

# Sample Candidate schedule

Family Name:

**Can you please take few minutes to fill this schedule according to your dally planning and remove thing whish not below to your family schedule.**

***N.B: Within this cultural exchange au pair program you should indicate how the au pair during het temporary stay in your country will be introduced with your country culture and society.***

Please remember the work hours (some country 20 hours, some 30 hours or more) and the babysitting.

## Light household

- The main things we are asking you are (see also schedule and explanation):
  - o Help to prepare breakfast 3 times; prepare dinner 3 times
  - o Organize bedrooms in the morning (children bed room)
  - o Laundry (see below);
  - o **Important:** Check & clean toilets ground floor and 2<sup>nd</sup> floor.
  - o Keeping kitchen/living room clean and organized after breakfast/lunch/dinner
  - o Cleaning up toys with children before 17 hours.
- On Thursdays our cleaning lady House coming from 9-13; she only speaks Chinese and a little English. She is very friendly
- In preparation for her I would like you to organise the house as much as possible so that she can focus on cleaning:
  - o Living room, especially all the toys organized
  - o Kitchen everything in and out of the dishwasher; clean kitchen sink.
  - o Children's rooms organized
  - o Your own room organized
  - o Bath room floor

## At your disposal

- Pocket money: \_\_\_\_\_ for the schedule as included. To be discussed with you whether you want to receive an amount per week or per month.
- 2 weeks of holiday will be paid (differ per country).
- insurance, preferably via your home country (differ per country).
- language course
- bike or car
- TV/DVD
- computer with skipping facilities
- 20 euro telephone-card ([www.voipcheap.nl](http://www.voipcheap.nl))
- End bonus: \_\_\_\_\_ 20 January \_\_\_\_\_
- Us, to help you around, to find sports schools, to get to know our city, to answer whatever questions your may have, to help you feel at home.

## Monday, Tuesday & Thursday

Yellow – priorities of Michaela (P = parents)

Blue – to be decided on the day

Green – Free time

Time	Activity	Explanation	M	P
7.00	Preparing breakfast <ul style="list-style-type: none"> <li>- preparing fruit children</li> <li>- making fresh orange juice for everybody (children);</li> <li>- helping to prepare table</li> <li>- making bread for school (breadbox) and put in schoolbags</li> <li>- helping us to get children ready</li> </ul>	Children are mostly first awake. They start with fruit in front of TV.  NB I focussed on your activities during breakfast, but we do breakfast together; there is non-stop someone from us present; we are ourselves main responsible for this.	X	
8.00	Departure for school Jos/ Hugo (school starts 8.15)	Adress:		X
	Cleaning up breakfast / living room <ul style="list-style-type: none"> <li>- dish washer</li> <li>- sweep or vacuum kitchen/living room-floor</li> <li>- organize kitchen / living room</li> <li>-</li> </ul>		X	
8.30	Preparing bag Leon	Diaper / cookies / drink	X	
	Departure pre-school Leon (starts between 8.30-8.45)	Adress:		X
	Organising bedrooms <ul style="list-style-type: none"> <li>- opening curtains</li> <li>- opening windows (+/-1 hour) – then switch off heating</li> <li>- shake and make up beds / pyjamas (children)</li> </ul>	On Mondays' all the beds have to be washed and changed.	X	
	Laundry <ul style="list-style-type: none"> <li>- put in one big laundry in washing machine</li> <li>- collect laundry from laundry baskets</li> </ul>	Big laundry takes about 1,5 hour	X	
9.00	Free time			
10.00				
11.00				
11.15	Departure for picking up Leon from pre-school	By bike Adress:	X	
12.00	Having lunch with Leon	one or two breads; milk	X	
	putting her in bed	Clean diaper; pacifier in bed;	X	
	Cleaning lunch / kitchen etc	See light household below	X	
13.00	Babysitting Leon	See light household below	X	
15.00	Light household			
14.15	Departure for school (ends 14.30)			X
15.00	Children at home; have cookie and drinks together. NB Always at the table	Drinks preferably sweet tea or diksap; cookies from the box;	X	
	Playing together	See playing with children below; If the weather is good, it's nice to go outside. NB on Tuesdays Jos is never at home; she is playing hockey		
16.00	If leon still sleeps, wake her up		X	
17.00	Watching TV with healthy snack,	Healthy snack: is box with small	X	

	Before watching children together with you have to clean up the toys	tomatoes, cucumber, carrots		
	Helping preparing dinner	To be discussed between you and Tomas.	X	
17.30-17.45	Having dinner with the family	Tomas is at home on working days of Merlin; Merlin arrives on 18.15/18.30		
18.45	End of dinner: cleaning table	We all do this together	X	X
	Sweeping/vacuuming floor living room / kitchen	Children always spill a lot on the ground	X	
19.00	Bringing children to bed			X

