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# Team Parent On-Boarding Checklist

Version 2.0

Mary Michael

New Member Onboarding  
Checklist for Caregiver or Au Pair

ON-BOARDING:  
READY, SET, GO!

THE FIRST WEEKEND: TIPS FOR THE TEAM PARENT

- ☐ Welcome! The Caregiver / Au Pair will need the Team Parent to help her to become familiar with her new family and surroundings.
- ☐ Introduce her to each family member.
- ☐ Take the Caregiver / Au Pair on a tour of the home.
- ☐ Allow her to adjust and encourage low-key bonding time with the children (set up a game or activity that you all can play)
- ☐ Plan a fun activity in the area to help the Caregiver / Au Pair to feel welcome, but do not over plan.
- ☐ Show her around town, but try not to overwhelm her as so much will be new.



## Team Parent On-Boarding Checklist

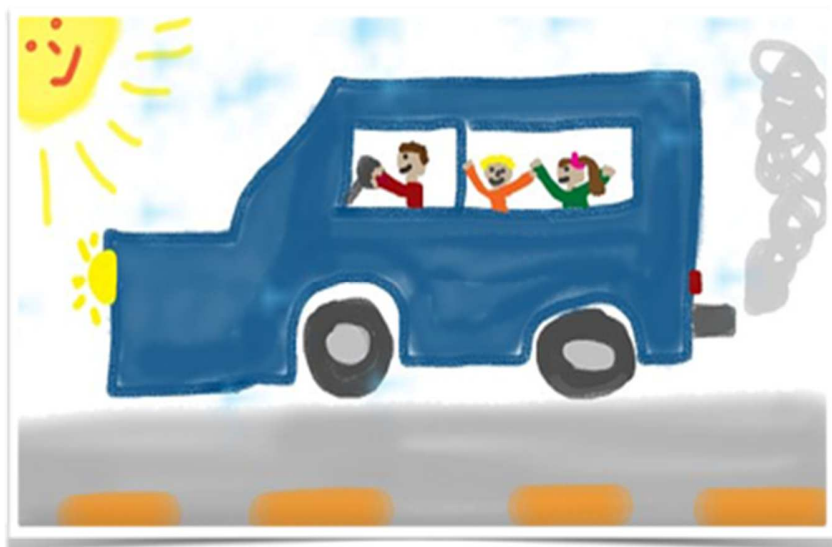
### THE FIRST WEEK:

#### ESSENTIAL TASKS TO BE COMPLETED BY TEAM PARENT

Action Steps for the Caregiver / Au Pair	Action Steps for Team Parent
<input type="checkbox"/> Review the Team Parent Family Handbook. Jot down questions for discussion with Team Parent. <input type="checkbox"/> Review any Covid concerns	<input type="checkbox"/> Schedule time to sit down with the Caregiver / Au Pair to review Handbook section by section. Encourage questions. <input type="checkbox"/> Review any Covid Social Distancing Rules and family rules to ensure safety
<input type="checkbox"/> Set up mobile phone.	<input type="checkbox"/> Help with Sim Card and using phone
<input type="checkbox"/> Set up direct deposit. <input type="checkbox"/> Become familiar with use of credit card for gas (fuel) and for kids-related matters.	<input type="checkbox"/> Set up direct deposit, Venmo app or Google Pay for Caregiver / Au Pair weekly stipend. <input type="checkbox"/> Credit card – get one for Caregiver / Au Pair, review how and when to use card. <input type="checkbox"/> Set up payroll (if needed)
<input type="checkbox"/> AU PAIR: Social Security Number needed. Team Parent will assist with details to acquire it.	<input type="checkbox"/> AU PAIR: Take to Social Security office and get paperwork completed. <input type="checkbox"/> AU PAIR: Make sure to get I-94 form
<input type="checkbox"/> Team Parent may need to enroll you in groups associated with children & facility activities. The Team Parent will help you with this.	<input type="checkbox"/> Make sure that the new member of the team is appropriately enrolled in groups or organizations associated with children and family activities (e.g., YMCA).
<b>AU PAIR LEARNING REQUIREMENTS</b> <input type="checkbox"/> Community College English Classes <input type="checkbox"/> Advanced Learning Institutions – Auditing Classes <input type="checkbox"/> Research classes that may be of interest and ask the LCC for options <input type="checkbox"/> Look for free English classes at churches or local community centers. <input type="checkbox"/> Look for what interests you such as sports clubs, volunteering, etc.	<b>AU PAIR LEARNING REQUIREMENTS</b> <input type="checkbox"/> Discuss learning options for English language and other areas of interest <input type="checkbox"/> Enroll in classes or activities nearby for the au pair <input type="checkbox"/> Help Caregiver / Au Pair navigate school websites and get signed up for classes ( <i>see resources at the end of this document</i> ) <input type="checkbox"/> <i>Discuss volunteer opportunities such as a pet shelter</i>

