

# Au Pair

## First Week Checklist

Use this checklist during the first week to make your au pair feel welcome, supported and clear about family routines.

Tip: print this checklist and tick items off together. Keep it in your family handbook or on the fridge during the first week.

# Au Pair First Week Checklist

A practical checklist to help your au pair feel welcome, understand your routines and know what to do in everyday and emergency situations.

## Before your au pair arrives

- Prepare the au pair room
- Share the address and arrival details
- Send the weekly rhythm in advance
- Prepare house keys or access instructions
- Prepare Wi-Fi details
- Print the emergency sheet
- Prepare a small welcome note or welcome basket

## Day 1: Welcome and settle in

- Give a calm house tour
- Show the au pair room and bathroom
- Explain Wi-Fi, keys, alarm and basic house rules
- Show where food, towels and laundry are kept
- Introduce the children gently
- Keep expectations light on the first day
- Eat together if possible

## First 2-3 days: Learn the family rhythm

- Walk through the morning routine
- Walk through the after-school or daycare routine
- Explain meals, snacks and allergies
- Show school, daycare or activity routes
- Practise bike routes or public transport routes
- Explain screen time rules

# Au Pair First Week Checklist

A practical checklist to help your au pair feel welcome, understand your routines and know what to do in everyday and emergency situations.

- Explain what to do when a child is upset or tired

## Safety and emergency basics

- Share emergency phone numbers
- Explain allergies, medication and medical needs
- Show first aid items
- Explain who to call first in an emergency
- Explain door, alarm and visitor rules
- Explain swimming, playground and street safety
- Make sure the au pair knows the home address by heart

## End of week check-in

- Ask what feels clear and what still feels confusing
- Review working hours and free time
- Review routines that need more explanation
- Talk about food, privacy and household expectations
- Ask how the children are adjusting
- Agree how daily updates should be shared
- Plan the next week together

