

Au Pair Departure Checklist for Host Families

Use this checklist to help your family prepare practically and emotionally for your au pair's departure.

1-Month Departure Tasks

- ☐ Schedule a final check-in with your Local Coordinator.
- ☐ Confirm departure date, flight, and airport transportation plans.
- ☐ Begin transitioning routines to a new caregiver or parent-led structure.
- ☐ Update emergency contact, school pickup, and camp forms.
- ☐ Plan a family farewell celebration (dinner, cake, or small event).
- ☐ Create a keepsake or farewell gift with your children (letter, art, photo frame).
- ☐ Write a letter of reference or childcare recommendation for your au pair.
- ☐ Collect and return practical items: house keys, cards, passes.
- ☐ Close out au pair's car insurance, phone line, and memberships if applicable.

Preparing Children for the Transition

- ☐ Talk with your children early about the upcoming goodbye.
- ☐ Use simple, age-appropriate language to explain what's happening.
- ☐ Help them identify and name emotions (sadness, confusion, excitement).
- ☐ Include them in farewell planning—assign a small task or gift project.
- ☐ Reassure them about what routines will look like after the au pair leaves.
- ☐ Discuss ways they can stay in touch (messages, pictures, video calls).

Supporting Your Au Pair Emotionally

- ☐ Talk openly about your au pair's future plans and next steps.
- ☐ Encourage reflection and gratitude for their time with your family.
- ☐ Offer space to share feelings about leaving.
- ☐ Set healthy expectations for future communication.
- ☐ Take final photos together at home or favorite family spots.
- ☐ Set healthy expectations with your host family about future communication.