

# Weekly Meeting Checklist

Hosts and au pairs should have a scheduled weekly meeting to facilitate open communication and prevent potential issues. Hosts should schedule 15-30+ minutes each week either at the start or end of the au pair's work schedule.



- ACCOMPLISHMENTS & COMPLIMENTS
  - What is going well from the host perspective?
  - What is going well from the au pair perspective?



- AREAS OF IMPROVEMENT
  - Are there things that the au pair can improve on?
  - What support does the au pair need from the host?
  - Can additional training be helpful?
  - Problem solve together.



- REVIEW OF AU PAIR DUTIES
  - How is the daily flow of activities and routines going?
  - Is the au pair able to complete all duties?
  - Is there a better way to manage time or modify duties?



- CHILD DEVELOPMENT & BEHAVIOR
  - Review child developmental milestones.
  - Are there any problem behaviors?
  - Review discipline methods. Is a behavior plan needed?



- REVIEW OF SCHEDULE & STIPEND
  - Potential schedule changes (approved in advance)
  - Au pair monthly meeting schedule - Is alternative childcare needed?
  - Vacation time requests / upcoming vacation days
  - Appointments or changes to routine
  - Log payment of the weekly stipend



- GOALS FOR UPCOMING WEEK
  - Activity planning and childcare plan
  - Household tasks
  - Cultural exchange & relationship building



- MEAL PLANNING & FAMILY ACTIVITIES
  - Meal planning for children
  - Family meal plans & activities
  - Au pair food preferences & grocery list



- AU PAIR PLANS FOR UPCOMING WEEK
  - Education requirement progress
  - Social activities & plans
  - Vehicle access / transportation needs
  - Self care & well-being