



CHECKLIST

Once your au pair arrives, what do you need to do / go through to settle her in as quickly as possible before you handover the responsibility of your children? Also please use the “House Rules” document.

1. Go through contact numbers and emergency numbers. Are they pinned up somewhere? Explain house security e.g. alarm, check doors locked before leaving house. Where is the nearest doctor / A&E?
2. Your expectation of level of independence of your children. For instance maybe you expect her to be in the same room for the majority of the time, when can she do the ironing? If she is dropping one child off at school first and then another at nursery would you allow the younger child to remain in the car? For clarification, with younger children explain to your au pair that at no time do you expect them to be left in the house on their own.
3. Drive-round – ensure he / she is happy with operating the car. Explain her responsibilities re petrol and cleaning of the car. Show her how to reach the key places e.g. school, nursery, playground, swimming pool, out of school activity locations, doctors, shop etc. Hand-drawn maps are useful. Also you could provide a street map of the town / city.
4. Household appliances. Don't be surprised if your eighteen year old au pair is unsure how to operate the washing machine / oven / dishwasher. It's worth going through it before your ten year olds best top is shrunk in a 60C wash! Also to avoid your best china / crystal being ruined explain which they should use.
5. Entertaining the children – go through what they like to do and don't like. Where are all the toys / games kept?
6. What do the children like to eat? Explain his/ her responsibilities. What are the children allowed or not?
7. Go through children's routines

If it's your first au pair you need to go through all of this but if it's your second in an ideal world you could have a cross over period although it's always advisable to check everything has been covered. When my children were younger I wrote some notes for my au pair and these were then updated by each subsequent au pair and formed a good handover. Also, I bought a Guide to the UK tourist attractions and it gets handed on from one au pair to the next.