



*Cultural Care
Au Pair*

Daily Communication Log

A helpful communication resource for host families and au pairs



culturalcare.com • 1-800-333-6056

Dear host family,

It's no secret that the most important aspect of a successful program experience is good communication between a host family and their au pair. To assist host families and au pairs with communication during the year, Cultural Care Au Pair created this Daily Communication Log, borrowing ideas from various sources including our own experiences and those of our current host families and local childcare coordinators.

Your *Daily Communication Log* includes the following pages:

Important Information and Emergency Information

This page is a handy reference for your au pair and provides space for numbers your au pair might need to contact you or safety officials in the event of an emergency.

Child profile

These pages are for a description of each of your children, including food likes and dislikes, nap times, activities, etc. The children can be involved by adding a photo of themselves, in preparation for your au pair's arrival.

Sample

To help you get started using the *Daily Communication Log* we offer samples of the daily and weekly communication pages, using input from some of our experienced host families and local childcare coordinators.

Weekly Instructions/Things to Remember & Au Pair Notes

These pages are for daily communication between you and your au pair. Use these pages to indicate general responsibilities (i.e. children's laundry, children's food shopping), a weekly meal plan for the children and to indicate activities you would like to see them doing together. We understand that each family is unique, in structure, ages of children and communication needs (recording new words spoken by an infant vs. homework completed by a school age child). We have, therefore, left the daily pages blank for you to use in whatever way best suits your family.

Weekly au pair schedule

These pages are for you to share specific hours you expect your au pair to be on duty and what she should be doing during those hours. These pages will also help you to keep a tally of the total hours your au pair has worked on a daily and weekly basis and keep a record that she has received her weekly stipend. It's important to remember that au pairs can work up to, but no more than 10 hours per day, 45 hours per week.

Month-at-a-glance

The month-at-a-glance section gives a snapshot of an entire month in your household. These pages are particularly useful for scheduling family and au pair vacations.

There are two other tools that Cultural Care Au Pair offers in addition to the *Daily Communication Log*, our *Host Family Handbook*, included with this mailing, and *Household Handbook* accessible through your online account. The *Host Family Handbook* provides detailed information about what to expect as a host family, program rules and regulations and tips for a great year. The *Household Handbook* is a downloadable document found in your online account you can customize to your own family's lifestyle, your children's needs and your household rules.

Most host families who use them will agree that, in combination, the *Daily Communication Log*, *Host Family Handbook* and *Household Handbook* are key components to a successful year:

We use the ***Daily Communication Log*** every year, and we've had au pairs for 10 years now. It might seem tedious to fill out the pages but once you do, there's no guesswork for your au pair. She knows exactly what's going on and what you expect from her. We also like looking at what notes she has written down about the day.

—Samantha Janney, host mom for 10 years

The ***Host Family Handbook*** is a helpful resource. We keep it handy for us and also for our au pair to look at. Sometimes we use it when we have a specific question but I also flip through it once in a while just to make sure we are on the right track.

—Annette McGloin, host mom for 5 years

There is no such thing as being too specific with your instructions for your au pair. We have a very detailed ***Host Family Handbook*** and we spend several hours reviewing it with our au pair, and then I always spend time training her myself. Au pairs (and families) want to succeed here, but it's a host family's responsibility to explain the specifics of her role in the family—you can't expect your au pair to be just like you.

—Sheila Bauer, host mom for 9 years

We are hopeful that Cultural Care Au Pair's *Daily Communication Log*, as well as the *Host Family Handbook* and *Household Handbook*, will enhance your communication with your au pair and better prepare each of you for your year together. We wish you a year full of wonderful experiences for your family and your au pair!

