



AU PAIR REGISTRATION FORM – 2015

<u>Agency name:</u>
<u>Agent name:</u>
<u>Office contact details:</u>

Surname / last name:
First name:
Gender:
Nationality:
Au Pair Email Address (NOT AGENT):
Current Address:
Suburb / City:
Country:
Postcode (ZIP code):
Phone number:
Skype address:
Passport number:
Passport Expire date:
Have you worked as an au pair before/ housekeeper or nanny? Yes No
Have you had experience with house work or minding children? Yes No
Do you smoke? Yes No
How old are you?
Date of birth:
Do you have any allergy? Yes No - Please describe:
Have you suffered from any eating disorder?
Do you have a driver license? Yes No – How often do you drive?
Do you have any medical condition or any prescription medication on regular basis (excluding contraception) Yes No
Please describe if yes:
Have you ever been convicted of any criminal offences?
Please describe if so:

<u>Au Pair language skills</u>
It is very important for the host families to know more about your language skills. Please answer the next 2 questions honestly. In the first box you should select all the languages that you can speak fluently (including your native language). In the second box you should select all the languages that you have basic knowledge and understanding of.
What languages do you speak fluently?
Please select the level of English you have:
A – Advanced B – Intermediate C – Pre-intermediate D - Elementary

<u>Program Selection Criteria</u>
Which package are you interested in? **You can choose more than one option!!
<i>Demi-pair OR Part-Time OR Full-time Au Pair</i>
Where would you like to do the program? Please give 3 cities in order of preference:
Which visa do you have? Working Holiday Visa OR Student Visa
When you would like to start your au pair program? <u>Date</u> :
If you know your flight details, please describe: Airport name/ flight number/ arrival time/ arrival date

YES - I, au pair applicant, accept that some of the information provided may be passed to the prospective family and will be on file in our database only for Au Pair House. It will not be used for any other purpose.

PLEASE SIGN: _____



Au pair Assessment Process

As per Jan 2014

The au pair selection criteria includes: personality, English level, understanding the values of the program; enjoyment to learn about the Australian life style through a real Australian environment, and the level of appreciation related to the fact of saving money in accommodation during the stay in Australia.

Important: All our families are very kind and friendly. But the au pairs must interact and play their role as well in communication, so everyone can adjust and have a fantastic experience!

PLEASE ANSWER ALL THE QUESTIONS BELOW IN DETAILS.

Questions about being hosted by an Australian family

1. Homestay program and Au Pair program are very similar, but has 4 very different points.
 - You have responsibilities as **an adult in the house**, not another child. You are there to help to maintain the order, tidiness, and educate the children at all times that you are around them.
 - You must be independent and be able to enjoy your free time without counting on the family to entertain you.
 - You must be able to communicate in an equal level, professional and respectful with family member at all times.
 - You **MUST** learn how to do all the tasks from a family member during the first week. It is your responsibility to make it right and ask questions. Please ask family member to show you how to do, or what product to use, how long it normally takes to get it done, etc.

Do you understand these points?

2. Au Pair House created this program for people from overseas that wish to experience a family environment and be part of an Australian family. Communication is a must with your new host mother and also with Au Pair House. **Do you commit to communicate with both (host mother and Au Pair House) during your program?**
3. It is the au pair responsibility to initiate conversations and to interact with family members, despite any language barrier. You are learning and improving your English along the way, and if you give up talking to them because you are shy or are afraid to not understand the conversation, the family will take longer to know you, and will think you don't like to make friends with the family members. And you will possibly feel lonely. **So we ask you now, are you prepared to try really hard for a long period of time to communicate with you family and over come homesick feelings? Please describe how you plan to deal with homesick feelings:**
4. The family will show you how to do your job and how long you should take in each task on your first week. If you don't understand the verbal instructions, can you make sure you ask again and look for the meaning in different ways (dictionary, etc) until you understand the instruction. **Do you understand it is your responsibility to do the job well and ask for guidance when necessary?**
5. You receive a work-schedule with your family profile for approval. This way we avoid many misunderstanding and false expectations towards the tasks you will be doing. The schedule is flexible, and can be improved during the program in order to benefit both the au pair and family. Everybody takes different time to do different jobs. If you need more time to do a certain job or if you can do the job in less time than what it is on the work schedule, you must talk to the family about changing, so you are happy and also the family. **Do you understand the importance of you work-schedule and if anything wrong, do you think you can talk to the family to find a better solution together – to change slightly the task or the time, or the day for the tasks...find a solution together with the family?**
6. Family hobbies described on the family profile you will receive doesn't mean activities they will do with you. It means that they like doing those things, so it indicates their kind of personality; it also shows what they like to do when they have time. The objective of this information is to help au pair to find a subject to talk about, with family members.
 - Example: So you like to read books, what was the last book you read? What kind of book do you like?
 - If they like travelling, so where have you travel to? Did you take all your children? Do you have photos, can I see them?...And so on...



