

Dear

We are delighted to offer you the position of AuPair, and to welcome you to our family. We hope your stay with us will be a happy and memorable occasion for both you and us alike.

In order to clarify expectations we are including the terms and conditions of your employment. Once you have read it, and if you are happy with it, please sign and date a copy of it and send it back to us at the above address.

The terms and conditions of the position are as follows:

- Hours: You will be required to work for approximately hours per week. In addition nights per week babysitting will be required. Every weekend, will be spent with the family. You will have long weekend(s) off a month from Friday afternoon to Monday morning.
- Duties and responsibilities: Your main duty is the due care of You will be required to get ready for the day, get to kindergarten or school, collect from kindergarten or school and see to his/their needs in the afternoon. You will also be required to assist with homework, prepare lunch, snacks and dinner as required, bath and change as required, arrange visits with friends, see to after school activities, play games together as well as any thing else that may be necessary for his/their amusement and wellbeing. You will be required to do some cleaning up after and yourself (including washing and ironing for and yourself and the cleaning of your rooms).
- Salary: You will be paid an amount of per month / week in arrears. Additional hours will be paid at a rate of per hour.
- Start Date and Period of Employment: You are expected to start on the and to stay for a minimum period of If due to circumstances beyond your control or for any other reason, you wish to leave at an earlier date than our agreement, you will be required to give one month's notice. If we require you to leave, subject to the conditions specified under 'discipline', we will give you a minimum of one month's notice.
- Discipline: Reasons which could give rise to disciplinary measures are as follows:
 - Causing a disruptive influence in the household.
 - Job incompetence.
 - Conduct during or outside working hours prejudicial to our interests.
 - Unreliability in timekeeping or attendance.
 - Failure to comply with our reasonable instructions or procedures.

In the event of a need for disciplinary action, the procedure will be:

- First - a verbal warning.
- Second - a written warning.
- Third - dismissal without need for further notice.

Reasons with would give rise to summary dismissal would be:

- Theft or other dishonest offences.
- Drunkenness.
- Illegal drug taking.
- Child abuse or neglect.
- Holidays: You will have weeks paid holidays after months of work. Dates must be negotiated weeks in advance.
- Accommodation: You will have your own room in our home. We would like you to treat our home as your own. We ask that all rooms be kept tidy and that friends staying over should only do so with our permission. If we go out as a family, you will generally be invited to come with us (at our expense) should you so choose.
- School You will be enrolled at a language school to attend a course in for the duration of your stay.
- We look forward to having you with us and are sure that our association will be a long and happy one. If you have any questions or comments regarding this contract, please contact us as soon as possible.

Yours faithfully,

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I have read and accept the above terms and conditions:

..... (Host Family/Employer Signature)

..... (Au Pair Signature)

..... (Date)