Sincerely,

The staff at Cultural Care Au Pair

IMPORTANT INFORMATION

Home address: _____

Home phone: _____

Host mom mobile phone: _____

Host mom work phone: _____

Host dad mobile phone: _____

Host dad work phone: _____

Au pair mobile phone: _____

LCC name: _____

LCC home phone: _____

LCC mobile phone: _____

Other important contacts: _____

Remember:

IN CASE OF EMERGENCY, CALL 911

Poison control: _____

Local hospital: _____

Pediatrician: _____

Dentist: _____

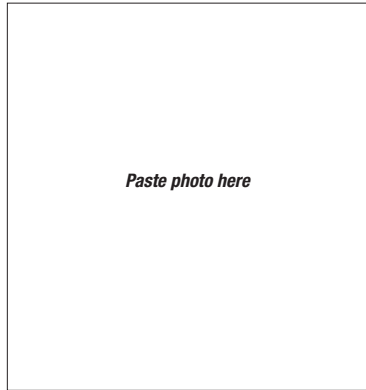
Cultural Care Au Pair: 1-800-333-6056

CHILD PROFILE

Name: _____

Date of birth: _____

Allergies: _____



Medications: _____

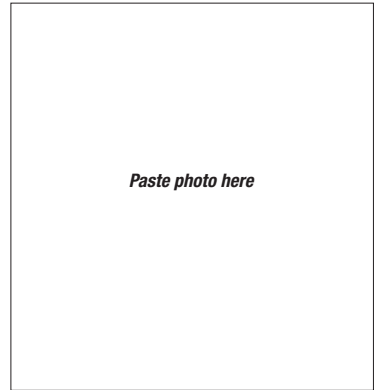
General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

CHILD PROFILE

Name: _____

Date of birth: _____

Allergies: _____



Medications: _____

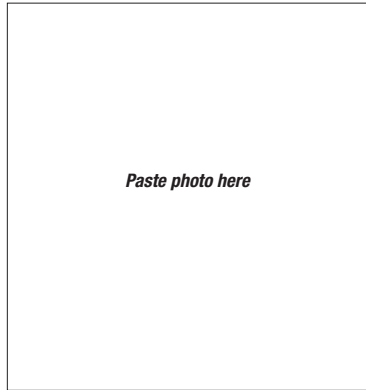
General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

CHILD PROFILE

Name: _____

Date of birth: _____

Allergies: _____



Medications: _____

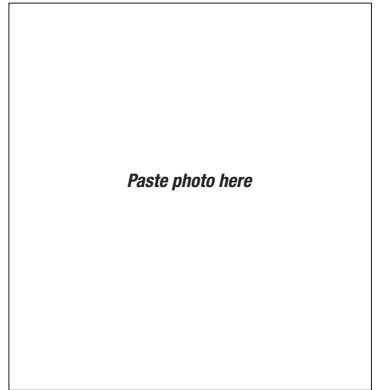
General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

CHILD PROFILE

Name: _____

Date of birth: _____

Allergies: _____



Medications: _____

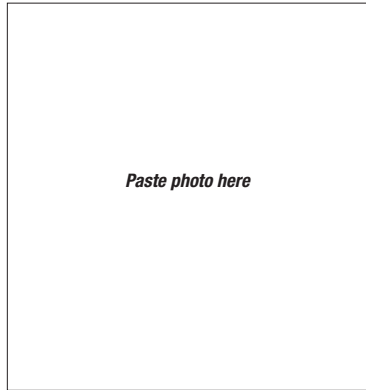
General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

CHILD PROFILE

Name: _____

Date of birth: _____

Allergies: _____



Medications: _____

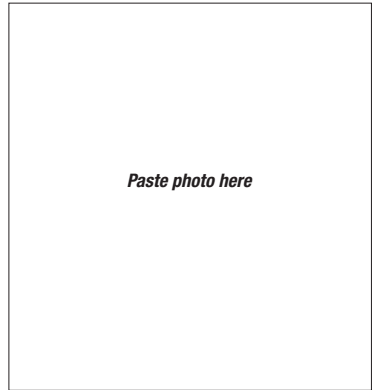
General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