7. Do you think you will be able to be independent, have fun and enjoy your free time in your own way, without counting on the family to entertain you?
8. If there is a problem about your work or family routine, you must address the issue with your host mother and Au Pair House staff. First you need to try to fix the situation, by communicating with both. Secondly, you need to review the situation with both after few days. Thirdly, you need to discuss what the options are.
9. The most important thing for au pair **is not** the level of English. Our families can deal with low level of English. The most important is your personality and attitude toward life. To be able to be an au pair
 - Proactive – be active – helpful at all time towards the parents and kids – get it done!
 - Talkative – verbalise positive things, positive comments
 - Flexible – be relaxed and able to change plans with a smile!
 - Able to change roster with mother if necessary
 - Honest and happy – no family can have someone sad or moody in the house
 - Not to judge the family life style or the way they raise the children – don't judge!
 - Able to take your part of responsibility to make your experience a rich experience.
10. I am asking the following question because children are always children and they are curious and have their good and bad days. Do you think you can manage children in bad days, when they are naughty? If not, do you think you can ask instructions to the mother in how to deal with such behaviour? **If they are naughty – are you prepare to NOT take it as personal and be able to love them straight after in a fresh and casual way?**

Questions about your life:

11. Do you like to play and care for children – not just supervising? It means really play and have fun with them.
12. Do you have brothers or sisters? If so, what are their ages?
13. Do you have experience in looking after children, if so, please describe:
14. What are your hobbies and interest?
15. Are you thinking about getting a job during your free time or study at school? If so, where is your school and timetable of your course?
 - Name of school:
 - Address of school:
 - Timetable – days of the week, start time and finish times
16. Can you describe how you were discipline by your parents or careers and how you would discipline a child misbehaving here in Australia?
17. How are you planning to deal with feeling homesick and with all the differences in the routine, food and your new role in a new family? If you need to seek for help and advice, who would you go for?
18. Please list your education level and qualification you may have (example: high school completed, description of courses and any studies done prior to au pair program):
19. Please list all job experience you have (if any):
20. We try to offer the most detailed and personal service to all our clients, both au pairs and families. Is there anything you would like to tell us that you think can help us to mach the family with you?
21. What are your plans after your Australia trip?
22. PLEASE PROVIDE A LETTER OF INTRODUCTION ABOUT YOURSELF WITH MINIMUM 200 WORDS – please try NOT to use any help, like dictionary, friend, etc.
23. PLEASE PROVIDE FEW PHOTOS OF YOURSELF WITH YOUR FAMILY, CHILDREN AND FRIENDS (please make sure the file is not larger than 3 MG)



Please read and sign

Au Pair House Agreement Terms & Conditions

IT IS AGREED that Au Pair House can only confirm the au pair placement once the family match process has finalized successfully.

IT IS AGREED that Au Pair House can introduce family and au pair during the matching process through information received by both parties. The placement fee charged to families is to cover the following services:

- Building suitable profiles to be presented on the matching process
- Assessing and checking all information received in writing, prior to matching
- Assisting the family interview stage in different levels as requested
- Finalising the placement details with template of agreement, Terms and Conditions and arrival arrangements
- Assistance during the placement, as per request

AU PAIR PROGRAMS: IT IS AGREED that the family and au pair will commit to the length of stay of its program. Depending on the standard of the performance and relationship built between parties, au pair and family, the program can be extended at no extra cost. Au Pair House cannot guarantee placement for any length, as it will depend on the level of relationship between parties involved – family and au pair.

