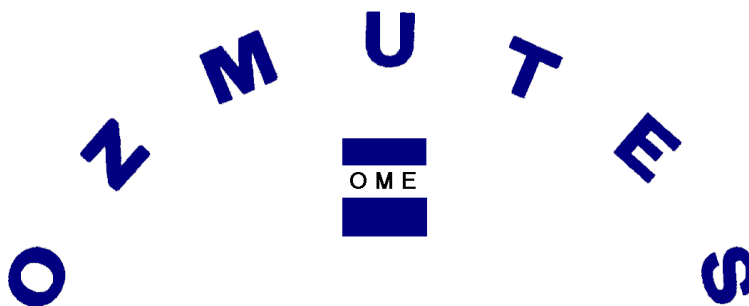


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AU PAIR AGENCY
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GENERAL NOTES FOR GUIDANCE

Information for the hostess family

What is an Au Pair?

The Au Pair scheme is an arrangement under which an unmarried girl aged 17 to 27 inclusive and without dependents may come to the United Kingdom to learn the English language and to live for a time as a member of an English-speaking family. An au pair, in return for light household duties, receives board and lodging, and facilities for study. That is to say, an au pair is a working student.

We place girls who wish to come to England for a minimum period of six months to improve their English and to participate in the British way of life. All the girls are thoroughly vetted to ensure they are reliable, efficient, honest and caring. And they are carefully placed to see that they meet the requirements of the family.

Duties of the Au Pair:

It should be understood that an au pair is not a trained nanny or housekeeper and her duties should be limited to general housework such as vacuum-cleaning, dusting, washing, ironing, making beds etc. She is also expected to assist with the children's tea and bath time and with the preparation and clearing of the evening meal.

She can also be asked to do some baby-sitting, and to take and collect children to and from school if they are of school age. The au pair, however, should not be expected to work all day during school holidays. Working mothers should organise extra help.

Hours to be worked (maximum per week):

* Demi Pair	3	15
* Au Pair	5	25
* Au Pair Plus	8	34
* Mother's Help	8	40

An au pair plus has the same duties as an au pair. In addition, she will work three afternoons per week for a maximum of three hours per afternoon.

A mother's help carries out similar duties to those of an au pair plus. She may work 4½ or 5 full days according to the amount of pocket money.

Non-EU nationals would not qualify for entry to the United Kingdom to take "au pair plus" and "mother's help" positions.

Number of nights baby-sitting per week:

* Demi Pair	1 - 2
* Au Pair	1 - 2
* Au Pair Plus	2 - 3
* Mother's Help	3 - 4

Learning English:

An au pair comes to England to improve her English and she should be helped and encouraged to do so whilst in the family. The family should be prepared to work with the girl to establish effective and friendly communication from the start.

The girls have to be allowed time off to attend English classes at the local area. The college fees are paid by the au pair.

The family should find out if such classes exist in their local college.

Pocket money:

As well as free accommodation and meals, the family will provide the au pair with pocket money to enable her to cover her own personal living expenses and to entertain herself during her free time.

The amount, which should not be less than £45 per week, is at the discretion of the family.

Rates of pocket money (per week–minimum):

* Demi Pair	£45
* Au Pair	£65
* Au Pair Plus	£75
* Mother's Help	£95

Free time:

The au pair should be given two complete days off per week to enable her to visit places and friends. She should also have some evenings free as well as some hours each morning or afternoon.

Travel to England:

The au pair will pay for her journey to England, though the family should be prepared to make arrangements to collect her from any reasonable point of arrival such as a mainline station or an airport. Considering the amount of luggage she will probably be carrying and the possibility of her getting lost we feel it is reasonable to ask the family to collect her.

If it is inconvenient for the family to collect the girl, our agency will do it upon the family's instruction. However, there is a charge for this service.

Notice:

In the unlikely event of incompatibility between the family and the girl leading to her being asked to leave, the girl should be given two full weeks' notice.

In the event of instant dismissal, the family will be responsible for the costs of accommodation for a period not exceeding two weeks from the day of her dismissal.

Being flexible on the above guidelines is necessary for a successful relationship between family and au pair.