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<input type="checkbox"/> Due to COVID restrictions – Search for online courses and consult with LCC if it is a viable option. ( <a href="https://www.coursera.org/">https://www.coursera.org/</a> may have options available from accredited institutions – please check with LCC)	<input type="checkbox"/> <i>Discuss Covid situation and what it means to your family and the precautions you are taking such as wearing a mask, social distancing, etc.</i>
<input type="checkbox"/> Discuss vacation plans with Team Parent.	<input type="checkbox"/> Discuss vacation schedules and if the Caregiver / Au Pair will be joining you as part of her vacation or if she will join the family vacation as a remote working location.  <input type="checkbox"/> Reminder: The Au Pair's 2 weeks off must be mutually agreed upon.
<input type="checkbox"/> Discuss which day works best to have a discussion regarding the Household and Family Handbook.  <input type="checkbox"/> Plan daily check-in time, weekly meeting dates/time with the parents.	<input type="checkbox"/> Plan time to discuss Household & Family Handbook  <input type="checkbox"/> Schedule (and stick to) daily check-ins and weekly meetings with the "Team Parent" Pit Crew communication and organizational purposes. Conduct these meetings without the children around.
<input type="checkbox"/> AUPAIRS: Find out when the monthly LCC meetings are and note them on your calendar.	<input type="checkbox"/> AUPAIRS: Make sure the Au Pair is available to attend LCC monthly meetings.



## Team Parent On-Boarding Checklist

### THE FIRST WORK WEEK:

#### EXPECTATIONS FOR DAY 1 (MONDAY) & DAY 2 (TUESDAY)

Expectations of the Caregiver / Au Pair	Expectations of Team Parent
<input type="checkbox"/> Show up dressed and on time for work.	<input type="checkbox"/> Provide the Caregiver / Au Pair with a schedule for the kids.
<input type="checkbox"/> At the end-of-day check-in meeting with Team Parent, review the schedule for the next day and ask any questions you may have.	<input type="checkbox"/> Make time at the end of the Au Pair's work day to answer her questions and to review the plan for the next day.
<input type="checkbox"/> Follow the Team Parent' lead as they walk you through the schedule.	<input type="checkbox"/> Once you have lead the Caregiver / Au Pair through a typical day, let her take the lead through a typical daily schedule with you, including explaining options for playing outside of the house, showing you where crafts/projects are, activities schedules and locations (or school drop off / pick-up procedures.)
<input type="checkbox"/> Help Team Parent prepare breakfast, lunch and snacks for the kids.	<input type="checkbox"/> Encourage the Caregiver / Au Pair to give you examples of what the kids like to eat, showing you where it is, helping you prepare meals and getting kids to eat.
<input type="checkbox"/> Spend time to bond and engage with the children during the day.	<input type="checkbox"/> Help the Caregiver / Au Pair to get comfortable getting to know the children.  <input type="checkbox"/> Help the Caregiver / Au Pair with any in-place family systems such as the 'cow' timing system for toy sharing.  <input type="checkbox"/> Discuss the discipline and time-out structure.