PAYMENT MUST BE RECEIVED BY THE DUE DATE AS PER INVOICE.

IT IS AGREED that during the first month, family must give training and guidance on all tasks expected from the au pair. The au pair also has the responsibility to learn and act accordingly. Au Pair House will offer assistance to the family when requested with any need they may have to adjust the new family member. Au Pair House also offer assistance to the au pair in adapting to the house routine and adjusting into the work standard expected from family.

IT IS UNDERSTOOD that the au pair provides his/her own medical insurance, medical costs and accidental damage while residing at the family home.

IT IS AGREED the following terms and conditions:

1. Terms of Placement

1.1 The Au Pair is placed to assist family members at the families' home at or such other place(s) as the family may reasonably require from time to time. The placement commenced on and shall not be continuous with any previous period of placement.

1.2 The Au Pair's duties shall be as per work-schedule provided by family and presented to au pair for approval, prior to arrival. All changes on work-schedule must be organised between au pair and family with at least 4 days prior to the change and to suit the family and au pair. Duties may need to be changed along the way and must be discussed and agreed by family and au pair. Au pair must have at least 2 FULL days off per week.

1.3 Au pair helps with:

- (a) Care of children and babysitting (50% or MORE of the work-schedule hours)
- (b) Housekeeping –light house work (50% or LESS of the work-schedule hours)

1.3 The Au Pair shall normally work the following days: Monday to Friday, weekends off. Weekend work must be presented and agreed by both parts in advanced for approval.

1.4 Normal working hours shall be agreed by the Family and Au Pair in advance, but shall generally be:

Full-time program: from 25 hours a week up to 40 hours a week, pocket money of \$6,00 per each hour of the work-schedule, 2 consecutive days off during the week.

Part-time/ Demi-pair: up to 20 hours with no pocket money, 2 consecutive days off during the week.

As the au pair is expected to work for you either doing housework or/and helping with your children, you must give her training during the first 2 weeks minimum. This training must be done in her first two weeks of arrival by the family, based on the work schedule previously presented to au pair. Every family has different habits, cleaning standards and different background. This Training is to show the au pair:

- How you like things done;
- What product they should use;
- How long they should spend on each task;
- If dealing with children, pets or any other family member what the procedures and restrictions are.

1.5 The au pair shall be entitled to a rest period of not less than 11 consecutive hours between the end of her normal working hours on one day and the commencement of her normal working hours on the following day. It shall be the responsibility of the Au Pair to ensure that she takes such a rest period.



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1.6 Any PUBLIC HOLIDAY must be a day off for the au pair unless discussed and agreed by both parts (family and au pair) with enough notice to suit both sides. For full-time au pairs, public holiday will not be paid.

1.7 Unless prevented by illness or injury the Au Pair:

(a) shall devote the whole of her time, attention and ability, both during normal working hours and during such other reasonable additional hours as may be agreed between the Family and Au Pair, for the performance of her duties for the family, and

(b) Follow all lawful instructions of the Family,

(c) Not perform any paid or unpaid work for any third party without the prior consent of the Family.

1.8 For full-time program only - Family must provide a minimum of 25 hours a week paid with a minimum pocket money rate of \$6,00 per every hour. Au pair should never exceed 40 hours per week.

2. Family Provisions for the Au Pair

2.1 The Au Pair shall receive the following benefits:

(a) Accommodation - The Family will provide a bedroom for the Au Pair, which includes: wardrobe, bed, side table, lamp, bed linen and towels. The bedroom must be clean and tidy.

(b) Meals - The Family provides access to three healthy meals per day: 7 days a week.

(c) Healthy meals to the au pairs, 7 days a week, meaning to be at least the following, if not better:

- Breakfast: one piece of fruit, toast or cereal, coffee or tea
- Lunch: sandwich (salads, cheese, cold meats, etc) plus a piece of fruit, coffee or tea or hot meals
- Dinner: hot healthy meals (usually prepared by the family)

(d) Safe and harmonious Family environment – include the au pair and treat the au pair as part of the family, with respect and friendliness. Include the au pair in most family outings and family time.