### Wednesday:

Time	Activity	Explanation	M	P
7.00	Free time			
10.00				
12.00				
12.00	Departure for school Jos/Hugo			X
12.00	Take care of Leon/ having lunch with her	one or two breads; milk	X	
	Putting Leon in bed	Clean diaper; pacifier in bed;	X	
	Preparing lunch table for Jos/Hugo/Merlin & friends.	We will arrive round 12.40	X	
13.00 16.00	- Babysitting Leon - playing with children - light household	See below light household Sometimes I will ask you to buy bread at the bakery on wednesdays	X	
13.15	Departure for Hugo (starts 13.30 – ends 14.30)	Sometimes we will change who will bring.		X
14.30	Preparing drink / cookie for children NB Always at the table!	Drinks preferably sweet tea or diksap; cookies from the box; or fruit	X	
14.45	Departure for ballet Joska	Ballet is from 15.00- 15.45		X
<b>Time</b>	<b>Activity</b>	<b>Explanation</b>	<b>M</b>	<b>P</b>
7-11.45	If Leonore sleeps, wake her up			
11.45	Returning from ballet Picking up Leonore from playing group: - Wieger, From Stolkpark 105 - Victoria, From Stolk street - Cato, Belvedereweg 3	To be discussed whether Merlijn or Michaela does this	X	X
12.00	Take care of Leonore / having lunch with her	To be discussed whether Merlijn or Michaela does this	X	X
	Putting Leonore in bed	To be discussed whether Merlijn or Michaela does this	X	X
13.00 15.00	- Babysitting Leonore - laundry / light household		X	
14.15	Departure for school Hugo and Joska			X

15.00				
15.15				
15.00				
17.30-17.45				
18.45				
19.00				
Friday night				
16.00				
16.00	Free time			
17.30-17.45	Having dinner with the family			
18.45	+/- End of dinner: cleaning table	We all do this together	X	X
	Sweeping/vacuuming floor living room / kitchen	Children always spill a lot on the ground	X	
19.00	Bringing children to bed			X

## Fridays

As a rule of thumb, we will be free too during school holidays. We would like you to plan as much as possible your holidays in our holidays.

- We will pay you 2 weeks of holiday.

### Free time

- Saturday & Sunday is free; NB some Saturdays we would like you to babysit
- Free time is free, so you can do whatever you like. We only expect you to be fit and energetic when taking care of the children so that you are able to act responsibly.
- No boyfriends in the house
- Friends are allowed, but always consult first and introduce her to us.
- **NB** When organizing the toys before 17 hours, it is important to sort everything out with care, so that the toys will stay complete.
- If something is missing or if you think some toy would add great pleasure, you can always ask us to buy new things.

### Laundry:

- You are mainly responsible for the laundry and keeping the basement organized.
- You have to check whether Hugo wetted his bed. Hopefully not. In that case, please do this laundry and change his bed.
- Mondays always wash/change the beddings (children). For the rest of the week this is a suggestion:
  - o Mondays: wash beddings / change beds / etc
  - o Tuesdays: colourful children laundry / white wash / etc
  - o Wednesdays: blouses Eeuwoudt
  - o Thursdays: colourful children laundry / white wash
  - o Fridays: tea/dish towels / bathing towels / etc
- First laundry at the end of the breakfast period. Try to put in something that is not allowed for the tumble dryer, in that way you have time to hang it on the line after lunch, when Leonore is asleep.
- Try to sort out the laundry in the following way: if you are not sure, you can always ask us and/or check the ticket inside the clothes. Clothes inside out.

What	Degrees	program	Washing powder	Tumble dryer
Tea/dish towels	60	Normal	colour	yes
White wash	40	Normal	white	yes
Bedding	40	Normal white/coloured	Depends on colour	Yes, except bedcover parents
Blouses eeuwoudt (inside out)	30	kreukvrij		No
Shirts/blouses Merlijn (inside out)	30	Wool wash (only 1 or 2 pieces)	Mostly dark: then robijn black velvet	No
Colourful (inside out):		Normal or wool		No
- Red/pink				No
- jeans	30	Normal		No
- black / dark blue			Robijn black velvet	no
Delicate (wool / silk/ bra); only one piece at the time (inside out)	30	Wool wash / silk wash	Robijn wolwas	No

- Tumble dryer is only for the following, as it makes nice clothes ugly:
  - o White wash
  - o Bedding
  - o Tea/dish towels and bathing towels

#### **Our time table about cultural exchange with you:**

During the summer time we will going visit the beach call Kuststreek and other one is Oostende. It is about 140 km from our (Leuven). The next will be the capital of the Belgium (Brussels). We visit castles, parks, flower fields.

**The schedule is made in 2 exemplars and signs,**

Date:

Place:

Family name:	Candidate name:
Sign:	Sign: