

First Video Call Notes Template

Use this template during or after a first au pair video call. Capture daily life, expectations, values match, open questions and next steps.

What to listen for

A good call should make daily life easier to imagine. Pay attention to routines, communication, expectations, privacy and values match.

Read the full guide

</blog/how-to-prepare-for-your-first-au-pair-video-call>

First Video Call Notes

Use these sections to write down what was discussed and what still needs follow-up.

Basic details

- Date of the call
 - Names of host family and au pair
 - Time zone or location notes
 - Main reason for the call
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Daily life notes

- What a normal weekday looks like
 - Most important childcare moments
 - School runs, activities, meals or bedtime notes
 - Weekend or evening expectations
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Children and family rhythm

- Children's personalities
 - Activities they enjoy
 - What helps when they are tired or emotional
 - Important routines, allergies or sensitivities
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Role and expectations

- Daily tasks
 - Weekly or occasional tasks
 - Tasks that are not expected
 - Anything that still needs clarification
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Values match

- Parenting style and communication style
 - Reliability, flexibility and independence
 - Privacy, free time and family involvement
 - How both sides handle unclear expectations or conflict
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First Video Call Notes

Follow-up

- Questions to ask after the call
 - Documents, photos or examples to share
 - Second call needed: yes / no / maybe
 - Next step and timing
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