

## Beschreibung des Programms “ Play and Learn”/ein typischer Wochenplan

Usual Work Hours: 45 hours per week

Usual Work Days: Monday – Friday

Usual Work Times: 8am – 5pm

Some flexibility will be required with work day's times and hours to allow for child illness, school holidays, and changes to parents work schedules.

### **Current Weekly Activity Timetable:**

Monday - Friday

Simon to school 8.50am (start) to 3pm (finish)

Every second Thursday – cleaning day – need to be out of the house between 8.30am – 12pm.

School Address:

Meadowbank School

68 Waiatarua Road, Remuera, Auckland

The children's timetable will change with sport commitments (Ryan does swimming after school in summer) and we are just looking into a playgroup for Zac to attend a couple of times a week.

### **A Typical Day**

5.30 – 6.00am Jack wakes for bottle

7.00am Everyone up and breakfast

Simon – breakfast, dressed, completes his jobs (makes bed, opens curtains, cleans teeth, wash face)

Jack – Breakfast, cleaned and dressed

7.30am Host Dad goes to work

8.00am Host Mum goes to work

8.20am Simon to go to school – walk or drive

9/12pm Jack– Play Time (and can be local / au-pair playgroups)

10.00am Jack – Morning tea

11.45pm Jack – Lunch  
12.00pm Jack – Sleep (can be between 1 and 2 hours in duration)  
2.45pm Pick Simon up from school  
3.15pm Simon/Jack – Afternoon tea  
4.00pm Simon – Homework  
5.45pm Jack – Dinner  
6.00pm Jack – Bath  
6.30pm Jack – Bottle and bedtime  
6.30/7pm Family dinner time  
7.30/8pm Simon – shower, story and bed time

### **Au Pair Play and Learn Programme**

Jack will be enrolled in the Dream Au Pair Play and Learn Programme. This is a learning programme for pre-school children at home with Au Pairs. While you are here as our Au Pair we expect you to participate fully in the implementation of the Play and Learn Programme. This will include being visited at home each month by the Dream Au Pair Education Co-ordinator who will help and support you in your job and caring for the children. Together with our Education co coordinator you will develop an online learning journal of the story's and examples of Jack's progress and activities this year. You'll be invited to attend monthly Play and Learn outings and activities, Play groups, and meetings with other Au Pairs and their children to catch up for coffee, play and learn together. Our Education Co-Ordinator will be your support person while you are an Au Pair in New Zealand and be available to help you settle in, learn more about your job as an Au Pair, give you some great ideas on activities and games to play with the kids and help you to make the very best of your time in NZ as an Au Pair. From November Jack is enrolled Monday's and Friday's at a local Daycare.

### **Keeping the Household Working**

Your general duties include some light housework, but you are not a house keeper, we have one of these and we are generally very tidy people. The house cleaner comes every second Thursday and it is easier for them if you are not at the house. This is a good time to go to the park, go for a walk or some other activity. There are some light chores which we would like you to be responsible for during your work days which will help keep the household running smoothly. We also have an alarm for the house and if no one else is home (and make sure the cat is outside) we ask that you arm the alarm system whenever you go out. We will provide you with your own 4-digit alarm code.

### **Tidying:**

We love to come home to a tidy house each night as it means we have time in our evenings to focus on the kids and other things. So we would appreciate if you could do the following:

- Tidy away the kids toys to play box or kids play room
- Kitchen bench tops clear and wiped
- Keep dishwasher up to date (when full – please empty, put away dishes and turn on if full)

We will do our best to make sure you don't inherit any of our adult mess. However if there is anything you need us to move, please ask.

### **Children's Bedroom**

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

- Make sure Jacks cot is clean and tidy for Nap times and bed time
- Change and wash linen once a week
- General tidy up of Jack room

(It is Simon's responsibility to keep his room tidy, sometimes he needs a hand though).

### **Your Things**

We would like you to be responsible for tidying and any extra cleaning (over and above the cleaner) of your bedroom. There will be a supply of linen for you to change/wash as often as you wish.

### **General Rules**

You will pick up most of these as you live with us but in general

- We sit at the table as a family for meals most the time
- There is a limit on the amount of TV/iPad Simon watches
- We do not smack our 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 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.

In very many situations we will welcome you to join in our usual family occasions, special events and sometimes holidays. We may also ask for time alone as a family from time to time too. Sometimes we may want to have a quiet family dinner while you go out to meet friends. Other times we may just feel the need to have Zac and Ryan alone for a while or for Peter and Katy to sit and talk alone in

the evenings – quality family time. If we ask for some private time do not misunderstand this as rejection. We consider it essential for you to have private time as well. Should you need some free time away please communicate this with us. Our house is split level and there is another lounge and TV area with separate satellite TV and Xbox game system that you are welcome to use, often this will be exclusive to you.

## **Household Amenities**

### **Use of Vehicle**

In your first couple of weeks we expect you will be a little unsure about driving on the left hand side of the road. After discussing your driving experience further, we may decide to put you on a driver training course if you feel you require it. We will also have available for your arrival a copy of the New Zealand road code, a book detailing all of the NZ road rules. You will also have lots of opportunity to practice in a vehicle.

In most cases you will use a small car we will provide for you, the vehicle will be ready for use upon your arrival. 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. Peter and Katy will cover all the running and maintenance cost of the vehicle. You will have access to the vehicle for personal use on a case by case basis by negotiation. We ask that you cover the cost of petrol when using it for personal use. Peter and I will ensure the vehicle is insured for you to drive at all times. In the event of an accident an excess will apply, if you are using the car for work purposes, we will cover the excess. Should you be using the car for personal use we ask you pay the excess. The excess is \$1000.

While the children are in the car they must at all times travel in their car seats.

### **Use of Telephones**

If you are not provided with a cell phone by the Au Pair agency, we will provide one for you. We do not have a landline telephone so rely on our mobile phones for all forms of contact, therefore please make sure it is always charged and on your person, we consider this very important.

### **Use of Internet**

We have wireless broadband Internet at home. Bring your own personal laptop with you and you will be able to connect to our Wi-Fi network for internet access. We 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 have an unlimited data plan but this is covered by Peter's work so we ask that you still keep that in mind and be responsible with your Internet usage.

### **In General**

We hope you will treat our home as if it were your own. We have music, satellite TV and DVD facilities in the main living room that you are welcome to use as well as the previously mentioned separate downstairs TV lounge should you 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, car or around the children.
- Try not to use bad language in front of the children.
- On an evening prior to being 'on duty' we ask that you be home by 12 o'clock midnight.
- We expect that you will abide by the laws of New Zealand.

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