

Host Family Sample Letter

Dear Au Pair,

Please meet our family! We are the Bertier family: parents Jenny and John and our two children Jess aged 9 and Charlotte aged 5. We also have a 9 year old dog called Sadie and a 11 year old white and black cat called Rainbow.



Jenny works as an Administrator in the city and John is an engineer based near our home although he often has to travel overseas for work.

Jenny is originally from the UK but settled in Australia after we married 10 years ago. John was born in Sydney but has travelled and lived overseas in London, Oslo and San Francisco. We have been living in Melbourne for the last 5 years.

Jess is in year 4 and attends Belco Public school, a 10 minute walk from our home. She is at school from 9am until 3pm although one morning a week she needs to start at 8am for band practice - she plays the clarinet. Jess can sometimes come across as shy however when you get to know her you will find her a generous, energetic 10 year old who is happy to talk about One Direction all day. She loves to play soccer (she plays for the local under 10s) , have friends around to play and bakes cakes and other treats for the family. This is the first time we have had an Au Pair live with us however Jess is very much looking forward to it!

Then we have our other daughter, Charlotte who is five going on sixteen! She is sometimes a handful but she is a loving, outgoing little girl who loves to chat, dance and we are sure you will adore her as much as we do. Her favourite games are hide and seek (she likes behind hands!) making things with playdoh and dancing to the Wiggles (an Australian children's dance group). She is going to pre-school from 9am to 1.30pm 3 days a week and the rest of the time she spends at home. On Friday mornings she goes to swimming class which she loves!



Charlotte last year (before she got a haircut)

Sadie our dog was given to us from a friend who was going overseas but he is very much one of the family. Sadie loves walks and is very much part of our daily life. Sadie and Rainbow both sleep inside at night. Rainbow is a quiet cat but loves a warm lap to sit on. We hope you love animals as much as we do.

Our family is often busy during the week however we always try and make time on Sundays to do things together such as swimming, cooking or playing outside. When the weather is warm we love going to the beach and would be happy for you to join us.



You might be wondering about where we live: our home is in a quiet street, 20 minutes from the city. We have 3 bedrooms, a living room, dining room and studio. We are 10 minutes' walk to the school, local shops and the gym and we have two large parks nearby.

Your room has a double bed, desk, and a wardrobe. The bathroom is close to your room however you will need to share with the family.

We normally eat meals together unless either Jenny or John have to work back late. We eat meat although Jenny is gluten intolerant and John is allergic to mushrooms. We often treat the children to take away on weekends and some treats but we do not eat this food during the week. We do not mind if you are a vegetarian however you would normally need to make your own meals if this is the case.

What do we expect from you?

Our ideal Au Pair will love caring for children and ideally have had experience with children the same age as Jess and Charlotte.

We need someone who is:

- ✓ cool headed, positive and patient
- ✓ Proactive and with loads of energy
- ✓ Willing to help our around the house in the same way as the rest of the family
- ✓ Good communication skills.
- ✓ Able to follow our rules and accept feedback regarding the care of our children
- ✓ Interested in outdoor activities, reading and music

Your responsibilities:

You will be required to get the children ready for school and pick them up when school and kindy finishes. This will mean breakfasts, preparing lunches and uniforms and walking them to their schools. In the afternoon you will need to pick them up, give them afternoon tea, help with homework and when necessary take them to their activities. During school holidays you will have full time care of Jess and Charlotte during the week days although some days they will be at friends places. You will be paid extra for these periods).

Occasionally Jenny or John will need to work late and if so we would like you to care for the children until we get home. Normally we will know in advance if things like this come up.

The following as a sample of our weekly schedule:



	Mon	Tues	Wed	Thur	Fri	Sat	Sun
7am	Get the children ready for school – breakfast, brush teeth, uniform, lunches etc	Get the children ready for school – breakfast, brush teeth, uniform, lunches etc	Get the children ready for school – breakfast, brush teeth, uniform, lunches etc	Get the children ready for school – breakfast, brush teeth, uniform, lunches etc	Get the children ready for school – breakfast, brush teeth, uniform, lunches etc	Free Day (sometimes you may need to help with sports or play dates)	Free day
8.30am – 9.30	Walk to school (drop Charlotte at preschool on the way).	Walk to school (drop Charlotte at preschool on the way).	Walk to school (drop Charlotte at preschool on the way).	Band practice at Jess' school. You will need to be there by 7.50am	Walk to school (drop Charlotte at preschool on the way).		
10 – 10.30am	Clean kids rooms.	Clean kids rooms.	Clean kids rooms.	Clean kids rooms.	Clean kids rooms.		
1.15 – 6pm	Pick up Charlotte from Preschool. Snack and quiet time.	Pick up Charlotte from Preschool. Snack and quiet time.	Pick up Charlotte from Preschool. Snack and quiet time.	Pick up Charlotte from Preschool. Snack and quiet time.	Pick up Charlotte from Preschool. Snack and quiet time.		
2.45- 6pm	Walk to school and pick up Jess. Make afternoon tea and homework and music practice.	Walk to school and pick up Jess. Make afternoon tea and homework and music practice.	Walk to school and pick up Jess. Take Jess to soccer practise 4-5pm then bring him and Charlotte home.	Walk to school and pick up Jess. Make afternoon tea and homework and music practice.	Walk to school and pick up Jess. Make afternoon tea. Prepare for movie night!	(May have some ad-hoc babysitting to be negotiated)	

We would love to speak with you about becoming an Au pair for our family. We think hosting an Au pair should be an amazing experience for you and for us. We hope that this short introduction will help you decide if you would like more about us!

Warmest regards

John, Jenny, Jess and Charlotte