

Au Pair Responsibilities Checklist

MORNING ROUTINE

- ☐ Waking children up at _____
- ☐ Helping children get ready
- ☐ Prepare and serve children breakfast
- ☐ Packing lunches/snacks
- ☐ Gather children's items needed for the day
- ☐ _____
- ☐ _____

DRIVING RESPONSIBILITIES

- ☐ Drive to school at _____
- ☐ Pick up from school at _____
- ☐ Transport to and from activities
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

MEALS & SNACKS

- ☐ Prepare breakfast
- ☐ Prepare lunches/snacks
- ☐ Prepare or assist with dinner
- ☐ Cleaning up children's dishes and meal area
- ☐ _____
- ☐ _____

ACTIVITIES & PLAYTIME

- ☐ Take children to activities
- ☐ Supervise outdoor play
- ☐ Encourage independent play
- ☐ Do age appropriate crafts and games
- ☐ _____
- ☐ _____

HOMEWORK & QUIET TIME

- ☐ Help children with homework
- ☐ Read with or to children
- ☐ Put down for naps
- ☐ Prepare children's items for next day
- ☐ _____
- ☐ _____

CHILDCARE HOUSEHOLD TASKS

- ☐ Children's laundry
- ☐ Clean children's dishes
- ☐ Tidy children's bedrooms and play areas
- ☐ _____
- ☐ _____
- ☐ _____

INFANT TASKS

- ☐ Prep and feed bottles
- ☐ Change diapers
- ☐ Manage nap schedule
- ☐ Age appropriate engagement activities
- ☐ _____
- ☐ _____

OTHER CHILDCARE TASKS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____