(e) **IF full-time au pair - A weekly pocket money payment at a rate of \$6,00 per hour. Work-schedule can be adjusted along the way, but with enough time in advanced to suit both sides, family and au pair.**

(f) Train and show the au pair all tasks and routine jobs in detail to for at least the first 2 weeks. Give training and guidance, support and care to help the international au pair to adjust and overcome the initial difficulties

(g) House keys

3. Holidays

3.1 The Au Pair will be entitled to no days off per month, excluding the 2 consecutive days off per week, unless organised and agreed by the au pair, Au Pair House and family in advance.

3.2 The Au Pair should not ask or take any holiday before the minimum time of the agreement, unless offered as an option by the family. After au pair complete the agreement time of her placement, Au Pair shall give the Family not less than 14 days notice of an intention to take holiday. If the holiday period requested is not convenient to the Family, the Family shall agree an alternative period, which is convenient to both parties.

3.3 If the Au Pair is required to work on any public holiday, the Au Pair will be given a day off in lieu on a date to be agreed by the Family.

3.4 If a full-time au pair takes holiday – the time off is not paid. No weekly pocket money is to be paid. The hours paid are only for the hours worked.

4. Sickness & Sick Pay

4.1 If the Au Pair is unable to attend to work due to sickness or injury she shall (insofar as she is able) promptly notify the Family on the first day of being unable to work and provide the Family with such evidence of her sickness or injury and the cause of it, as the Family may from time to time reasonably require. For full-time au pairs, sick days will not be paid.

4.2 The Family shall be entitled to require the Au Pair to undergo examinations by a medical practitioner appointed by the Family, and the Au Pair shall sign the necessary consent form to authorize the medical practitioner to disclose to the Family the results of the examination and discuss with the family any matters arising from the examination which might impair the Au Pair's ability to properly discharge her duties.

4.3 Full-Time Au Pairs will only get paid for the hours worked only. NO holiday pay or sick pay is involved in this program.

5. Confidentiality

5.1 The Au Pair shall not during her placement with the Family, or at any time thereafter (otherwise than in the proper course of her duties or as is required by law) without the prior written approval of the Family divulge or disclose any information which, by reason of its character or the circumstances or manner of its disclosure, is evidently confidential to the Family. That includes address, phone numbers and etc. NO PHOTOS or comments about the family or family members (especially kids) can be placed on FACEBOOK or any other type of media, unless clearly allowed by the family each time – au pair to ask permission before each time of posting photos or comments, if involving family members or family belongings (house, etc).

PLEASE SIGN: _____



6. Termination and Refund Policy

6.1 If either party wishes to terminate this contract, the notice to be given to each other (au pair and family) and a written note to Au Pair House shall be as follows:

- (a) If during the first month of placement, not less than 14 days notice in writing shall be required.
- (b) During the whole stay, 14 days verbal notice to the au pair and to Au Pair House must be received.

6.2 The Au Pair's placement under this contract may be terminated by the family or au pair at any time immediately and without any notice if the au pair/ family:

- (a) is guilty of gross misconduct or serious and persistent breaches of the terms of this contract, including work-schedule, time table, or is convicted of any criminal offence involving dishonesty, violence, causing death or personal injury, or damaging property.

6.3 Misconduct, which may be deemed gross misconduct, includes but is not limited to theft, drunkenness, illegal drug taking, child abuse and violent or threatening behaviour (be it verbal or physical).

In the case of placement is found not suitable for reasonable reasons, the au pair or family must give 2 week notice to Au Pair House and to each other. Au Pair House will offer at no extra cost, a replacement to the au pair and to the family if termination occurs during the first month of placement. This replacement offer will be only available after Au Pair House assessment of the reason for the termination request, and most importantly, the level of effort and actions taken by both parties, in order to overcome the original issue. Replacements are only available for requests received during the first month of placement and according to the availability of families and au pairs. Au Pair House cannot guarantee a replacement matching the previous request related to the first placement, e.g. age of au pairs, level of experience, location of house, number of family members, work-schedule. For the second placement, if any of the families available is not satisfactory to the au pair, or au pairs satisfactory to the family, Au Pair House is not responsible for any cost related to any other type of accommodation and no refund is applicable.