CHILD PROFILE

Name: _____

Date of birth: _____

Allergies: _____



Medications: _____

General information (food likes/dislikes, favorites toys, sports played, friends, teacher, etc.):

SAMPLE PAGES

Please use these sample pages to understand how this *Daily Communication Log* can be used to:

- Outline your family's monthly schedule
- Communicate your au pair's daily duties
- Document your au pair's hours
- Encourage your au pair to share how time is spent with your children

While each family has their own way of managing their schedule, we hope that you are able to incorporate the *Daily Communication Log* into your family's au pair term. It's been proven to be a successful tool for families in the past and will continue to help families and au pairs communicate and stay within the limits of the U.S. Department of State regulations.

WEEKLY AU PAIR SCHEDULE

	Sunday: 8/26	Monday: 8/27	Tuesday: 8/28	Wednesday: 8/29	Thursday: 8/30	Friday: 8/31	Saturday: 9/1
6am							
7am		Get up with kids		Get kids dressed and fed	Get kids dressed and fed	Get kids dressed and fed	
8am		Dressed and fed		7:35 am bus picks up Emma	7:35 am bus picks up Emma	7:35 am bus picks up Emma	
9am		Emma's lesson starts				Kids' laundry	
10am		Brady nap?	Brady nap?	Brady nap?	Brady nap?	Brady nap?	
11am		10:30 Emma's lesson ends			Reading hour at public library		
12pm	Off				Jane home		Off
1pm		Playdate with Maddie next door					
2pm				2:30 pm pick up Emma	2:30 pm pick up Emma		
3pm		Brady nap?	Brady nap?	Brady nap?	Brady nap?		
4pm		Prepare kids dinner	Prepare kids dinner	Prepare kids dinner	Prepare kids dinner		
5pm		Jane home	Jane home	Jane home	Jane home		
6pm							
7pm							
8pm							
9pm							
10pm							
Total hrs used/day	0	10	10	10	10	5	0
Total hrs used/wk:	45						

THIS WEEK'S WORK HOUR LIMIT CONFIRMATION: au pair's work hours have not exceeded 10 hours per day or 45 hours per week

Jane Smith 8/31/12 ANNA SCHUMACHER 8/31/12
Host parent signature Date Au pair signature Date

Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day

MONTH-AT-A-GLANCE: August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
← Family vacation on the Cape →						
12	13	14	15	16	17	18 Grandmum Smith arrives
19	20	21	22	23	24	25
John away on business in California Radisson Hotel at LA Airport →						
26	27	28	29 School starts for Emma	30	31	

Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day

culturalcare.com • 1-800-333-6056

WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Monday: Last day of swimming lessons for Emma and Brady

Tuesday: Can you take Emma shopping for last minute school stuff

Wednesday: Emma's first day of school. Must be at bus stop by 7:35am. Pickup at school is at 2:20pm

Thursday: Reading hour at the library today at 11:00 am (maybe a good activity for you and Brady?)

Friday: I would appreciate it if you could do the kids' laundry - more detergent in the basement

Saturday:

Sunday: Have a great weekend!

AU PAIR NOTES:

Monday: Emma and Brady had a great day at the pool. We did some crafts at home after lessons.

Tuesday: We went to Target together to pick out a couple of new notebooks. Emma picked out her outfit for tomorrow (She wants to show it to you)

Wednesday: I'm glad we went over where to pick-up Emma because it was really crazy at the school. She likes her teacher and her classmates.

Thursday: Brady and I went to library hour. He was clapping like crazy. He loves to clap! After Emma was home from school we made cookies.

Friday: Most of their laundry is finished! It was nice outside so we went to the playground in the afternoon. Mandy wants to schedule a playdate with Emma.

Saturday:

Sunday: Thank you! I will drive with Caroline and Magda to CT on Friday night and will be back by Sat. night.

