

Au Pair invitation – practical guide & template
Silver/Gold

Introduction to this template

This template is designed to make it easy to issue a written invitation your au pair and for her/him to accept your invitation in writing.

There is no intention to create a contractual, employment, or legal relationship between the Host Family and the Au Pair.

This invitation is signed to acknowledge the above relationship and gives your Au Pair a final overview prior to booking flights to Australia.

The Au Pair's motivations are to take part in an Au Pair Cultural Exchange Program to experience family life in Australia.

As part of our program, all au pairs in Sydney, Melbourne and Brisbane are to attend Smart Au Pairs orientation/Meet & Greet within the first weeks of arrival. This is a one day event to help your au pair get organised, find friends and settle quickly. Dates are on our orientation planner and are always on Friday.

Every Host family provides a Police Check for every adult (18+) living in the household to be held on record with Smart Au Pairs.

Every Au Pair must apply for the appropriate Working With Children check in the state where the Host Family is residing and provides the verification number to Smart Au Pairs to be held on file. The Host Family is required by law to verify the application of their Au Pair, prior to her being given childcare responsibilities.

To ensure a fair exchange the au pair pocket money is recommended using the average cost of 'room and board' in a home stay program** (\$350 per week).

While it is ultimately at the discretion of the host family how much pocket money they provide to the au pairs, we provide a guide to ensure consistency of treatment across Australia.

In relation to regular au pairs, we recommend a minimum amount of \$200-250 per week in pocket money. In relation to diamond au pairs, in recognition of their skillset, we recommend a minimum of \$360 per week in pocket money.

However, we suggest that in determining how much pocket money to provide to your au pair that you have consideration for and recognise the assumption of any extra assistance with the children by the au pair, including during school holidays or to stay home with a sick child.

**Source – Average Homestay pricing adults 7 days a week, 3 meals a day in single room

Smart Au Pairs, as a member of the Cultural Au Pair Association of Australia has sought legal advice on the nature of a relationship between an au pair, a placement agency and a host family, and whether it forms an employment relationship. Each au pair relationship is unique. [The table on the CAPAA website](#) will assist families in forming an opinion about their own personal circumstances.

Smart Au Pairs has prepared this document with due care. However, the information is made available on the understanding that Smart Au Pairs is not providing professional advice and that users exercise their own skill and care with respect to its use and seek independent advice if necessary.

Smart Au Pairs takes no responsibility for any errors, omissions or changes to the information that may occur and disclaims any responsibility and liability to any person, organisation or the environment in respect of anything done, or omitted to be done, in reliance upon information contained in these documents and links.

Invitation (page 1 of 3)

Dear (Au Pair Name) ,

We (Host Family Name) , would like to invite you to be our Au Pair.

We would like you to join our family from 01 January 2020 [ideal arrival date] for a 6 month au pair program, with the option to extend***

As part of your training, we will facilitate your attendance to the au pair orientation/Meet & Greet within the first weeks of your arrival. This is a one day event to help you get organised, find friends and settle quickly.

As an au pair, you help with the children in exchange for:

- An opportunity to be treated as a member of the Host Family and take part in daily family life as a 'big sister' or 'big brother'
- Board and accommodation in a private, fully furnished room in a clean, safe and comfortable home
- Pocket money in accordance with program guidelines to help you budget for your au pair experience and travel during or after the au pair program
- \$500 completion payment at the end of the 6 months program
- Two free days per week- at least every alternate weekend and public holidays off.
- Guidance, support, and training
- Transport from the nearest International airport or Orientation location to Host Family home

There is no intention to create a contractual, employment, or legal relationship between the Host Family and the Au Pair.

We expect you (our au pair) to pay for all travel costs to and from Australia, visa costs and gap year travel insurance.

The insurance should cover medical, liability, and repatriation.

The au pair may assist with day-to-day childcare duties. We suggest that families limit the amount of hours to a maximum of 35 hours per week and not more than 10 hours per day.

Au pair should not be asked to provide sole care for babies or overnight care as they are not qualified child-carers, but joining your family for a cultural exchange experience with limited responsibility.

