

## **Child Care Coordinator Responsibilities**

Hours: Sundays: 8:45-11:45 am (some days start 7:45)

Other assorted evenings throughout the year, if available.

### **Opening responsibilities:**

- Surveying the room to ensure cleanliness
- Moving furniture and equipment to ensure safety
- Establishing opening learning centers (books, puzzles, music, building, sorting, etc.)
  - This changes week to week to vary the stimulus and learning environment.
- Sanitize changing station
- Turn on music or church sound system
- Inventory supplies (wipes, tissues, paper towels, cleaning spray, spare snacks etc.) I normally replenish with my grocery runs, but this could just be reported to the Program Manager to replenish.
- Wash hands prior to the start of the morning

### **During Care:**

- Supervise children to create a safe and happy environment for children to learn, explore, and grow. Activities include sing-a-longs, read-a-louds, shape exploration, letter identification and sounds, puzzles, make believe and more. A "yes" environment for the children should be created rather than constantly saying no; encourage taking turns, sharing, and removing items that create conflict. While starting centers are established, child interest may expand and lead activities within the room. Periodically cleaning to create new space and activities is a must.
- Children should be signed in and out to keep track of attendance and whereabouts.
- All diapers should be done by the nursery coordinator or child's parents or grandparents. Teens could be supervised and trained on proper diaper procedure.
- Wash hands after each diaper change and disinfect the changing area. Wash hands after messy nose wipes.
- Work with families and parents to give any specified care to their child and find out diet restrictions, allergies, nap schedule, comfort items and so forth.
- The nursery coordinator should manage snack breaks (always sitting), diapers for under 1 changed every 2 hours (older children as needed or every 3 hours), naps

### **Closing:**

- Wash all mouthed toys
- Remove toys from the floor and put away in tubs or shelves. Overall clean and clear room should be left
- Be sure all children are signed out on attendance sheet

### **General:**

- Complete time card and submit to designated church office mailbox.
- Semi-Annually: inspect toys and books. Work to recycle/dispose old, broken, worn items.
- If a Sunday cannot be attended, a sub should be contacted to fill in. In an emergency or sickness, the Program Manager for Christian Formation should be contacted as soon as possible 610-715-0647.
- Know emergency procedures for fire, lock down, child issues and so forth.