Duties and responsibilities of a Child Care assistant:

Child care is a difficult job with long hours and little monetary rewards. Good child care providers realize that the true reward is helping to raise other people’s children. Loving and caring for all their needs while they are in child care. Your job may not seem important to some people, but it is very important to me and the children we care for and their parents. You are required to abide by all local, state and federal laws. Abide by federal law when entering information for the food program. Information must be accurate and exact (time in/out, etc). I have some of my own rules that are also a requirement for the child care position.

Please do not feel overwhelmed or discouraged by the list of rules. This is my business and I protect and guard it closely. I love my job and I hope that you too will see how wonderful child care is.

- Do everything that is required by the state to become certified (CPR/Infant CPR/First Aid/HIV Awareness, TB Test, Health Assessment, Criminal Background Check).

- Work the hours scheduled. Be on premises five minutes before your shift to put your coat/lunch/purse and other personal belongings in the designated area. (If you do not know where this is, please ask! 😊)

- When you are on the clock, you are responsible not only for your actions, but also what happens with the children. This requires giving them (and your other responsibilities) your full attention. That means cell phones, I-Pods and all other distractions are put away. Let your family know that if they need to get a hold of you in case of an emergency they can call the child care at (253) 854-5225.

- Schedule outside appointments at least 2 weeks in advance and let me know so I can cover your shift.

- Inside and outside it is important to facilitate learning. Pay attention, watch and listen to the children. When you respond, use kind descriptive words. For example, “Oh, I see you are playing (bouncing, throwing) the large
(small, medium) blue ball, Brie.” When you play with the children, play and talk with them down on their level.

- Have a positive attitude and use positive words as much as possible for all situations with everyone. This will help the children to have a good attitude and use positive words. You are modeling good, appropriate, positive behavior. Ask yourself, “Would I want a child to do/say what I am doing/saying?”

- Help with the children without being asked. Children are first, then other tasks. Be a self motivator! We are all a part of a team and we all make mistakes. An easy way to minimize mistakes is knowing when you are in over your head and need help. Ask for help/advice. I am here to counsel you. We will work as a well oiled machine if we can all help each other.

- When children finish breakfast they need a task to move on to. Please be aware of our schedule (see contract.) If you need help, please ask 😊.

- After lunch we do a list of daily chores. The kitchen and bathroom are cleaned every day after lunch. For the kitchen this includes: cleaning up after the children’s lunch, loading and starting the dishwasher, cleaning off the counter tops, wiping down the chairs and sweeping/mopping the kitchen floors. For the bathroom this includes: dusting the bathroom, wiping down all surfaces (including mirror), cleaning the toilet and sweeping/mopping the floor.

- There is a list of daily, weekly, monthly, yearly chores located inside the cabinet door over the changing table. It is everyone’s responsibility to ensure these tasks get done.

- After each meal, the appropriate food menu and attendance will be put into the computer accurately.
• All employees must attend training for food program.

• Matthew Kling will take out the garbage and recycle every day. (Please let someone know if this is not done.)

• When you see a child that is hurt or upset, go to that child, if they are down ask if they can stand up, give him/her a big hug and talk to them. If they can’t stand, it’s serious. Help them work through their issue in a developmentally appropriate way.

• Friday we wash all the child care wash clothes/towels after lunch. This is from start to finish, all the way from being washed to being folded and put away in the appropriate drawer or shelf.

• Payday is every Friday at 5:01 PM. If Friday is a holiday in which we are closed, talk to Mark the day before to make arrangements. (If there are further questions about payroll, please see Mark).

• Employees will coordinate their vacations with the child care vacation so there is no conflict or loss of pay.

• It is customary to give a two week notice if you quit. But since we are a child care, if you can give me more time so that I can train someone that would be ideal. I am understanding of all situations and will not hold it against you if you cannot do this. When an assistant grows and needs to move on, I will not hold that person back. I have in the past given wonderful recommendations for my wonderful employees.

• When parents come to pick up their children, they have usually had a long day at work. The last thing they need to hear is about how “awful” their child was. If any situation happens that a parent needs to be informed of, I will do this, not you. When a parent arrives, always feel free to tell parents wonderful things that their children did that day 😊.
• Use appropriate words such as “passing gas” instead of “fart,” “bottom” instead of “butt.” Children pick up on your language and being a positive role model is a huge part of your job. Children learn by copying.

• Try to be consistent in enforcing rules. Again, we strive to be a well oiled machine and part of this is being on the same page with discipline. (see contract.)

• We are required by law to report any signs of abuse. It is proper protocol for Lola’s Loving Childcare to come and talk to me about it first. It is my responsibility to follow state protocol and I have training in this area to evaluate such occurrences. If you have concerns about abuse or neglect, come see me and we will talk about it.

• Our company dress code is casual, but please refrain from “revealing” shirts, shorts and skirts (low cut, showing midriff, etc). Please remember that you are an influence on the children in your care. Be sure that what you wear does not send the wrong “signal” to the parents when they drop off / pick up their children. If you have any doubt, ask yourself, “what will the parents think when they see me?”

• Our company website (lolaschildcare.tripod.com) will have a profile on you. Please provide a bio which tells of your child care experience and why you enjoy working with children. Also, please provide a photograph to post on your profile. This photograph should be “non-threatening,” meaning that it should reflect a person that parents would feel safe leaving their children with.

• If you see something that needs repair, first report it and then fix it or have it fixed.

• When we have “company,” be formal.
• Employees must have proper STARS training which is 20 hours your first year on the job, and minimum 10 hours each additional year.

• Ask permission of the lead provider before giving medication to any child. There must be a medication authorization for the child on record before medication can be given. If there is none on file, the lead provider will have the parent fax one before medication is given to the child.

• The proper procedure for diaper changing is as follows:

  1) Wash hands
  2) Wipe counter with a baby wipe
  3) Change the diaper
  4) Wash hands
  5) Wash baby’s hands

**Immediate termination**

1) Honesty is one of my number one rules. If you goof up, do not lie about it. Let’s face the problem and deal with it. We all make mistakes.

2) Stealing is taking anything (items or food) without asking. If it’s not yours and you take it, it is stealing.

3) Talking negative about the child care. No matter where you are, work, home or “play,” you are an employee at Lola’s Loving Child Care. You are a living advertisement for the child care, present yourself in such a way that people want to bring their children here.