



## **GUIDELINES FOR AU PAIRS AND HOST FAMILIES**

### **Obligation of each BONAPA member:**

A member of BONAPA will decline any assignment that is in violation of this regulation as outlined below.

### **GUIDELINES**

#### **Age:**

An au pair is not younger than 18 and not older than 30 years of age.

#### **Working hours:**

Maximum of 30 hours per week spread out over a maximum of five (5) days during which the au pair is not allowed to help more than a maximum of eight (8) hrs per day. Babysitting activities can be undertaken over a maximum period of three (3) evenings per week and these hours has to fall in the total amount of thirty (30) hours and the daily maximum of eight (8) hours cannot be exceeded.

#### **Duration of stay:**

An au pair stays with a family for a maximum of 12 consecutive months.

#### **Leisure time:**

An au pair is entitled to two (2) days per week and a minimum of one full weekend once per month. A full weekend is from Friday evening 20:00 until Sunday evening 24:00.

#### **Vacation:**

An au pair is entitled to two (2) weeks of paid vacation per 12 months. A minimum of one week of this needs to be a consecutive week. During this time the au pair's pocket money will be paid in full. If the au pair placement is for a shorter period of time, vacation is awarded accordingly.

#### **Light housework:**

See list of light housework, regulations.

#### **Pocket Money:**

A minimum of 300 Euro per month, regardless of whether or not the au pair actually works the maximum number of 30 hours per week and a maximum of 340 Euro per month.

#### **Insurance:**

The host family is responsible for taking out and paying for health, accident, repatriation and travel

insurance in the au pair's name for the duration of her stay. The insurance has to commence at the day the au pair departs from their home country.



### **Room and Board:**

All costs during the duration of the au pair's stay with regard to food and drink are to be born completely by the host family. The au pair is to be registered at the same address as the host family while at the same time actually staying and living there. It is not allowed for the au pair to reside at another address than the address of the host family.

### **Travelling Costs:**

It is to be agreed in advance whether the host family or the au pair is obliged to pay for such costs. BONAPA members are entitled to draw up their own guidelines with regard to travelling costs.

### **School- and language course costs:**

The host family offers the au pair who stays 6 months or longer the opportunity to follow a language course of a maximum of 270 Euro paid by the host family. The host family and the au pair may mutually agree which language course the aupair will follow. If the Dutch language is required for communication within the family then the aupair will have to follow a Dutch language course.

### **Au Pair agreement and Declaration of Awareness:**

The BONAPA member is responsible for sending this information to the au pair and the host family. Upon arrival with the host family said documents must be signed by both parties within the first week after arrival. Together with the BONAPA member, the host family draws up a working schedule which will also be given to the au pair before arrival.

### **Visa:**

In case the au pair is originating from a country where an MVV is required, the BONAPA member and IND covenant holder will be responsible for applying for the MVV for the au pair. The host family will provide its full assistance to the BONAPA member in this.

### **The host family:**

Consists of a minimum of 2 people with sufficient financial means. The host family declares that they are not dependent on the au pair nor can the au pair be single-handedly made responsible for household chores.

### **Applications:**

The guidelines are applicable to all placements of au pairs with Dutch host families that have been orchestrated by a member of BONAPA.

BONAPA has the right to amend and change these guidelines if necessary. These guidelines are not as a replacement for the general terms and conditions of BONAPA and her members. These guidelines are not comprehensive and do not manage all aspects of an au pair placement.

Dutch law and jurisprudence as well as rules and regulations are applicable in all cases.



## Regulations regarding light household chores

### Light household chores:

- Washing dishes
- Loading and unloading the dishwasher
- Preparing simple meals
- Keeping the kitchen in order and general tidying up
- Shopping for light groceries
- Loading laundry into the washing machine
- Packing away laundry/clothes
- Ironing
- Tidying and cleaning of children's room(s)
  - Tidying and cleaning of own room(s)
- Tidying and cleaning in general
- Vacuuming
- Dusting
- Keeping floors clean
- Taking out garbage but only on the ground floor
- Walking and feeding pets
- Watering plants and taking care of plants/flowers
- Making and changing beds

### Tasks which may not be part of expected light household chores:

- all and any tasks for which the au pair is solely responsible within the host family
- all tasks with regard to gardening and the garden
- washing of windows (inside and outside)
- scrubbing
- mopping/scrubbing any area large than 30 m<sup>2</sup>
- washing/cleaning a car or automobile
- cleaning of bathroom facilities unless such facilities are to be used solely by the au pair

### Light household chores that are allowed to be done:

#### Kitchen en cooking:

- Washing the dishes that are used in the working schedule of the au pair
- Loading and unloading dishwasher during working hours
- Cooking and preparing simple meals during working hours
- Shopping small groceries (the small elements that are missing or the things that you'll be needing for preparing the simple meal)
- Cleaning, tidying and organizing the kitchen en dining room during working hours
- Mopping and sweeping the (kitchen)floor with a máx. Surface of 30 m<sup>2</sup> during working hours.

#### Washing:

- Washing clothes in the washing machine during working hours
- Arrange and fold the clothing during working hours
- Hang up the clothing during working hours



- Using a tumble-drier to dry the washed clothing during working hours
- Putting away the clothing in closets and rooms during working hours

#### **Rooms:**

- Making the beds of the children during working hours
- Changing the beds of the children during working hours
- Tidying up the bedrooms and playrooms of the children after they've played during working hours
- Tidying, cleaning and keeping clean your own room on working days
- Hoovering the ground floor if needed during working hours

#### **Pets:**

- Walking pets on working days
- Feeding pets on working days

#### **Additional:**

- Giving water to flower and plant in the house on working days
- Cleaning and keeping clean of own toilet, own bathroom, and own shower facility during working hours or during free time.

NB. The tasks mentioned above can only be performed by the au pair during the working hours (30 hours per week, máx 8 hours per day). With regards to washing the clothing, the host family must be aware of the time it takes to perform these tasks. In case it won't be possible for the au pair to perform all these tasks in the mentioned time schedule, the host family must search for other possibilities.

#### **Tasks that cannot be performed by the au pair ever:**

- All tasks who can only be done by the au pair and where the responsibility only rests with the au pair.
- All tasks with regards to the garden and gardening
- Cleaning the windows (in and outside)
- Mopping and cleaning floors larger than 30 m<sup>2</sup>
- Cleaning cars, bicycles and motors
- Cleaning toilets and bathrooms which are not used by the au pair
- Changing and making the beds of adults
- Hoovering somewhere else besides the ground floor and au pair rooms
- Cleaning animal shelters and/ or cat Litter tray etc.
- Dusting or cleaning elsewhere in the house besides what is mentioned above
- Shopping heavy groceries
  - Reorganizing or cleaning wardrobes, cupboards etc. or basements and other quarters (exception of kids wardrobes)
  - Putting trash outside
  - Disposing old paper and glass
  - Washing dishes after parties to benefit the host family (excluding children's parties)