Sunday:

Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day

culturalcare.com • 1-800-333-6056

MONTH-AT-A-GLANCE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day. Au pairs must also receive a minimum of one and one half days off per week in addition to one complete weekend off each month.

culturalcare.com • 1-800-333-6056

WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

AU PAIR NOTES:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
Total hrs used/day							
Total hrs used/wk:							

THIS WEEK'S WORK HOUR LIMIT CONFIRMATION: au pair's work hours have not exceeded 10 hours per day or 45 hours per week¹

Host parent signature

Date

Au pair signature

Date

THIS WEEK'S STIPEND PAYMENT CONFIRMATION: au pair has received the full weekly stipend²

Host parent signature

Date

Au pair signature

Date

¹Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day. Au pairs must also receive a minimum of one and one half days off per week in addition to one complete weekend off each month.

²The weekly stipend is determined by the U.S. Department of Labor using a formula based on the federal minimum wage. Any change in the federal minimum wage will result in an increase in the stipend.

WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

AU PAIR NOTES:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
Total hrs used/day							
Total hrs used/wk:							

THIS WEEK'S WORK HOUR LIMIT CONFIRMATION: au pair's work hours have not exceeded 10 hours per day or 45 hours per week¹

Host parent signature

Date

Au pair signature

Date

THIS WEEK'S STIPEND PAYMENT CONFIRMATION: au pair has received the full weekly stipend²

Host parent signature

Date

Au pair signature

Date

¹Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day. Au pairs must also receive a minimum of one and one half days off per week in addition to one complete weekend off each month.

²The weekly stipend is determined by the U.S. Department of Labor using a formula based on the federal minimum wage. Any change in the federal minimum wage will result in an increase in the stipend.

WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

AU PAIR NOTES:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
Total hrs used/day							
Total hrs used/wk:							

THIS WEEK'S WORK HOUR LIMIT CONFIRMATION: au pair's work hours have not exceeded 10 hours per day or 45 hours per week¹

Host parent signature

Date

Au pair signature

Date

THIS WEEK'S STIPEND PAYMENT CONFIRMATION: au pair has received the full weekly stipend²

Host parent signature

Date

Au pair signature

Date

¹Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day. Au pairs must also receive a minimum of one and one half days off per week in addition to one complete weekend off each month.

²The weekly stipend is determined by the U.S. Department of Labor using a formula based on the federal minimum wage. Any change in the federal minimum wage will result in an increase in the stipend.

WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

AU PAIR NOTES:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
Total hrs used/day							
Total hrs used/wk:							

THIS WEEK'S WORK HOUR LIMIT CONFIRMATION: au pair's work hours have not exceeded 10 hours per day or 45 hours per week¹

Host parent signature

Date

Au pair signature

Date

THIS WEEK'S STIPEND PAYMENT CONFIRMATION: au pair has received the full weekly stipend²

Host parent signature

Date

Au pair signature

Date

¹Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day. Au pairs must also receive a minimum of one and one half days off per week in addition to one complete weekend off each month.

²The weekly stipend is determined by the U.S. Department of Labor using a formula based on the federal minimum wage. Any change in the federal minimum wage will result in an increase in the stipend.

WEEKLY INSTRUCTIONS/THINGS TO REMEMBER:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

AU PAIR NOTES:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

WEEKLY AU PAIR SCHEDULE

	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
Total hrs used/day							
Total hrs used/wk:							

THIS WEEK'S WORK HOUR LIMIT CONFIRMATION: au pair's work hours have not exceeded 10 hours per day or 45 hours per week¹

Host parent signature

Date

Au pair signature

Date

THIS WEEK'S STIPEND PAYMENT CONFIRMATION: au pair has received the full weekly stipend²

Host parent signature

Date

Au pair signature

Date

¹Per U.S. State Department guidelines, au pairs can work up to 45 hours per week, no more than 10 hours a day. Au pairs must also receive a minimum of one and one half days off per week in addition to one complete weekend off each month.

²The weekly stipend is determined by the U.S. Department of Labor using a formula based on the federal minimum wage. Any change in the federal minimum wage will result in an increase in the stipend.