



Host Family Handbook

A guide to your shared house rules, to personalise with your host family

VERSION 1.0.0

EN-GB

8 SECTIONS TO COMPLETE



The welcome booklet is the best way to avoid misunderstandings: from day one it puts in writing the house rules, the practical references and the home emergencies. Every home is unique, so personalise the sections below together with your host family.

THIS BOOKLET BELONGS TO

Host family

Au pair

Hosting period

TABLE OF CONTENTS

01 Meals & kitchen

02 Room & private spaces

- 03 Guests
- 05 Keys, code & access
- 07 Chores & commitment
- 04 Screens & internet
- 06 Emergencies & useful numbers
- 08 Free time & going out

00 Household reference sheet

To be completed together on the first day, by hand. This is the page to check whenever in doubt or in an unexpected situation.

HOME ADDRESS

WIFI NETWORK (SSID)

FRONT-DOOR CODE / KEYPAD

FAMILY DOCTOR

LIABILITY INSURANCE (POLICY NO.)

NEIGHBOUR OR CONTACT PERSON

PARENTS' PHONE NUMBERS

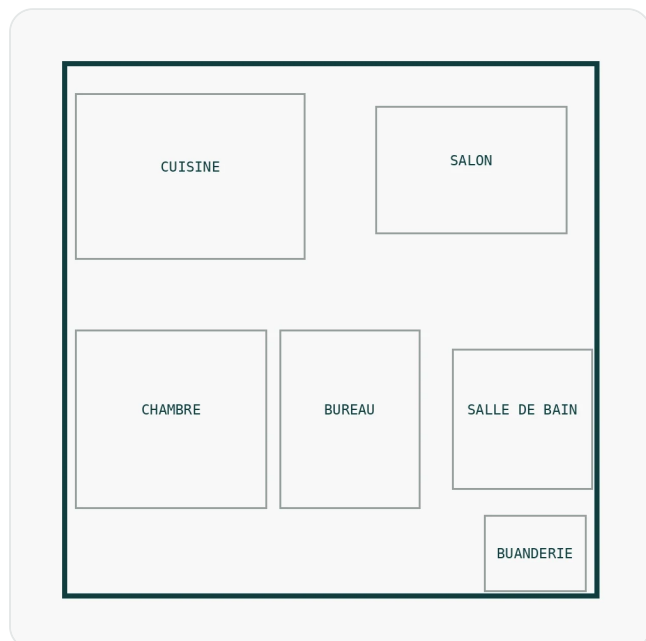
WIFI PASSWORD

WHERE TO LEAVE THE KEYS

NEAREST PHARMACY

CHILDREN'S SCHOOL / NURSERY

WEEKLY GROCERY BUDGET



01 Meals & kitchen

Board and lodging are provided free of charge (au pair status).
Write down your habits for a smooth daily routine.



- Do you eat together? Shared breakfast, lunch or dinner, or free mealtimes?

.....

- Time slots for using the kitchen and family utensils.

.....

- Who does the grocery shopping? A weekly food budget for the au pair's products (specify the amount).

.....

- Diet, allergies, foods to avoid, and dedicated storage areas.

.....

- Daily washing-up and kitchen chores.

.....

NOTES FROM THE FAMILY AND THE AU PAIR

.....

.....

02 Room & private spaces

Every au pair has their own private space. State the limits clearly to respect everyone's privacy.



- The room is individual, furnished, with an opening window, heating and a lock or key.
- Respect closed doors: do not enter a room without being invited.
- Shared areas (living room, bathroom): time slots and storage.
- Electricity, water and heating are included — but avoid waste.

NOTES FROM THE FAMILY AND THE AU PAIR

03 Guests

Hosting friends is common for young au pairs. Set the rules early, kindly and clearly.



- Meeting up with friends is allowed, within reason and agreed in advance.
- Tell the family ahead of time (ideally 24 hours in advance).
- A curfew at night (specify the time).
- Guests do not sleep over unless the family explicitly agrees.

NOTES FROM THE FAMILY AND THE AU PAIR

04 Screens & internet

Using screens and the internet is part of daily life, including during childcare hours.



- WiFi network: write the name (SSID) and password here.

- No personal phone use during childcare hours.

- No sharing photos or videos of the children without written parental consent.

- Parental controls and the content allowed with the children.

NOTES FROM THE FAMILY AND THE AU PAIR

05 Keys, code & access

Secure the access points and note the practical information so everyone can move around the house confidently.



- A set of keys or a fob is needed, plus conditions (no making copies without consent).

- Front-door code, keypad, intercom: do not share it.

- A safe place to leave the keys so they are not lost.

NOTES FROM THE FAMILY AND THE AU PAIR

06 Emergencies & useful numbers

In an emergency everyone must know what to do. Several numbers are common to most families.



- 999 or 112: the single emergency number from any phone.

- The family's GP / doctor and the au pair's doctor if different.

- Nearest 24-hour pharmacy or urgent-care clinic.

- Family home insurance and health cover (policy/contract number).

NOTES FROM THE FAMILY AND THE AU PAIR

07 Chores & commitment

An au pair is not a full cleaning service: a balanced share of tasks avoids friction.



- The au pair keeps their own room tidy and helps with light housework.

- A maximum of 25 hours per week for childcare and light housework.

- Tasks are listed in the signed hosting agreement.

NOTES FROM THE FAMILY AND THE AU PAIR

08 Free time & going out

The au pair's free time is their own: the family respects it within a simple safety framework.



- Let the family know about bigger trips out (city, weekend) as a courtesy.

.....

- Come back at a reasonable hour the night before a childcare day.

.....

- Transport (travel pass, subscription) will be specified depending on the city.

.....

NOTES FROM THE FAMILY AND THE AU PAIR

.....

.....

- **Customise before printing**

This document is a human-first cohabitation framework, to be adapted to your home.
Personalise every section together and fill in the lines by hand before signing.

✓ Before signing

- ☐ Have the family and the au pair review the booklet on the first day.

- ☐ Sign at the end of the booklet: two signature lines + the date.

- ☐ Note emergency numbers specific to the town / school.

- ☐ Update the booklet after any major change (moving house, new au pair).

Signatures

This booklet shapes your day-to-day life together: take the time to read it through together before signing.

The host family

Name and signature

Done in

The au pair

Name and signature

On