

HELPERGUIDE

The Tan family household handbook

Gabay sa Bahay

Para kay Maria · Mula sa The Tan family

4-room HDB flat, Tampines (fictional sample family)



Welcome

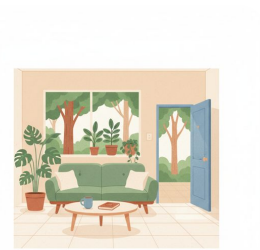
Maligayang pagdating

Welcome to our home, Maria. We are happy you are here. This book explains how our home works, so you never have to guess. Please ask us anything, anytime. In the first weeks we will learn together.

Maligayang pagdating sa aming tahanan, Maria. Masaya kami na nandito ka. Ipinapaliwanag ng librong ito kung paano tumatakbo ang aming bahay, para hindi ka na manghula. Magtanong ka lang anumang oras. Sa mga unang linggo, sabay tayong matututo.

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May tanong? Magtanong lang. Walang tanong na maliit.



Our family

Ang aming pamilya

Wei Ling (mum). Works from home Monday and Friday. Ask her about the house and the children.

Wei Ling (nanay). Sa bahay nagtatrabaho tuwing Lunes at Biyernes. Sa kanya magtanong tungkol sa bahay at sa mga bata.

Jun (dad). Leaves at 7:30, home around 7pm. Ask him about the car park, aircon and bills.

Jun (tatay). Umaalis ng 7:30, umuuwi bandang 7pm. Sa kanya magtanong tungkol sa paradahan, aircon at mga bayarin.

Ethan, 4 years old. Goes to preschool 8:30 to 12:30. Loves dinosaurs. Allergic to peanuts.

Si Ethan, 4 na taon. Pumapasok sa preschool 8:30 hanggang 12:30. Mahilig sa dinosaur. May allergy sa mani.

Ah Ma (grandma), 78. Lives with us. Uses a walking frame. Speaks Hokkien and a little English.

Si Ah Ma (lola), 78 taon. Kasama namin sa bahay. Gumagamit ng walker. Hokkien at kaunting English ang salita niya.



Daily routine (weekdays)

Araw-araw na gawain (Lunes hanggang Biyernes)

Times are a guide, not a stopwatch. If something takes longer, that is okay.

Gabay lang ang mga oras. Kung matagalan ang isang gawain, okay lang iyon.

6:30	Wake up, wash up, have your breakfast.	Gumising, maghilamos, mag-almusal.
7:00	Cook breakfast: porridge for Ah Ma, toast and egg for Ethan.	Magluto ng almusal: lugaw para kay Ah Ma, tinapay at itlog para kay Ethan.
8:10	Walk Ethan to preschool (Block 512, 5 minutes). Hold his hand at the road.	Ihatid si Ethan sa preschool (Block 512, 5 minuto). Hawakan ang kamay niya sa kalsada.
8:45	Ah Ma's morning medicine from the blue box (Wei Ling fills it each Sunday).	Gamot ni Ah Ma sa umaga mula sa asul na kahon (pinupuno ito ni Wei Ling tuwing Linggo).
9:00	Laundry and the day's cleaning task (see Cleaning).	Labada at ang gawaing linis sa araw na iyon (tingnan ang Paglilinis).
12:15	Pick up Ethan. Lunch for Ethan and Ah Ma at 12:45.	Sunduin si Ethan. Tanghalian nina Ethan at Ah Ma ng 12:45.
13:30	Ethan's nap. Your lunch and rest until 15:00.	Tulog ni Ethan. Ikaw naman ang kumain at magpahinga hanggang 15:00.
15:00	Snack, play time, short walk with Ah Ma at the void deck.	Merienda, laro, maikling lakad kasama si Ah Ma sa void deck.
17:30	Cook dinner. Bath for Ethan at 18:30.	Magluto ng hapunan. Paliguan si Ethan ng 18:30.
19:15	Family dinner. Please eat with us.	Hapunan ng pamilya. Kumain ka kasama namin.
20:30	Wash up, prepare tomorrow's school bag. After this, your time.	Maghugas, ihanda ang school bag para bukas. Pagkatapos nito, oras mo na.
21:30	Rest. Try to sleep by 22:30 so you get enough rest.	Magpahinga. Subukang matulog bago mag-10:30 ng gabi para sapat ang pahinga mo.



Kitchen and food

Kusina at pagkain

You eat what we eat. Snacks in the top cupboard are for everyone.

Kung ano ang kinakain namin, iyon din ang kakainin mo. Para sa lahat ang meryenda sa itaas na aparador.