6.4 **Refund Policy** - If you wish to cancel the program before the commencement date, a refund is available. At least 28 days written notice must be given, and a cancellation fee of 20% of the total fee will be charged. There are no trial periods; no refunds will be given once the placement has commenced. If it is found that the placement is not suitable, we will assess the reasons and if suitable offer one new placement free of charge depending on availability. Two weeks' notice must be given.

7. Disciplinary & Capability Procedure

7.1 Reasons, which might give, rise to the need for measures under the Disciplinary & Capability Procedure include the following:

- (a) Causing a disruptive influence in the household e.g. making any family member feel uncomfortable or disrespected in anyway.
- (b) Job incompetence (considering the au pairs are young and once guidance and training has been provided)
- (c) Unsatisfactory standard of dress or appearance (once warning has been given)
- (d) Conduct inside or outside Normal Working House prejudicial to the interests or reputation of the Family.
- (e) Unreliability in time keeping or attendance (once warning has been given)
- (f) Failure to comply with instructions and procedures due to level of English, lack of interest, not asking advice to Au Pair House to help to explain instructions or tasks to be done (once warning has been given).
- (g) Loss of driving license
- (h) Breach of confidentiality (facebook post without permission, etc)
- (i) Unsatisfactory standard of respect, way of communication, lack of interest in family issues or others relevant reasons (once warning and guidance have been provided)

7.2 In the event of the Family needing to take disciplinary action in order to improve au pair performance, the procedure shall, save in cases involving gross misconduct, be:

- (a) Firstly Verbal Warning with guidance and a plan for improvement by family to au pair or vice-versa including Au Pair House assistance.
- (b) Secondly Verbal Warning by family to au pair and vice-versa, notifying in writing Au Pair House
- (c) Thirdly Dismissal with 2 weeks notice to each other

8. Grievance Procedure

If the Au Pair has any reasonable grievance relating to her placement the matter should be raised with the Family either in person or in writing as the Au Pair deems appropriate. The Family and the Au Pair agree to take all such reasonable steps as are necessary to resolve such grievances.

PLEASE SIGN: _____



9. General rules of Australian life and routine expected from au pairs

- Shower once or twice a day, maximum 5 minutes each of running water.
- If washing up, please do the way the family is used to. As the water restriction goes in Australia is important to save the water as much as possible, we kindly ask for filling up the sink and wash the dishes without running water.
- Au Pairs participating in Au Pair House program must not smoke or drink alcohol during the time they are participating in the au pair program. They must be non-smokers from the first day to the last day of the program. If family finds out, it will be up to the family to decide to finish the current arrangements with the au pair. If smoking or drinking alcohol occurs while doing the au pair program, Au Pair House will not be responsible for arranging another accommodation or solving the matter with family for the au pair.
- Before leaving the house, any room in the house or going to sleep, the au pair should turn the lights and TV off, including in their bedroom. Please don't forget to turn the lights off – the family may get upset with the waste and the big bill!
- Telephone - the au pair must answer the home phone only if required, but not make any calls unless asked permission to the family first.
- **The au pair should use her/his personal mobile phone to make and receive personal calls (Au Pair House can help buying mobile phone in Australia).**
- **Internet and facebook – au pair NEVER to use internet or mobile phone or facebook during helping hours or around the family members. If urgent matters occurs, au pair to explain immediately to the family the reason.**
- The au pair should not bring people in the house unless arranged and agreed by the family in advance.
- The Au Pair will be supplied a key for access into the house.
- The Au Pair should be responsible, must lock all windows and doors before leaving the house or going to sleep and be very careful and not lose the house key provided.
- **The au pair to be responsible in resting/ sleeping at least 8 hours prior to morning working hours. Au pairs must NOT stay on internet/ Facebook/ etc after 11 pm.**
- **The au pair should make an effort to adapt to the house health eating habits and hygienic standards, au pairs would have access 3 meals a day. The au pair should buy snacks for out of meal times or the au pair should have from the house only if offered.**
- Au pairs should attempt to complete all the work in time, as planned. If this is not possible, the au pair and family are to compromise on agreed modifications to the schedule.
- The au pair should be able to communicate and talk to the family about any problem, so it can be solved before it upsets anyone, try to work things out together and make sure everybody is happy.
- Damaged or broken items from the house must be reported and replaced promptly.
- If the au pair finds a job outside of the family home, then the work hours and days can be changed only upon agreement between the family and au pair. The program work-hours are flexible, as long it doesn't compromise the family's routine.
- If au pair has any difficulty dealing with the children behaviours, the au pair must talk to mother about how to improve the situation; therefore the family should be able to give the au pair tips and also teach the au pair how to handle the situation that is not in control. It is the au pair responsibility to share her concerns or any discomfort that may happen along the way with the family. The au pair should always ask for advice when they don't know how to handle a situation or how to act promptly.
- If family have visitors staying in the house for any period of the time, the au pair should be helpful and friendly with the visitor at all times. Sometimes, families have hosts staying for few days or weeks or even months. It is part of being in a family to have more people in the house sometimes. Au Pair House cannot guarantee that the family will not have any visitor while you are doing the program with them.
- Be proactive within the household is very important as part of being an au pair. Family expects the au pair to be independent, responsible for the environment, responsible for the house safety and the children safety. The au pair must have common sense about danger, practicality, hygiene and respect for people. The au pair can learn from watching the parents doing the same.

