

AGENCE TRIP AND FAMILY

HOSTING AN AU PAIR

In Europe



APPLICATION FORM

contact@trip-and-family.com

www.trip-and-family.com



Dear Sir/Madam,

Thank you for contacting TRIP AND FAMILY to arrange your au pair placement.

Please find attached a form to complete and send back to me along with:

- A copy of your passport/ID
- A welcome letter to your au pair
- Some pictures of your family and your home
- Some pictures of the au pair's bedroom
- The quote, signed
- The agency fees (by bank transfer or payment link)

Once you send us these completed documents, the agency will send you confirmation of receipt and will start researches.

As every family is unique, the agency may arrange several meetings with you (Teams ou Whatsapp) to be sure that we fully understand your needs.

We will present you with au pair profiles that have been carefully selected by myself and my international partners. These profiles have been carefully studied by us to ensure that specific criteria are met (such as their own questionnaire responses, references, medical certificates and more) so that your experience is as safe as possible.

If you have any questions, at any point during the selection process or the placement, please do not hesitate to contact me.

Looking forward to hearing from you!

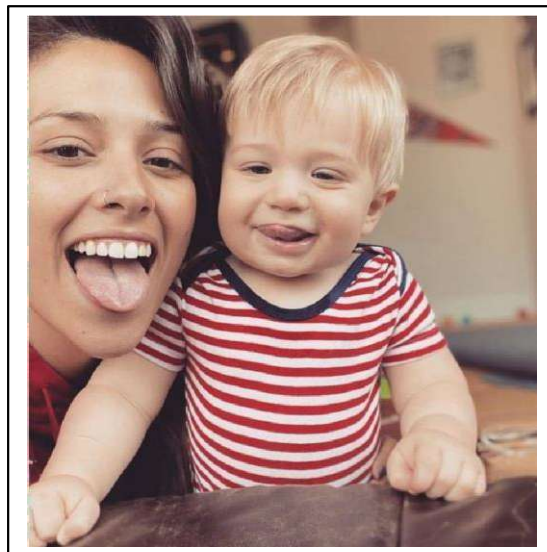
Floriane
TRIP AND FAMILY Au Pair Agency



Welcoming an au pair into your home is an enriching experience for the whole family.

More than just a convenient babysitting service, it's an exchange of culture and language, which leads to a more open-minded world view. Your children will learn about the world and create memories that will last for a lifetime.

Hosting an au pair is also a childcare solution for busy families juggling busy workloads. Having an au pair gives you practical, flexible, personalised support in your daily routine.



LEGAL FRAMEWORK

Au pair placements are defined in several legal agreements and regulated by the European Agreement on "au pair" Placement.

An au pair placement is defined as: *"the temporary reception by families, in exchange for certain services, of young foreigners who come to improve their linguistic and possibly professional knowledge as well as their general culture by acquiring a better knowledge of the country where they are received."*

In most of European countries, an Au Pair placement requires a declaration to the national health care system and/or to a private insurance company.

THE AU PAIR'S DUTIES

The au pair may be asked to take children to school and collect them, prepare meals for them, give them a bath, help them with their homework, watch them during their activities, among other duties.

They will take part in housework in the same capacity as the rest of the family (small household chores, ironing, etc.) They should not, however, be tasked with all of the housework in your home.

In most cases, the au pair's duties consist of caring for the children and sharing their culture with them (through games in their mother tongue, etc.)



DUTIES OF THE HOST FAMILY

The au pair has left their home to learn about a new country and to become part of another family. For many, it is their first such experience and it can be difficult at first. They should be given a warm welcome and made to feel part of the family.

The au pair should not be thought of as an employee, but as a full member of the family. You may, however, wish to establish rules to preserve your privacy.

The au pair should have **a comfortable bedroom to themselves** and access to all shared areas of the home. **The bathroom may be private or shared.**

They should be given time to attend language classes, improve their knowledge of the host country and freely practice their religion. Taking language classes is not mandatory but as it's a fundamental part of the au pair program, the au pair should have sufficient time to do so if they wish.

The Au Pair can usually work between 25 and 30h per week. They must be paid for any **extra hours**.

An au pair must have **at least one full day off per week** and at least one Sunday a month (in most cases, they are given Saturdays and Sundays off).

A contract must be signed with the au pair (in the form of a placement agreement) which states the family's requirements and the conditions of the placement.

The au pair should also be paid **pocket money**.

The agency is available to answer all your questions





WHAT SHOULD I EXPECT TO PAY?

