

Contract

Dear _____

We, the _____ family.

We would like you to join our family from _____ to help with childcare and up to 1h light household duties/day in exchange for:

- An opportunity to be treated as a member of our family and take part in daily family life
- Full board and accommodation, in a private, fully furnished room with a window
- Two full and consecutive days off per week
- Transport to/from the nearest airport to our family home at the start and the end of your stay
- Guidance, support and training.

You will work _____ hours each week, including babysitting hours.

Your weekly pocket money is £_____ This includes a compulsory weekly contribution of £20 towards.

Very important: Two evenings of babysitting per week are included as part of the weekly pocket money & within the weekly hours. Au Pairs should not be asked to babysit on either of their two free days unless with prior mutual agreement/for additional pay.

Extra hours will be paid extra, at £ _____

We understand, the aupair mustn't wash and iron parent's clothes:

House duties:

-
-
-
-
-

Important: *Smartaupairs strongly advise to log and settle any extra hours worked on a weekly basis – it is often difficult to recall and verify extra hours which may have been accrued months ago. It is the au pair responsibility to notify the family of additional hours worked in writing on a **weekly** basis & it is the responsibility of the host family to settle the extra hours in a timely manner. Host family is advised to agree on school holiday hours and appropriate extra pay in advance. E.g. how many additional hours do you require & what the schedule will be.*

We expect you to stay for _____ months. Until: _____

The au pair will pay for all travel costs to and from his/her home country, visa costs and travel insurance (including medical, liability and repatriation). The au pair will be entitled to attend an English language course (if applicable) to be arranged and paid for by the au pair.

The au pair is to never leave a young child unattended and to check safety/practise with older children with parents first. The au pair should not be left in sole charge of children under the age of 2 (or in charge of a child/ren overnight).

BAPAA (the British Au Pair Agencies Association) recommend 4 weeks holiday per 12 month period. Pocket money will be paid during this time. If the au pair placement is for a shorter time period, holiday is calculated pro-rata at the rate of 1.66 days per month. We recommend to agree on the holiday times at the start of the placement. UK National Holidays: Au pairs are to be given UK National Holidays as free time unless otherwise mutually agreed.

Host Family Name		Au Pair Name	
Address		Address	
Tel. Host Mum	Mobile: Home: Work:	Aupair's date of birth	
Tel. Host Dad	Mobile: Home: Work:	Your Travel & Medical Insurance Strongly Advised for European Au Pairs, Required for Tier 5 Visa/Australian/Canadian/NZ Au Pairs)	Company: Polize number:
Name and Age of Children		Emergency Contact Please give us the contact details of the person who your host family/our team can contact in case of an emergency.	Name: Tel1: Tel2: Native language:
Nearest International Airport(s)	To au pair - Please do not book your travel without prior agreement/confirmation with the host family.		

<p>Is the au pair expected to drive? Please Refer to Driving Disclaimer on Page 9 for more information.</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Host family to organize: Introduction to driving in the UK (either with driving instructor or host parent to assist)</p> <p>Car insurance for the au pair</p> <p>Please Refer to Driving Disclaimer for more information.</p>
<p>Au Pair Access to Car</p>	<p><input type="radio"/> Yes**</p> <p><input type="radio"/> Never</p> <p><input type="radio"/> Only in duty</p> <p><input type="radio"/> Off duty shared</p> <p><input type="radio"/> Off duty, any time (only local trips!)</p>	<p>**Au pair to pay for petrol when driving the car for personal use unless otherwise agreed.</p> <p>Please Refer to Driving Disclaimer for more information.</p>
<p>Confirmed Holiday Days (Paid holiday is accumulated on a pro-rata basis of 1.66 days + bank holidays per each month worked)</p>	<p>As a host family, we would prefer you to take holiday during the following times:</p> <p>We would kindly ask you not to take holiday during:</p>	<p>As an au pair, I know that I would need to take the following days off as holiday on the following days:</p>

TERM TIME AVERAGE SCHEDULE

The number of hours required for an average term time week. Please specify the hours required each day and kindly ensure that the total does not exceed 30h/week inclusive of babysitting. Two of the days should be allocated as au pair free time and thus noted as “zero” / 0 hours (typically Saturday/Sunday)

DAY	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
+	
Babysitting	

(Estimated hours per week)	
Total Weekly Hours This Determinates de Pocket Money	

Host Family: Other Information & Additional Notes, such as proposed arrangements for school holidays.