Ethan is allergic to peanuts. Never buy or cook anything with peanuts or peanut oil.

May allergy sa mani si Ethan. Huwag kailanman bumili o magluto ng anumang may mani o peanut oil.

Ah Ma eats soft food, little salt. Cut meat small.

Malalambot na pagkain at kaunting asin para kay Ah Ma. Hiwain nang maliliit ang karne.

Rice: 2 cups for dinner, 1 cup for lunch. Rice cooker button 'Cook'.

Kanin: 2 tasa sa hapunan, 1 tasa sa tanghalian. Pindutin ang 'Cook' sa rice cooker.

Raw meat on the red board, vegetables on the green board.

Hilaw na karne sa pulang sangkalan, gulay sa berdeng sangkalan.

Leftovers: cover, put in the fridge, finish within 2 days.

Tira-tira: takpan, ilagay sa ref, ubusin sa loob ng 2 araw.



Laundry

Labada

Whites and colours wash separately. Ethan's school uniform every day.

Hiwalay na labhan ang puti at may kulay. Uniporme ni Ethan araw-araw.

Washing machine programme 'Mixed 40'. One cap of liquid detergent.

Gamitin ang programang 'Mixed 40' sa washing machine. Isang takip ng likidong sabon.

Dry on the bamboo poles at the kitchen window. Use the clips so nothing falls down.

Patuyuin sa kawayang sampayan sa bintana ng kusina. Gumamit ng sipit para walang mahulog.

Wei Ling's work blouses: hand wash, hang to dry, no dryer.

Mga blusa ni Wei Ling para sa trabaho: kamay lang ang paglaba, isampay, huwag ilagay sa dryer.

Ironing on Tuesday and Friday afternoon.

Pamamalantsa tuwing Martes at Biyernes ng hapon.



Cleaning

Paglilinis

Daily	Sweep and mop kitchen and living room. Wipe the dining table after each meal.	Walisin at i-mop ang sahig ng kusina at sala. Punasan ang mesa pagkatapos ng bawat kain.
Mon	Bathrooms (blue spray, never mix with bleach).	Mga banyo (asul na spray, huwag kailanman ihalo sa bleach).
Wed	Bedrooms: change bedsheets, dust shelves.	Mga kwarto: palitan ang mga kobre-kama, punasan ang alikabok sa mga istante.
Fri	Fridge clean-out and kitchen cabinets.	Linisin ang loob ng ref at mga aparador sa kusina.
Never	Never climb on chairs to clean windows outside. Inside only. This is for your safety.	Huwag kailanman umakyat sa upuan para linisin ang labas ng bintana. Loob lang. Para ito sa kaligtasan mo.



Looking after Ethan

Pag-aalaga kay Ethan

Screen time: 30 minutes after nap only.

Panonood sa screen: 30 minuto lang pagkatapos matulog sa hapon.

If he cries at drop-off, hand him to his teacher and leave calmly. He stops in a minute.

Kung umiyak siya sa paghatid, iabot siya sa teacher at umalis nang mahinahon. Tumitigil siya pagkalipas ng isang minuto.

No sweets before dinner. Fruit is okay.

Walang matamis bago maghapunan. Okay ang prutas.

If he has a fever over 38 degrees, call Wei Ling straight away.

Kung may lagnat siya na lampas 38 degrees, tawagan agad si Wei Ling.

We never hit or shout. If he misbehaves, tell us and we will handle it.

Hindi kami namamalo o sumisigaw. Kung pasaway siya, sabihin sa amin at kami ang bahala.



Caring for Ah Ma

Pag-aalaga kay Ah Ma

Walk next to her, on her weaker (left) side. She must always use the walking frame.

Lumakad sa tabi niya, sa mahina niyang bahagi (kaliwa). Dapat lagi siyang gumamit ng walker.

Shower stool in the bathroom. Stay close while she showers.

May upuan sa banyo. Manatili sa malapit habang naliligo siya.

She drinks too little water. Offer a cup every 2 hours.

Kulang siya sa inom ng tubig. Alukin siya ng isang baso tuwing 2 oras.

If she falls, do not lift her alone. Call 995 if she is hurt, then call Wei Ling.

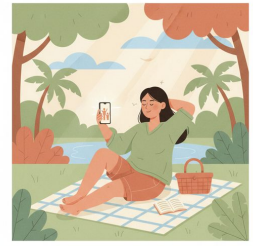
Kung matumba siya, huwag siyang buhatin nang mag-isa. Tumawag sa 995 kung nasaktan siya, saka tawagan si Wei Ling.