## Team Parent On-Boarding Checklist

<ul style="list-style-type: none"> <li><input type="checkbox"/> Make time to practice driving during your off time, when the kids are not in the car (if still uncomfortable).</li> <li><input type="checkbox"/> Understand what papers are important in the car.</li> <li><input type="checkbox"/> Get a State driver's license and transfer the international or out-of-State license to Host Family primary residence State.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Drive with the Caregiver / Au Pair during her off time to make sure she is comfortable driving in her new environment.</li> <li><input type="checkbox"/> Check little things like taillights, etc., an envelope in the car with the insurance papers, etc. and explain to the Caregiver / Au Pair what is in the envelope and why. If pulled over, assure that the Caregiver / Au Pair can give the envelope to the police officer and doesn't have to search around for paperwork she is not accustomed to. Good idea to have instructions about what to do if she is in an accident as well.</li> <li><input type="checkbox"/> Also, add quick directions or addresses she can enter into GPS to places she might frequent such as the kids school, parks, grocery store... Don't forget emergency numbers.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn how to use the dishwasher and where children's clean plates / dishes go. Also, learn how to use the washer and dryer and where the children's clothes go.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> After showing the Caregiver / Au Pair how to use household appliances and technology, let her take the lead as you helpfully observe. Make sure she is clear regarding schedules of use.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Team Parent' lead on accomplishing household chores.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support the Au Pair's role as the caregiver with the children and encourage them to bond.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Caregiver / Au Pair &amp; Host Family Handbook.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ask if there are any questions and assure that you have clarified any misunderstandings.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> AU PAIRS: Make sure the LCC calls and welcomes.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> AU PAIRS: Make sure the LCC has been contacted within the first 48 hours. This is the '48 hour call' and it is mandatory.</li> </ul>

## Team Parent On-Boarding Checklist

### THE FIRST WORK WEEK:

DAY 3 (WEDNESDAY), DAY 4 (THURSDAY) & DAY 5 (FRIDAY)

Expectations of the Au Pair	Expectations of the Team Parent
<input type="checkbox"/> Show up dressed and on time for work.	<input type="checkbox"/> The Caregiver / Au Pair provides you with her schedule and a schedule for the kids.
<input type="checkbox"/> At the daily end-of-day check-in meeting with Team Parent, review the schedule for the next day and ask any questions you have.	<input type="checkbox"/> Make time at the end of the Au Pair's work day to answer her questions and to review the plan for the next day.
<input type="checkbox"/> Get out the door on time and proceed with daily activities per the planned and Host Parent approved schedule.	<input type="checkbox"/> Support the Caregiver / Au Pair as needed to ace the schedule!
<input type="checkbox"/> Help the Team Parent' to prepare dinner or observe as they show you how to cook a favorite meal for everyone (something you may like to do).	<input type="checkbox"/> Have the Caregiver / Au Pair show you food safety guidelines from FDA. <input type="checkbox"/> Have the Caregiver / Au Pair show you her familiarity with your kitchen, including where all the ingredients and kitchen supplies are located.
<input type="checkbox"/> Bond and engage with the children during the day. <input type="checkbox"/> Learn to use a firm voice when the children disobey. <input type="checkbox"/> Understand the household rules. <input type="checkbox"/> Learn to "see through" the children's clever "begging" skills. <input type="checkbox"/> Use Host Parent systems such as the "cow timing" system for toy sharing. <input type="checkbox"/> Use time out with children as needed.	<input type="checkbox"/> Continue to help the Caregiver / Au Pair get comfortable getting to know the kids. <input type="checkbox"/> Provide the Caregiver / Au Pair with a chores list for the children. <input type="checkbox"/> Review safety procedures in the parking lot. <input type="checkbox"/> Review safety at home and outside.

