

Sample of Family Rules

When writing your own Family Rules:

- writes Dos and Don'ts of the family, that you want your helper to remember & follow. Every family's rules are unique.
- Print a copy for your helper to read as early as possible.
- During evaluation & Feedback time, check and make sure she has read it, understands it and follow all.
- the rules should be reviewed and updated if necessary.

General

No matter what housework you do, make sure that your safety and the safety of all family members comes first.

- Keep shoe cabinet tidy
- Always check doors and windows are closed and locked before leaving the house, and before bed.
- If you find money in our pockets or anywhere in the house, you must place it on the dining table and inform mam.
- If mam gives you money to buy food, leftover money must be returned to mam.
- If you buy anything, please write down what you buy and how much you spent.
- Do not bring people to our house, or allow anyone to come up to the apartment without permission from mam. (whether we know them or not)
- If you are not sure about any of our family rules, please ask! Do not assume anything! We would rather you ask questions and clarify and do the instruction correctly in the first month.
- Dress in appropriate clothing (no short skirts or shorts; no low shirts that expose breasts) when you are on duty either at home or when you are out with us.
- Shower or change clothes after getting sweaty or dusty, or after finishing whole day's work.
- Always turn off the lights or other electrical appliances if you are leaving the room.
- If you are sick with a cold or cough, you must wear a mask and inform us.
- Do not loan anything of ours (shopping trolley, appliances, etc) to other helpers or employers without our permission.
- Make sure you have enough food and rest. If not, let us know.
- You may take a nap when baby sleeps, if you do not have enough sleep.

Manners

- Please greet us when we wake up, when we come home, when you come home and see if we need help to carry anything.
- Always greet guests and offer them drinks.
- Please ask us, "Do you want me to help anything before I will take shower and rest?", and say good night if we are in the sitting room.

Mobile Use

- You cannot use mobile while at work, especially when taking care of our kid.
- When you go out to buy anything, make sure you bring your mobile so I can call you when necessary.
- You may only use your cell phone (calling or texting) for personal matters during your breaks, after work and during your holidays.

Priority of work

(employer should let help know clearly, if there will be any difference in her priority of work, when mam/sir is at home/ not at home.)

Laundry

- Separate clothes into white, light colored, and dark colored (dark colors: black, brown and dark blue).
- Wash floor mats, kitchen cloths, or other cleaning cloths separate from our clothes laundry and towels.
- You can use our washing machine to wash your towels and clothes once or twice a week, and whenever necessary to keep them smelling fresh.
- Check all clothes' label, never put hand wash clothes in washing machine.
- Always empty clothes pockets, and zip up zippers before washing clothing items. This avoids tears and stains.
- Spray stain remover on stains before putting them in laundry
- Turn shirts inside out before washing.
- Always make sure bra cup is pulled into shape before hanging.
- Put the fresh clothes at the bottom so that we rotate all the clothes.
- Please do ironing in your room when the kid is in school, or when another adult is at home taking care of the kid.
- Dress, shirts, dress pants, dresses, and Child's uniforms should be ironed before putting away.
- For safety reasons, ALWAYS turn off the iron if you stops using it.
- Undergarments, pajamas, sports clothes, underwears and sheets do not need to be ironed .

Cooking & Kitchen

- If boiling something on the stove (i.e. Chinese soup), put a timer on to remind yourself. Never leave anything boiling or cooking when you leave the house.
- If you want to change a recipe or a meal plan, please discuss with mam first
- Our kid is not allowed in the kitchen due to balcony door, knives, hot stove, etc.
- After cooking, wipe down kitchen floor if oily or dirty.
- Always turn on the exhaust fan when frying things.
- Wash your hands with soap and water immediately after touching raw eggs or chicken.
- Keep outside of cabinets and microwave and fridge to get rid of sticky marks and fingerprints
- Always put raw meat under the cooked meat in the refrigerator.
- Go through fridge once or twice a week to throw away expired items or old leftovers.

Bathroom

- Wash down sinks, toilet bowl every day. Clear the hair on the bathroom floor at the same time.
- Keep bathroom floor dry.
- Make sure hand towels are clean and dry (replacing every two days)

Childcare

- Love our kid. Never hit our child, and never act out of anger towards her (yelling, pulling)
- Do not give our kid any snack without our permission.
- ALWAYS hold her hand near cars, buses, MTR's, busy areas/streets.
- Always watch out for her during shopping. DO NOT LOSE HER!
- Please make us informed immediately for any injuries/accident RIGHT AWAY.
- Please tell us about any behavioral issues, so that we can address them with our kid.
- Encourage our kid to speak politely to others, e.g. using please, thank-you, greet others.
- Please uphold our rules, OVER our kid's desires or begging. Never do what our child asks if it goes against our wishes or might endanger her.
- Never ask another person to watch our kid, unless it is an emergency (i.e. you must run to the bathroom for a moment).

Holiday or going out

- Always make sure air conditioner is off and windows are closed .
- Make sure you take house keys, mobile and Child's bag (extra clothes and underwear, sweatshirt, wipes, water bottles and a toy)
- Bring a separate water bottle for yourself, if you desire.
- Make sure to prompt the kid to go to the toilet before leaving for events.
- On your holiday, You will be off every Saturday/Sunday for a full 24hrs. If we need to change this, we will do our best to tell you at least 1 week ahead.
- If you will be late to return home, get sick or injury, you must call and inform mam/sir as soon as possible.

Emergency contact list

(Employer should write down a list of contact people, with priority, who should your helper contact first, in case of any emergency/ illness / injury happen.)