Around 480 € per month + plus full room and board + the national health care system when applicable

- Pocket money: the regulation is slightly different from a region to another but Au Pairs usually receive about 100€ per week for 25h per week and 120€ per week for 30h per week (between 433 et 520€ per month).
- Insurance (travel, car, etc.) from 40€ per month
- Travel for the au pair (as part of the tasks you give them)
- Any contributions to the au pair's language classes or travel

POCKET MONEY

The amount of pocket money is decided by the family.

TRIP AND FAMILY recommends a minimum of 100€ per week for 25h per week and 120€ per week for 30h per week (between 433 et 520€ per month).

HOLIDAYS

The regulations require a minimum of one week paid holiday every six months.

TRIP AND FAMILY recommends a **minimum of 4 weeks of paid holidays per year.**

The au pair should also be allowed to return home for the holiday season if they wish.

For weekends and family holidays, you may ask the au pair to join you but this is not mandatory. The au pair's accommodation in the family home must continue during these periods, under the same conditions (full room and board).

A successful placement depends on good communication between the family and the au pair from the outset so both are fully aware of each other's expectations.



QUOTE AVAILABLE ON REQUEST

BASIC PACKAGE	PREMIUM PACKAGE
You want to host an au pair but YOU DON'T HAVE ANY PARTICULAR REQUIREMENTS (language, driver's licence, swimming experience, advanced childcare experience, specific sports abilities, etc.)	You want to host an au pair WHO MATCHES SPECIFIC CRITERIA (language, driver's licence, swimming experience, advanced childcare experience, specific sports abilities, etc)
Less than 6 months : 1 492 € 6-12 months: 1 756 € All taxes included	Less than 6 months: 1 865 € 6-12 months months: 2 195 € All taxes included
○ Meetings with the family ○ Au pair search (interviews, reference checks, etc.) + Meetings with selected candidates ⇒ Administrative help : contract, visa, assistance to declare the candidate (if required), etc. ○ Welcome pack ○ Integration for the au pair - 1ST AID TRAINING - List of local Au Pairs + meet ups - Potential online classes and conferences through the year (ADHD, childcare, ...) > depending on our agency calendar ○ Advice and support throughout the placement ○ Replacement au pair in the event of an early departure (maximum two candidates) ○ Extra 1 to 1 Family coaching to prepare the Au Pair stay (2h = 200€ TTC)	
<u>OPTIONS:</u> - FAST-TRACK (application received less than 8 weeks ahead of requested date of arrival) : + 190 CHF - EXTENSION OF STAY: If the au pair's stay is extended beyond the initial period, the family may be requested to pay additional fees to the agency (50% of the initial forfait).	



○ **The full amount must be paid at the start of the application process**

○ **Reimbursement:**

- If the TRIP AND FAMILY agency cannot present any candidates which match the conditions offered by the host family, the agency fees will be paid back in full (the family withdrawing before the search for a candidate begins).
- If the host family withdraws after the search for a candidate has begun, the host family will have the choice of the reimbursement of 50% of the agency fees (support) or to have the option to contact the agency at a later date in a one year delay to start searches again.
- The fees are received by the agency in good faith and are not subject to reimbursement after the family to select a candidate.
- Cancellation or withdrawal by one of the parties during the year does not mean they are entitled to a reimbursement.

○ **Extension of stay:** If the au pair's stay is extended beyond the initial period, the family may be requested to pay additional fees to the agency (50% of the initial forfait).

RECOMMENDATION DISCOUNT

Many clients decide to recommend the agency to their contacts, and I am always grateful for this. The following discounts are available for recommendations made (applications made by new families following a recommendation – discount applied to the next application made by the recommending client based on the number of new applications made the previous year):

1 family: 10%

2 families: 20%

3 families: 30%

4 families: 40%

5+ families: Next application free

WHY THESE RATES?

The agency is committed to promoting cultural exchange, and I, along with all of my partners, want to arrange au pair placements that are enriching both for the family and for the au pair. Communication with the families and with the au pairs is a priority, as is support during the placement.

This commitment comes with a price, which is carefully calculated in accordance with my standards of quality. This cost takes into account the following points:

- **Salaries:** the agency spends between 60 and 90 hours on each application, organising the placement and supporting the au pair throughout the year. The focus is on customer satisfaction, rather than on the quantity of customers
- **Operating costs:** premises, computers, internet connections, phones, various subscriptions, etc.
- **The agency's development:** to provide up-to-date advice and support
- **Travel:** where possible I travel to meet families and au pairs, and I regularly travel to meet local overseas collaborators
- **Investment in voluntary work:** advice via social media, helping au pairs and families in difficult circumstances (outside of the agency), etc.



