Name: _____

Date of birth: _____ Age: _____

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Name: _____

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Name: _____

Date of birth: _____ Age: _____

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General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

CHILD PROFILE

Name: _____

Date of birth: _____ Age: _____

Allergies: _____

Medications: _____

General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

SAMPLE PAGES

Use these sample pages to understand how this *Communication Journal* is intended to be used, including ideas on how to:

- Outline your family's monthly schedule
- Communicate your au pair's daily duties
- Document your au pair's hours
- Share how time is spent with your host children (au pairs)

MONTH-AT-A-GLANCE: August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
← Family vacation on the Cape →						
10	11	12	13	14	15	16 Grandmum Smith arrives
17	18	19	20	21	22	23
John away on business in California Radisson Hotel at LA Airport →						
24	25	26	27 School starts for Emma	28	29	30
31						

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WEEKLY AU PAIR SCHEDULE

	Sunday: 8/24	Monday: 8/25	Tuesday: 8/26	Wednesday: 8/27	Thursday: 8/28	Friday: 8/29	Saturday: 8/30
6am							
7am		Get up with kids		Get kids dressed and fed	Get kids dressed and fed	Get kids dressed and fed	
8am		Dressed and fed Emma's lesson starts		7:35 am bus picks up Emma	7:35 am bus picks up Emma	7:35 am bus picks up Emma	
9am		Brady nap?	Brady nap?	Brady nap?	Brady nap?	Kids' laundry	
10am		10:30 Emma's lesson ends			Reading hour at public library		
11am						Jane home	
12pm	Off						Off
1pm		Play date with Maddie next door					
2pm				2:20 pm pick up Emma	2:20 pm pick up Emma		
3pm		Brady nap?	Brady nap?	Brady nap?	Brady nap?		
4pm		Prepare kids dinner	Prepare kids dinner	Prepare kids dinner	Prepare kids dinner		
5pm		Jane home	Jane home	Jane home	Jane home		
6pm							
7pm							
8pm							
9pm							
10pm							
Total hrs used/day	0	10	10	10	10	5	0
Total hrs used/wk:	45						

THIS WEEK'S WORK HOUR LIMIT CONFIRMATION: au pair's work hours have not exceeded 10 hours per day or 45 hours per week

Jane Smith
Host parent signature

8/29/16
Date

Anna Schumacher
Au pair signature

8/29/16
Date

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WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Monday: Last day of swimming lessons for Emma and Brady

Tuesday: Can you take Emma shopping for last minute school stuff

Wednesday: Emma's first day of school. Must be at bus stop by 7:35am. Pickup at school is at 2:20pm

Thursday: Reading hour at the library today at 11:00 am (maybe a good activity for you and Brady?)

Friday: I would appreciate it if you could do the kids' laundry - more detergent in the basement

Saturday:

Have a great weekend!

Sunday:

AU PAIR NOTES:

Monday: Emma and Brady had a great day at the pool. We did some crafts at home after lessons.

Tuesday: We went to Target together to pick out a couple of new notebooks. Emma picked out her outfit for tomorrow. (She wants to show it to you.)

Wednesday: I'm glad we went over where to pick-up Emma because it was really crazy at the school. She likes her teacher and her classmates.

Thursday: Brady and I went to library hour. He was clapping like crazy. He loves to clap! After Emma was home from school we made cookies.

Friday: Most of their laundry is finished! It was nice outside so we went to the playground in the afternoon. Mandy wants to schedule a play date with Emma.

Saturday: Thank you! I will drive with Caroline and Magda to CT on Friday night and will be back by Sat. night.

Sunday:

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MONTH-AT-A-GLANCE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

AU PAIR NOTES:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
Total hrs used/day							
Total hrs used/wk:							

THIS WEEK'S WORK HOUR LIMIT CONFIRMATION: au pair's work hours have not exceeded 10 hours per day or 45 hours per week¹

Host parent signature *Date* *Au pair signature* *Date*

THIS WEEK'S STIPEND PAYMENT CONFIRMATION: au pair has received the full weekly stipend²

Host parent signature *Date* *Au pair signature* *Date*

¹Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day. Au pairs must also receive a minimum of one and one half days off per week in addition to one complete weekend off each month.
²The weekly stipend is determined by the U.S. Department of Labor using a formula based on the federal minimum wage. Any change in the federal minimum wage will result in an increase in the stipend.

WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

AU PAIR NOTES:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
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WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

AU PAIR NOTES:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
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8pm							
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WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

AU PAIR NOTES:

Monday: _____

Tuesday: _____

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Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
6am							
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