

Beschreibung des Programms „Buddy“ /ein typischer Wochenplan

Usual Work Hours: 30 per week

Usual Work Days: Monday – Friday

Usual Work Times: 1 -2 hours during the day and 7.00am to 8.00am and 3.00pm – 5.30pm/6.30 pm

Some flexibility will be required with work days times and hours to allow for child illness, school holidays and changes to routines or parents work schedules.

Weekly Activity Timetable

Monday

Sophie and Tom go to School 9am – 3pm

Tuesday

Sophie and Tom go to school 9am – 3pm

Sophie goes to Performance Net 7pm to 8pm

Tom goes to Cubs 6.30pm to 8pm

Wednesday

Sophie and Tom go to School 9am to 3pm

Tom has summer soccer anytime between 4pm-6pm

Thursday

Sophie and Tom go to School 9am – 3pm

Friday

Sophie and Tom go to School 9am – 3pm

Tom has cricket practice 4.15pm – 5.15pm

Sophie has a playdate

Meadowbank Primary School

Waitatura Road

Remuera Intermediate School

Ascott Ave

Cubs

Meadowbank

Performance Net

Meadowbank

Rugby

College Riffes Centre

Cricket

Auckland Uni cricket grounds

Summer Soccer

Ellerslie

The children's timetable will most likely change from term to term as we begin and end various seasonal and school related activities.

A Typical Day

7.00am

Every week morning I go to the gym from 5.45am to 6.45am. The children wake and rise around 7.00pm and generally they then get their own breakfast. Sophie and Tom then wash their teeth and get dressed for school. They get their own breakfast but you will have to organise them to get ready for school and you should be up and dressed by 7.00pm to start work. When I leave for work you can then attend to any duties that are required around the home, i.e. laundry, baking, tidying up. The time this will take will vary depending on what you are doing that day.

7.30am

Sophie leaves to catch the bus to school

8.00pm

I leave the house to drop Tom at school and then I go to work.

3.00pm

Tom walks home from school and will be home by 3.20pm. Sophie gets home on the bus at around 3.30pm. Go home for afternoon tea and homework for Sophie and Tom then some afternoon play at home. They may have after school activities which you may need to drive them to.

6.00pm

Hot dinner meal served to the children. We all eat together.
The children have desert if they have eaten their dinner.

6.30pm

The children have a bath and get ready for bed. This is a time when they wind down.

I generally get home from work around 6pm and will, in most cases, you will finish work at 6.30pm.

Keeping the Household Working

Your general duties include light housework. Usually we do the cleaning chores toward the end of the week on a Friday. These chores include cleaning the bathrooms that you and the children use, vacuum and mop the floors. There are some light chores we would like you to be responsible for during your work days which will help keep the household running smoothly. I have attached a separate more detailed schedule.

Tidying

I love to come home to a tidy house each night as it means we have time in our evenings to focus on other things. So what we would like you to have done for us is:

- Help the children tidy their things away. They are old enough to do this but need some guidance from you.
- Kept dishwasher up to date (When full, run the cycle, empty and put away dishes and load dirty dishes in.)
- Kitchen bench tops clear and wiped

- Kitchen floor swept (The children drop plenty of food during meals)
- Vacuum if required.
- Empty and wash lunch boxes.
- Hanging out and bring in washing from the line, fold, iron if necessary and put away.
- Ensure uniforms and shoes are clean are ready for the next morning.

Children's Bedroom

The children's bedroom will be your responsibility on your work days, specifically we need you to:

- Change and wash bedding linen once per week – normally Wednesday (weather dependant)
- Room tidied at the end of the day (they do this with your guidance)
- Dirty linen in basket for washing
- Clean linen put away in the drawers and wardrobe
- Clothes ready for school the next day.
- General tidy up
- Weekly vacuum and dust of surfaces

Laundry

We usually try to do a load of children's clothes and linen a couple of times a week. When you are on duty we would like you to be responsible for the children's laundry. This means washing, drying (we prefer to dry clothes on the washing line if the weather is fine as it cuts the electricity bill considerably) folding and putting away the clothing and their linen. We have a clothes horse for airing and drying laundry indoors if needed. I separate coloured and white washes and you are welcome to wash your clothes with the family washing.