DELAI DE TRAITEMENT DE LA DEMANDE

For a placement which does not involve a visa application, it should take **on average 3 months** from receipt of the completed registration form to draft a placement agreement with a candidate. This timeframe may vary depending on the conditions offered and the host family's location.

For a placement which does involve a visa application, it should take **on average 6 months** from receipt of the completed registration form to draft a placement agreement with a candidate. This timeframe may vary depending on the conditions offered, the host family's location and the international political situation at that time.

We kindly ask families to take these delays in consideration so researches and flight bookings can be processed in good conditions.

Note : The search process begins upon receipt of the family's application file (registration form + supporting documents + payment).

Any late submission or incomplete provision of the application file may delay the processing of the request.



PLACEMENT PROCESS

- 1) The agency will send you an email upon receipt of the completed registration form.
- 2) We then begin selecting the profiles which are the best fit for your criteria possible, and carrying out interviews with candidates before presenting them to you.
Candidates are asked to provide several documents to assure me of their reliability (references, medical certificate, situational role-play in interviews, etc.)
- 3) You will promptly contact the au pairs yourself and carry out as many interviews as you need to.
- 4) You will keep us informed of your decision (whether you have found your au pair or if we need to keep searching).
- 5) Next comes the stage of signing the placement agreement (mandatory), completing and required administrative formalities (visa, national health care system if applicable, etc.) and taking out insurance.
- 6) Any remaining formalities related to booking flights/trains are the responsibility of you and the au pair.
- 7) You will be provided with a welcome pack before the au pair's arrival and, where possible, a list of au pairs and students in the area, so that your au pair can settle in quickly.

TRIP AND FAMILY is here to support you at every step of the placement.

NOTE

Despite certain persistent stereotypes, please remember that a person's nationality does not indicate any particular traits. Each person is different, and their character is a reflection of their experiences in life. Host families (and au pairs) are asked to be open-minded.

Criteria based on physical appearance or skin colour will not be accepted.

TRIP AND FAMILY reserved the right to refuse or to close any applications without compensation if the agency believes that the host family's values would not be conducive to a pleasant placement (racism, disrespectful remarks, stigmatization, excessive workload, etc.).



CONTACT DETAILS				
Family name:				
Parents' first names:				
Address:				
Phone:				
Email:				
Skype:				
PARENT 1			PARENT 2	
Occupation:		Occupation:		
Nationality:		Nationality:		
Languages spoken at home:				
CHILDREN				
Names	Gender	Age	School year	School
Are you expecting another child? If yes, when is the birth expected?				
GENERAL INFORMATION				
Do you have any specific dietary requirements?				
Do you have any specific medical treatments?				
Do you smoke?				
Do you have pets?				
Do you play music?				
Does your family have any hobbies?				
Anything else you'd like to say about your family:				



CRITERIA AND EXPECTATIONS	
When would you like your au pair to arrive (approximately)?	
How long would you like the au pair to stay?	
Do you need your au pair to drive?	
If yes to the above, will the au pair have the use of a car?	
Do you know of any language schools in your area? (If yes, please provide their details)	
What are your criteria for your au pair search?	
What are your expectations for your au pair?	
ACCOMODATION (please provide photos):	
Private bedroom:	
Bathroom:	
Internet access:	
WORK CONDITIONS:	
How many hours per week will the au pair work?	
How much pocket money will you give your au pair per week?	



What would a typical week look like? When would you need the au pair to be available?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



Meals: Will they be eaten as a family? Will the au pair be able to join you?	
Will the au pair have access to the kitchen if they are not able to join you for meals? ⇒ If not we suggest to fix a 300€ pension for the au pair to be able doing her own food shop	
Will the au pair have the option to join you on weekends/non-working days?	
Do you need the au pair over the holidays? (They must still be provided full room and board with the same conditions during the school holidays).	
Do you already have an idea of periods when your au pair would have her/his holidays ?	
Have you hosted an au pair before? If yes, what was their nationality? How was your experience?	

I will adhere to the conditions and recommendations given in this pack (including information related to delays) and I confirm that the information provided herein is accurate.

Date :

Signature (with “Read and approved”) :



TRIP AND FAMILY AGENCY
99 Boulevard de La Reine
78000 VERSAILLES (France)

Photos



WELCOME LETTER

(to your au pair)

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