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- Family does not expect the au pair to bare situations or negative feelings. In Australia, you must talk about how you feel, about how your job is going, talk about if you are happy or not, etc...the au pairs must talk about their thoughts and concerns to the family. So once a week, au pairs should talk to the family and tell them everything they enjoy and like about being an au pair for the family and about things that they dislike, so you all can think through solutions to the problem and have it solve faster.
- Every au pair should do everything to ensure that she and the family are having a good experience and are enjoying the journey!
- This contract shall be construed in accordance with and governed by the laws of Australia and the parties submit to the exclusive jurisdiction of the Courts of Australia.
- Any reference in this contract to any statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it and shall also include reference to all statutory instruments and orders made pursuant to any such statutory provision.
- Words in the singular shall include the plural and vice versa, and references to any gender shall include the other and a reference to a person shall include a reference to any Company as well as any legal or natural person.

- **Airport transfer and welcome contact:**

The airport pick up must be done and arranged by Au Pair House and the host family. The host family or a family member will be greeting the au pair at the airport on her arrival. Flight arrivals MUST be between 6 am and 6 pm for families to be able to greet the au pair at the airport. If arrival is later than 6pm and earlier than 6 am, the au pair is to wait at the airport or any other location (au pair to organise herself).

- **Welcome contact:**

Au Pair House will contact the au pairs via email or phone call during the first working day after the arrival. A Welcome Pack is sent out to them via post. During the 5 months stay with the family, Au Pair House friendly staff will be in contact via email with the au pair directly at least once a month.

10. AU PAIRS DRIVING IN AUSTRALIA – Disclaimer

This is a formal disclaimer created by Au Pair House, in order to clarify what au pairs and families should expect towards each other, regarding au pairs driving family cars in Australia.

For Au Pairs driving host family car in Australia

If you accept to be hosted by a family who needs you, au pair, to drive or if the family will lend their car to your (au pair) for social outings you must have:

- International driving license
- Sufficient driving experience and confidence (Australians drive on the left-hand side of the road)

In Australia, you are only allowed to drive as a visitor with a valid driving licence issued abroad for up to three months upon your arrival. After these three months, you either need an additional international driving licence or at least the English translation of your driving licence. You will find more information on the [pages of the Australian government at http://australia.gov.au/faq/existing-licence-driving-in-australia](http://australia.gov.au/faq/existing-licence-driving-in-australia) .

In case of an accident while au pair is driving the family car and family makes a claim on their insurance, the au pair agrees to pay up to \$500 to help with the excess cost and family agrees to be responsible for paying any amount remaining if total excess amount exceeds \$500. Excess and insurance papers must be provided by the family, to au pairs for full understanding once the claim occurs.