Outdoor Play Area and Toys

After each days play any scooters or toys left outside should be tidied and put away. Again the children are responsible for this with your guidance

Your Things

We would like you to be responsible for cleaning and tidying of your bedroom and belongings including laundry and linen. I would like that your bedding (sheets and pillow cases) are washed once a week and the duvet cover can be done once a month.

General Notes

Enforcing the rules / Discipline.

There are rules for the children and it is probably easier for you to pick those up as we go. In general, they are not allowed to hit or hurt each other, I encourage them to share. Bad language is not tolerated. We like them to sit at the table for meals. Most of the other rules are related to their safety and you will figure them out as you go.

We do not smack/ spank the children. We use time out where discipline is required. We first give a warning, if the behaviour continues then a suitable punishment is given, ie loss of the use of technology, sent to the room to reflect on behaviour.

We are role models to the kids and hope you keep this in mind when you are with the children.

Family life and free time:

As our Au Pair we hope you will see us as a second family. In any family it is important for you to be involved in family life. We also recognise that we, as a family, and you will need free time and time away from each other. It is important that you have your own time to explore New Zealand and have a chance to make and maintain friendships. We see this as vital to your enjoyment of the au pair experience.

Sometimes we may want to have a quiet family dinner while you go out to meet friends. Other times I may just feel the need to have Sophie and Tom alone for a while - quality family time. If I ask for some private time do not misunderstand this as rejection. I consider it essential for you to have private time as well. When you are not on duty you are free to do whatever you choose. You may like to spend time in your room, go for a walk, visit a friend or join in with whatever we are doing.

If you are not on duty then I hope you will fit in as a family member. This means helping with dinner, clearing the table and dishes after a meal etc.

Household Amenities

Use of Vehicle

You may be required to drive as part of your duties. Whenever you have sole charge of the children and they need to be transported to or from activities or school, you will have use of a vehicle. While the children are in the car they must at all times travel with their seatbelts on.

After a day's vehicle use, we would like you to empty the belongings from the car and clear away any rubbish to keep the car tidy for the next day's use.

Use of Telephones

I will give you \$10 per month so we can easily contact one another while we are out and about.

You are able to use the landline telephone in the house freely, we only ask that you be responsible for your toll call charges.

Use of Internet

We have wireless broadband internet access at home. If you have your own laptop, bring it with you and you'll be able to connect to the wireless broadband. Otherwise we will share the computer so hope you will be considerate where we also wish to use it, as we will be to you. I also realise this will probably be your main and cheapest form of contact with home and family and welcome your regular use of the computer and internet. We also have web cam and 'Skype' access for video calls home which we can easily set up and show you how to use. We expect you will limit your internet use while caring for the children.

In General

We hope you will treat our home as if it were your own. We have Music, TV and DVD facilities in the main living room you are welcome to use as well as TV and DVD in the second living area should you need time out or just wish to watch a different channel to us. You may use any of our sporting equipment, books and electronic equipment. Feel free to use the kitchen to cook or bake if you enjoy it, and please help yourself to food and drinks whenever you are hungry, you need not wait for meals. We welcome you to cook your favourite meals for us if you would enjoy that. Also if there are particular foods you like let me know and I'll try to get those in the grocery shopping.

House Rules

- Friends are welcome to visit you at the house, exceptions are overnight guests. Female friends may be permitted to stay over with prior notice on a case by case basis.
- No smoking inside the house or around the children
- No bad language in front of the children.
- Limit personal use of internet and telephone during work time.
- On an evening prior to being “on duty” we ask that you be home by 11o’clock.
- We expect that you will abide by the laws of New Zealand

Cooking and Baking

The kids love to have baking in their lunch boxes and as a treat after school so it would be great if you can do this once a week. I require my au pair to cook four times a week, Monday to Wednesday and Friday. I will cook on Thursday and at the weekends.

Meals

Some of the usual meals are have are:

Marinated chicken

Schnitzel

Roast Chicken

Macaroni Cheese

Lasagne

Sausages

MONTHLY TASKS

Wipe out Fridge in kitchen

Wipe out Cutlery Drawer

Wipe out cupboards

Tidy the Pantry

Tidy the Games Cupboard

Clean hand prints from glass and walls (as and when)

These notes should be viewed as a work in progress, should any issues arise during your stay we hope to have open communication to resolve those and may need to adjust house rules and job description as a result.