Appliances

Mga gamit sa bahay

Water heater: switch outside the bathroom. On 10 minutes before a shower, then off.	Water heater: nasa labas ng banyo ang switch. Buksan 10 minuto bago maligo, saka patayin.
Induction hob: only flat-bottom pots. Press the lock key after cooking.	Induction na lutuan: kalderong patag ang ilalim lang. Pindutin ang lock pagkatapos magluto.
Aircon: 25 degrees. Turn off when nobody is in the room.	Aircon: 25 degrees. Patayin kapag walang tao sa kwarto.
Robot vacuum: runs by itself at 10:00. Pick up toys and cables from the floor before.	Robot vacuum: kusang tumatakbo ng 10:00. Pulutin muna ang mga laruan at kable sa sahig.
Bottle steriliser: not needed any more, kept in the store room.	Bottle steriliser: hindi na kailangan, nakatago sa bodega.



House rules, phone and rest day

Mga patakaran, cellphone at day off

Your phone is yours. Please keep it away while cooking, bathing Ethan and on walks.

Iyo ang cellphone mo. Itabi lang ito habang nagluluto, nagpapaligo kay Ethan at naglalakad sa labas.

Wi-Fi name and password are on the card on the fridge.

Nasa card sa ref ang pangalan at password ng Wi-Fi.

Your rest day: Sunday (as we agreed together). Leave any time after breakfast. Tell us roughly when you will be back.

Ang day off mo: Linggo (ayon sa napag-usapan natin). Puwede kang umalis pagkatapos mag-almusal. Sabihin lang sa amin kung mga anong oras ka babalik.

Visitors: please ask us first.

Mga bisita: magpaalam muna sa amin.

If something breaks, tell us. Accidents happen. We will not be angry.

Kung may masira, sabihin sa amin. Nangyayari ang aksidente. Hindi kami magagalit.

If you feel unwell, tell us the same day.

Kung masama ang pakiramdam mo, sabihin agad sa amin sa araw ding iyon.

The day at a glance

Ang araw sa isang tingin

6:30	Wake up, breakfast	Gising, almusal
8:10	Ethan to preschool	Ihatid si Ethan
8:45	Ah Ma medicine (blue box)	Gamot ni Ah Ma (asul na kahon)
12:15	Pick up Ethan, lunch 12:45	Sunduin si Ethan, tanghalian 12:45
13:30	Your break until 15:00	Pahinga mo hanggang 15:00
17:30	Cook dinner	Magluto ng hapunan
18:30	Ethan bath	Paliguan si Ethan
19:15	Family dinner	Hapunan ng pamilya
22:30	Rest, sleep	Pahinga, tulog

Words we use

Mga salitang ginagamit namin

Ah Ma	Lola (sa Hokkien)
Void deck	Ang bukas na palapag sa ilalim ng HDB block
Wet market	Palengke
Mop	Mop / lampaso
Store room	Bodega / taguan
Dabao (takeaway)	Take-out na pagkain
Can or not?	Puwede ba? (karaniwang tanong sa Singapore)
Steady	Ayos / magaling



In an emergency

Kung may emergency

995 Ambulance / fire · Ambulansya / sunog

999 Police · Pulis

Numbers below are written by hand, so they never leave your home. · Isulat dito

Address of this home

Address ng bahay

Employer

Amo

Employer (2)

Amo

Family doctor / clinic

Klinika

Agency

Ahensya

Other

Iba pa

From MOM

Mula sa MOM

Ito ang eksaktong teksto ng MOM (Ministry of Manpower). Basahin ang buong pahina sa link.

Quoted from mom.gov.sg as published. HelperGuide gives no legal advice; MOM's current page is the authority.

Rest days

"Your MDW is entitled to one rest day per week. You and your MDW must mutually agree on which day of the week she should take the rest day."

<https://www.mom.gov.sg/passes-and-permits/work-permit-for-foreign-domestic-worker/employers-guide/rest-days-and-well-being>

Rest days

"However, you must ensure that your MDW has at least one rest day per month that cannot be compensated away."

<https://www.mom.gov.sg/passes-and-permits/work-permit-for-foreign-domestic-worker/employers-guide/rest-days-and-well-being>

Settling-in Programme

"You will have to send a first-time migrant domestic worker (MDW) for the Settling-in Programme within 7 days of her arrival in Singapore excluding Sunday and public holidays."

<https://www.mom.gov.sg/passes-and-permits/work-permit-for-foreign-domestic-worker/eligibility-and-requirements/settling-in-programme-sip>