

Au Pair Departure Checklist

You can use this checklist to help you prepare practically and emotionally for your departure from your host family.

1-Month Before Departure

- ☐ Schedule a final meeting with your Local Coordinator to review program experience and requirements.
- ☐ Confirm departure date, flight details, and coordinate airport transportation with the host family.
- ☐ If you're planning to travel after your program ends (30 day travel period) extend your accident and sickness insurance.
- ☐ Create detailed notes about each child's routines, preferences, and important information.
- ☐ Help your host family update emergency contacts at schools, camps, and activities.
- ☐ Plan a farewell celebration or special dinner with your host family.
- ☐ Create meaningful gifts for your family (photo album, letters, recipe book).
- ☐ Request letters of recommendation from your host family for future opportunities.
- ☐ Return all borrowed items: house keys, cards, passes, and other household items.
- ☐ Close bank accounts, phone plans, gym memberships, and other personal accounts.
- ☐ Organize belongings and decide what to ship versus pack for travel.

Helping Host Children Through the Transition

- ☐ Have honest, early conversations with children about your upcoming departure.
- ☐ Use age-appropriate language and encourage them to share feelings and ask questions.
- ☐ Help them identify and name emotions like sadness, excitement, or confusion.
- ☐ Include them in farewell planning—let them help create gifts or plan activities.
- ☐ Discuss with host parents what ongoing contact will look like and share with children.
- ☐ Create comfort items they can keep (recorded bedtime stories, photos, small keepsakes).

Taking Care of Your Own Emotions

- ☐ Acknowledge that it's normal to feel excited, sad, nervous, and uncertain all at once.
- ☐ Reflect on your growth: new skills, changed perspectives, challenges overcome.
- ☐ Plan your re-entry: how to share experiences and use new skills in your next chapter.
- ☐ Document your experience through journaling, photos, videos, and voice recordings.

- ☐ Connect with other au pairs who have completed programs or are transitioning.
- ☐ Take final photos together at home and favorite family spots.
- ☐ Set healthy expectations with your host family about future communication.
- ☐ Read about “Reverse Culture Shock”

Remember: This isn't just an ending—it's a launching pad for whatever comes next in your journey. You're leaving with expanded horizons, greater confidence, and skills that will serve you throughout your life.