It is a legal requirement for au pairs in Australia to apply for the appropriate Working With Children check in the state where the Host Family is residing. The host-family is required by law to verify the application, prior to their Au Pair commencing childcare responsibilities.

We mutually agree to give each other 2 weeks notice, if our Au Pair exchange arrangement is not suitable or if we decide to leave the program.

As a member of the family, you may be included in family holidays. It is not compulsory to be invited or to join your host family, you both have a choice. Please check visa requirements, agree in advance and consider the following options:

- 1) Au pair does not join host family on overseas trip. Full board and minimum pocket money are paid to au pair and some holiday or house sitting tasks may be agreed.
- 2) Au pair joins host family on overseas trip. Family provides flights and full board in exchange for informal assistance and babysitting.

We understand that your motivations are to take part in an Au Pair Cultural Exchange Program to experience family life in Australia for 6 months and that **you will travel and take your holidays after your placement is finished.**
***The au pair program in Australia is based on a 6 months duration in line with Immigration guidelines for the Working Holiday Visa. It is possible for an au pair to apply for an extension with the Department of Immigration.

Invitation (page 2 of 3)

<p>Weekly Pocket Money</p> <p>To budget for your au pair experience.</p>	<p>Most weeks up to 30 hours assistance with the children</p> <p>○]</p> <p>Au Pair pocket money recommended minimum \$200-\$250</p> <p>Our family pocket money</p> <p>\$</p>	<p>Most weeks 30-35 hours assistance with the children</p> <p>●]</p> <p>Au pair pocket money minimum \$290 recommended for consistency</p> <p>Our family pocket money</p> <p>\$ 290</p>
<p>Completion payment At 6 months</p>	<p>\$500</p>	<p>\$500</p>

1. Expected duties

Duties may vary by week, please expect the following to be part of your duties. The family should prepare a detailed handbook outlining expectations.

- Wake the children in the morning and get them ready
- Help the children to tidy their rooms and make their beds
- Prepare breakfast, lunch and snacks for the children + clean up dishes from meals
- Make sure children have books and homework for school
- Take children to/from school
- Tasks while children are at school: shopping, light housework, kids laundry
- Assist the children with their homework, initiate and supervise play
- Help the children with their bath routine and help get them ready for bed
- Baby sitting

2. Part of the family

Being part of the family means that you can expect to be included in family events and celebrations as well as possibly a family holiday! You may be asked to come along to soccer training or ballet! You will also be expected to help out as any house-guest would do, for example:

- Occasionally cook a meal for the family (and they can clean up!)
- Clean up if/when the family cooks a meal for you
- Keep your room and bath room tidy and clean
- Stay around after dinner or at weekends sometimes to read a book or play for a bit

Invitation (page 3 of 3)

Name (Host Dad) _____ Phone Number: 012345678	Name (Host Mum) _____ Phone Number: 012345678
Host family home address Note:	123 Sample Street Sydney NSW 001 <input checked="" type="checkbox"/> I have provided or applied for Police Check for every adult (18+) living in our household.
Nearest International Airport	Sydney International Airport
Au Pair expected to drive?	<input checked="" type="radio"/> No <input type="radio"/> Yes* *Host family to organize driving assessment, introduction to driving in Australia, and car insurance for Au Pair
Au Pair access to car?	<input type="radio"/> No <hr/> <input checked="" type="radio"/> Yes- *Only when helping host family. <hr/> <input type="radio"/> Yes **For personal use with permission. *In the event of an insurance claim, the Host Family is responsible for paying any excess relating to the claim if the au pair was required to drive the vehicle as part of assisting the family. **Au pair to pay for petrol when driving the car for personal use unless otherwise agreed. **In the event of an insurance claim when the vehicle was used for private use, the Au Pair is responsible for the excess relating to the claim. The excess is \$

We would like to invite you to be our Au Pair,

Family Signature:

Signature: *SampleFamily*
 Email: samplefam@gmail.com

Sending Agency Signature:

Signature: ABC agency
 Email: sampleagency@aupair.com

Au Pair Signature:

Signature: *sampleaupair*
 Email: aupair@aupairsample.com