In case of an accident while au pair is driving the family car and family chooses not to claim on their insurance for any damage caused, the au pair agrees to pay a maximum of AUD\$500, upon quote provided by repairer (organised by family) and family agrees to be responsible for paying any amount remaining if the total amount for fixing the car exceeds \$500.

The Host Family will be liable to pay 100% of any damage cost related to accident if the au pair is not listed on the vehicle's insurance cover.

Au pairs are to pay for their own traffic fines if any occurs while driving the family car. Au pairs to please LEARN local road signs (especially parking signs) and speed restrictions.

Some families, especially those living in locations with limited public transport, should provide alternatives (bicycle or car) to be used by the au pair during her spare time. Make sure the arrangement and boundaries are clear and agree on who cleans the car and pays the extra petrol (if car use).

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If family does not live in the city and the location of the house is over 1.5 km away from bus stop or if the bus run finishes by 5 pm, the family must provide some sort of alternative for the aupair to go out during her free time.

Au pairs should expect to spend \$30 per week in public transport and pay for herself, considering au pair goes out 4 times a week. In case of spending more than 30 dollars in petrol to get to main areas for socializing (city, shopping centres, etc), the family must provide an allowance to top up the \$30 per week.

This must be calculated and discussed in details directly with your au pair during her first week here or even prior to her arrival, during the interview/ contact stage before confirmation.

Family is to explain about the rules of usage of the car, the amount of the weekly allowance given for social outings and any other limitations. If in doubt, please feel free to contact us for advice

For Host-Families letting their Au Pairs driving their cars:

Au Pairs must have a valid International driving license. In Australia, the au pair is only allowed to drive as a visitor with a valid International driving licence issued abroad for up to three months upon her arrival. After these three months, the au pair either needs an additional international driving licence or at least the English translation of her driving licence. You will find more information on the [pages of the Australian government](#).

It is the responsibility of the Host Family to assess the driving ability of the au pair before granting permission to operate a vehicle. Au Pair House cannot guarantee any ones driving ability, only the validity of the driving license. If the au pair is required to use a motor vehicle, the Host Family must provide vehicle insurance coverage for the au pair and to have the au pair listed as a driver on the insurance policy of all vehicles that the au pair will use.

In case of an accident while au pair is driving the family car and family makes a claim on their insurance, the au pair agrees to pay up to \$500 to help with the excess cost and family agrees to be responsible for paying any amount remaining if total excess amount exceeds \$500. Excess and insurance papers must be provided by the family, to au pairs for full understanding once the claim occurs.

In case of an accident while au pair is driving the family car and family chooses not to claim on their insurance for any damage caused, the au pair agrees to pay a maximum of AUD\$500, upon quote provided by reparer (organised by family) and family agrees to be responsible for paying any amount remaining if the total amount for fixing the car exceeds \$500.

The Host Family will be liable to pay 100% of any damage cost related to accident if the au pair is not listed on the vehicle's insurance cover.

Au pairs are to pay for their own traffic fines if any occurs while driving the family car.

Families are to teach local road signs (especially parking signs) and speed restrictions.

Some families, especially those living in locations with limited public transport, should provide alternatives (bicycle or car) to be used by the au pair during the au pair's spare time. Make sure the arrangement and boundaries are clear and both parts agree on who cleans the car and pays the extra petrol (if car use).

If family does not live in the city and the location of the house is over 1.5 km away from bus stop or if the bus run finishes by 5 pm, the family must provide some sort of alternative for the aupair to go out during her free time.

Au pairs should expect to spend \$30 per week in transport and pay for themselves, considering au pair goes out 4 times a week. In case of spending more than 30 dollars in petrol to get to main areas for socializing (city, shopping centres, etc), ONLY if the distance from the house to any main centre, the family must provide the au pair with an allowance to top up the \$30 per week if necessary.

This must be calculated and discussed in details directly with your au pair during her first week here or even prior to her arrival, during the interview/ contact stage before confirmation.

Families are to explain about the rules of usage of the car, the amount of the weekly allowance given for social outings and any other limitations. If in doubt, please feel free to contact us for advice.

PLEASE SIGN: _____

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