PLACEMENT TERMINATION

We mutually agree to give each other 2 weeks' notice when wishing to terminate the placement. The placement can be terminated immediately only in the case of gross misconduct (such as theft, forgery, deceit, violence or gross neglect).

If it is decided by either party (or both) that the placement is to be terminated – the following applies:

- A minimum of two-week (14 day) notice - during this period the au pair duties & pocket money continue as normal.
- If the au pair is requested to leave without the required notice, without the au pair agreement (excluding gross misconduct) – the costs incurred by the au pair will be charged to the host family pocket money, alternative accommodation, transport).
- If the au pair leaves before the expiry of the notice period, without the family agreement – pocket money payments will be only made for the work completed until that date. It will be the aupair's responsibility to arrange return travel and transportation.

It is the au pair's responsibility to ensure that:

- Any contracts/memberships or UK accounts are closed appropriately in good time before leaving (bank, gym, telephone etc.)
- Return any items which belong to the family (such as keys, Oyster card, telephone if applicable)
- All their personal belongings are taken with them at the time of leaving. If any items are left, it is the au pair's responsibility to organize and pay for collection of those items.
- The room is left in a tidy and neat condition (just as you found it)
- To notify the host family of any additional hours worked in good time in writing allowing the family to settle these before leaving.

I agree with the above (aupair signature):

It is the host family responsibility to ensure that:

- The au pair has appropriate airport/train/bus collection/drop off at the start and end of the au pair placement
- Any additional hours the au pair may have worked over the course of the placement/holiday pay or pocket money due are settled in full before au pair leaving.
- If the au pair placement is longer than 6 months, and the au pair completes the full duration as agreed upon page 4 of this document, the au pair is entitled to a one week pocket money payment as extra/end of stay bonus (e.g. if the au pair agrees to stay for 9 months, and stays for 9 months, the end of stay/one week extra pocket money payment is due).

I agree with the above (Host family signature):

***DRIVING DISCLAIMER (only applicable for au pairs who are expected to drive)**

HOST FAMILY RESPONSIBILITIES

1. The host family shall provide the au pair with access to a car for use in the course of the au pair's driving responsibilities. The vehicle should be used to drop and pick up the children to and from the nursery and school.
2. The host family will pay for the fuel for this and other running costs incurred during normal use of the car.
3. By prior arrangement with the host family, the au pair may be allowed to use the car for private usage subject to the host family's discretion. The au pair may have to pay for their own fuel for this purpose unless there is no public transport in the area.
4. The au pair should ensure the host children should be properly restrained whilst they're travelling in the car.
5. The host family will provide suitable car seats for the children if applicable.

6. The host family will ensure the car is insured for your usage. We recommend comprehensive insurance cover.
7. The host family should provide the au pair with a few lessons when the au pair arrives.
8. The host family is financially responsible for the damage to the car and should not ask the au pair to contribute towards the repair bill for damage incurred.
9. The host family will show the au pair how to park properly and to educate the au pair regarding the signage restrictions regarding parking.
10. The host family should provide sufficient time/practice for the au pair to be familiar with the expected routes such as school runs and after school activities.

AU PAIR DRIVING RESPONSIBILITIES

11. The au pair is responsible for driving safely and for familiarizing with the UK road system.
12. The au pair should have a clean driving license and submit a copy to the host family to be forwarded to the host family's insurers.
13. The au pair should inform the host family immediately, without any delay, any accidents/penalty points/parking penalties they have incurred during the course of their stay.
14. 14. The au pair should inform the host family if they're unable to drive for any reason. This can be due to illness, consumption of alcohol prior to driving and lack of confidence in driving a different vehicle to the one which has been designated to the au pair.
15. Unless by prior arrangement, the au pair is financially responsible for all parking ticket fines and speeding penalties which has incurred during the course of the au pair's placement.

Host Family Signature	Au Pair Signature