## Team Parent On-Boarding Checklist

<ul style="list-style-type: none"> <li><input type="checkbox"/> Make time to practice driving during your off time when the children are not in the car (especially if you are still uncomfortable)</li> <li><input type="checkbox"/> Find your way around your new environment; for example, learn where the nearest gas station is located and how to fuel the car.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Drive with the Caregiver / Au Pair during her off time to make sure she can drive safely (as needed).</li> <li><input type="checkbox"/> Show the Caregiver / Au Pair what to look for on the dashboard or windshield fluid (as needed).</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Unload the dishwasher and get comfortable asking questions such as where the dishes, utensils are located.</li> <li><input type="checkbox"/> Get the children engaged in clean up.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage the Caregiver / Au Pair to show you how kids can help with chores, including pushing in chairs at the table, vacuuming the floor, etc.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Get laundry going for the children; encourage the children to help you collect the laundry.</li> <li><input type="checkbox"/> Get the children to pick up their books in their bedroom.</li> <li><input type="checkbox"/> Get the children to dress themselves independently and to put their clean laundry away.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support the Au Pair's role as the caregiver with the children and encourage them to bond.</li> <li><input type="checkbox"/> Teach the Caregiver / Au Pair the laundry system and how she may engage the children in the process.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the day at dinner or at the planned end-of-day check in time. Ask questions.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Answer questions as needed.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Friday: Make sure your direct deposit worked.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Friday: Set up direct deposit and make sure it works.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Friday: Make sure you had a successful playdate with other Au Pairs in the area.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Friday: Plan ahead for a playdate. Show the Caregiver / Au Pair how to coordinate a playdate.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> During Friday Nap Time, plan a learning theme in your primary language for the following week.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> During Friday Nap Time: Help the Caregiver / Au Pair to learn to create a learning theme and work plan for the following week.</li> </ul>



## WEEK 2 &amp; BEYOND:

## EXPECTATIONS OF THE CAREGIVER / AU PAIR &amp; TEAM PARENT

Expectations of the Au Pair	Expectations of the Team Parent
<input type="checkbox"/> AU PAIRS: Meet the LCC (Do the 2-week orientation meeting with the LCC).	<input type="checkbox"/> AU PAIRS & LCC: Make sure you are present and actively supportive during the 2-week orientation.
<input type="checkbox"/> Review the schedule for the next day and ask questions the night before.	<input type="checkbox"/> Make time daily at the end of the Au Pair's work day to answer her questions and to review the plan for the next day.
<input type="checkbox"/> Make sure you have prepared a plan for the week that represents all planned activities, such as playdates, etc.	<input type="checkbox"/> Be available to answer questions.
<input type="checkbox"/> Plan a learning theme for the week in your primary language if so directed by the Team Parent	<input type="checkbox"/> Support the Caregiver / Au Pair in her effort to prepare a weekly theme as needed.
<input type="checkbox"/> Execute a daily schedule including preparations (such as kids meals) and activities, as well as next day planning.	<input type="checkbox"/> Assure that the Caregiver / Au Pair is increasingly taking the lead as your support with the children.
<input type="checkbox"/> Help kids accomplish their chores (DON'T DO CHORES FOR THEM).	<input type="checkbox"/> Assure the Caregiver / Au Pair is appropriately assertive with the children as they learn to do their chores.
<input type="checkbox"/> AU PAIRS: Meet local friends and go out; create a social life! Find activities to do with local friends.	<input type="checkbox"/>
<input type="checkbox"/> Establish a routine with classes or research based on your interests and what you would like to do ...	<input type="checkbox"/> Inform the Caregiver / Au Pair regarding available learning and development resources at her disposal.
<input type="checkbox"/> Follow the Handbook and reference it as needed, especially for car usage, keeping your bedroom clean, keeping car clean, etc.	<input type="checkbox"/>

## Team Parent On-Boarding Checklist

<input type="checkbox"/> If needed, look at local English classes and sign up! (See Welcoming the Stranger <a href="https://www.welcomingthestranger.org/classes">https://www.welcomingthestranger.org/classes</a> )	<input type="checkbox"/>
<input type="checkbox"/> Continue to bond with the children; it may take a month but that is OK. (Learn all their “tricks” and try to keep them out of trouble 😊)	<input type="checkbox"/>
<input type="checkbox"/> Adhere to daily check-ins and weekly meetings with Team Parent and continue open communication.	<input type="checkbox"/> Adhere to daily check-ins and weekly meetings with the Caregiver / Au Pair and continue open communication. Include discussion of what is going well and what may be improved.

