AU PAIR USA

Two Week Visit Checklist

U.S. government regulations mandate that “each local counselor responsible for the au pair placement meet, in person, with the host family and au pair within two weeks of the au pair’s arrival at the host family’s home.”

Focus Points

- Set clear expectations and make sure that everyone is on the same page.
- Prepare host family and au pair for a great year together.
- Review program rules and regulations.
- Ensure that both host families and au pairs are clear and comfortable with house rules and the au pair’s role in the home.

Welcome Packet

- Distribute a welcome packet, which includes information about classes, local in-network doctors, cluster meetings and contact information for au pairs in the group.

General Introductions

- Ask the au pair to take out all documents as well as his or her packet from orientation.
- Introduce yourself and explain the Local Coordinator role. Establish and set the tone and purpose for the meeting.
- Discuss the au pair’s English language level. If necessary, support the au pair by speaking slowly and clearly. Encourage the host family to do the same. Minimize use of idioms, phrasal verbs and slang.
- Have both the au pair and host family (briefly) discuss their reasons for joining the program.
- Discuss the au pair’s role as a family member when she/he is not working. Have each party talk about what their expectations are with regard to meals, chores and leisure time.
- Talk about the au pair’s schedule and her/his main responsibilities.
- Go over handbooks and direct host family and au pairs to the regulations section.
- Discuss expectations for starting the work day.
- Discuss responsible telephone and texting use. Explain that incoming calls count as minutes on cell phones in the U.S. This is most likely different in the au pair’s home country.
- Mention that the host family should discuss appropriate discipline techniques with the au pair. Hitting, spanking or any other type of ‘hands-on’ discipline is not an acceptable option for au pairs.
- Discuss smoking.
- Discuss curfews both for the au pair and the car if applicable.
- Talk about the extension process, timeline and requirements.

Important Documents and Insurance

- Review all-important documents (passport, visa, DS-2019 Form, driver’s license, international drivers license, Social Security Card).
- Advise the au pair to make copies of her or his documents.
- Encourage the au pair to keep a printout of the local driving laws for international drivers in your state. Police officers are not always familiar with the specific laws pertaining to international drivers. Having a copy of the law will prevent unnecessary legal hassles.
- Remind the au pair that it is necessary to have the original DS-2019 Form, signed by the New York office, when traveling outside the U.S. during the initial 12-month program.
- Make sure that the au pair carries an international driver’s license, insurance card, passport and important phone number card at all times.
Discuss how to obtain a Social Security Card. They will need their Social Security letter, passport, visa, I-94 and DS-2019 Form.

Advise the au pair of the state requirements for obtaining a state driver’s license (not required in all states) and procedures for doing so. Recommend getting a non-driver’s ID card if he or she is not getting a driver’s license.

Make sure the au pair has the insurance brochure and knows how to print his or her insurance card. Review the main points of plan:

- $50 co-payment for physician visits
- $250 deductible for Emergency Room visits
- Au pairs need to file a claim for all doctors visits and prescription purchases.

**PROGRAM REGULATIONS & POLICIES**

Review the following U.S. Department of State Regulations:

- Au pairs cannot work more than 10 hours per day.
- Au pairs cannot work more than 45 hours per week.
- Au pairs must receive 1.5 days off per week.
- Au pairs must receive one full weekend off per month.
- Au pairs must receive $195.75 per week on the same day each week.
- Au pairs must receive up to $500 to take classes to complete the educational requirements of the program.

On Duty/Off Duty:

- Make sure the au pair and family understand that the au pair is working if she/he is alone with the children in the home at any point. This includes times when the children are sleeping.
- Au pairs receive 2 weeks of paid vacation during the course of the 12 months. Discuss plans for the au pair to take vacation. Explain the importance of planning ahead. Two weeks of paid vacation equals 11 days of vacation (5.5 days x 2 = 11 days).
- Ask to see a copy of the au pair’s schedule. Explain that the au pair should receive a written schedule at the start of each work week. Ask if the family will pay the weekly stipend by cash or check and mention that the au pair will need to set up a checking account if payment will be by check.
- Au pairs must be paid a weekly stipend of $195.75 each week. Discuss how and when this will be paid. We encourage that the host family pay the au pair at the same time each week.
- Record of hours worked: Review this document and explain that it should kept in a public place in the home and be filled in each week.
- Cluster meetings:
  - Talk about the types of cluster meetings and when they typically happen.
  - Explain that meetings are mandatory and that the au pair must call if she or he is not able to attend. Au pairs should only miss a cluster meeting if she/he is sick, on vacation or in class. The au pair cannot work for the family during cluster meetings. The host family should encourage and facilitate cluster meeting attendance.
  - It is the host family’s responsibility to cover the cost of transportation to and from cluster meetings.
- Explain that au pairs are not permitted to have any type of outside employment or earnings in the U.S.

**EDUCATION REQUIREMENT**

Au pairs must complete six credits or 60 hours at an accredited, post-secondary, academic institution. Instruct them to always check with the LC before signing up for a class.

- Classes must be academic in nature. No fitness classes or vocational classes.
- Au pairs cannot earn 3 or more credits over the course of just one weekend.
- It is the responsibility of the host family to cover the cost of reasonable and customary transportation to and from classes.
- Discuss what is needed to sign up for classes in your area and what the typical costs are. Explain types of classes that are not accepted.
- The host family should help the au pair sign up for classes at a college in their area.
### DRIVING/CAR USAGE
- Discuss car safety and make sure the au pair understands that they must never leave the children unattended/alone in a car.
- Emphasize the importance of responsible, defensive driving.
- Ask if the family will want the au pair to obtain a state driver’s license if this is not a requirement in their state.
- Discuss the accident policy.
  - The au pair is liable for one half of the damages up to $500 per accident when driving for personal use.
  - Au pairs are exempt from liability when driving for work.
- Discuss if the car will have a curfew.
- Discuss InterExchange’s ‘zero tolerance’ policy for drinking and driving. If the au pair is caught driving under the influence, they will be sent home.

### COMPUTER USE
- Discuss acceptable Internet usage.
- Mention that without explicit permission from the host family, the au pair should not post photos of the children.

### SAFETY
- Explain that all host family information, including the address and phone number, is private and should not be given out.
- Emphasize the legal drinking age, fake IDs, and the dangers of drinking and driving.
- Make sure the au pair is aware of the family’s emergency plans.

### TRANSITIONS
- Discuss process for addressing concerns. Problems and issues should be addressed with the Local Coordinator.
- Explain that au pairs and host families are expected to stay together for two weeks following the initiation of a transition.

### COMMUNICATION
- Explain that as a condition of program participation, host families and au pairs must have monthly contact with their Local Coordinator and quarterly contact with their Regional Contact.
- Explain that you will contact them each month to check-in. While they can share concerns with you at anytime, the monthly check-in is a great opportunity for discussing any questions or concerns.
- Explain the importance of weekly meetings/check-ins. We encourage that weekly meetings happen at the same time each week. This is also a great time for the host family to pay the au pair.

### QUESTIONS
- Discuss what types of cultural learning the family and au pair home to gain from the program.
- Discuss what the au pair hopes to learn about the U.S. by living with this family.
- Discuss what the family hopes to learn from the au pair.
- Discuss how the host family and the au pair intend to bridge cultural differences when they occur.
- Discuss how the au pair will be integrated into the local community.
Date au pair arrived NYC: _______________  (MM/DD/YYYY)  
Date au pair arrived to family: _______________  (MM/DD/YYYY)  
Date of 48-hour contact: _______________  (MM/DD/YYYY)  
Date of 2-week visit: _______________  (MM/DD/YYYY)  

Arrival Type:  
☐ Out of country arrival  
☐ Transition arrival  
☐ Extension arrival  

We have met with our Local Coordinator within two weeks of the au pair’s arrival and have discussed all of the above with him or her.

Host Parent 1:  
PRINT NAME  
SIGNATURE  
DATE (MM/DD/YYYY)  

Host Parent 2:  
PRINT NAME  
SIGNATURE  
DATE (MM/DD/YYYY)  

Au Pair:  
PRINT NAME  
SIGNATURE  
DATE (MM/DD/YYYY)  

Local Coordinator:  
PRINT NAME  
SIGNATURE  
DATE (MM/DD/YYYY)  

Please return this form by:  
MAIL:  
InterExchange Au Pair USA  
161 Sixth Avenue  
10th Floor  
New York, NY 10013  

FAX:  
917.720.9158  

EMAIL:  
The InterExchange Au Pair USA Compliance Coordinator  
compliance@interexchange.org