



4200 Cary Street Road | Richmond, Virginia 23221
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Childcare Provider | Job Description

Providing high-quality, professional care for young children is a priority at Reveille United Methodist Church. Our childcare providers are entrusted with nurturing the children of our church family. As representatives of Reveille UMC, they must be committed to maintaining high standards for care.

Responsibilities and Expectations

Childcare providers at Reveille have the following responsibilities and expectations:

- Arrive on time. You are required to arrive and clock in 15 minutes prior to the start of the event for which you are providing care. For example, arrive at 8:15 am for the 8:30 am worship service. Use this time to set up the room, place toys and books where children can reach them, and use the restroom.
- Finish all food and beverages prior to entering the nursery. Adults are not permitted to have food or beverages (except water) in the nursery.
- Teamwork is expected. Work with other childcare staff members, helping each other as needed.
- Make only positive and supportive comments to parents during drop off and pick up. If you need to share information with a parent, do so in a confidential manner.
- As children arrive:
 - Personally greet each parent and child (with arms free to take the child, if possible).
 - Be sure parents sign their children in on the attendance form and include a mobile phone number.
 - Review any special instructions with the parents.
- While children are in your care:
 - Refrain from using your mobile phone except in case of emergency. Making phone calls, texting, or playing games on your phone while caring for children is not allowed!
 - Ensure their stay at church is a pleasant experience.
 - Interact with the children by engaging them in conversation, reading to them, and playing with toys with them.
 - Use positive approaches to discipline such as redirecting, calmly reasoning with older children, and reinforcing positive behavior.
 - Help children wash hands before snack, after using the bathroom, and as needed.
 - Offer the same snack provided by the church to all children unless prohibited due to allergies.
 - Childcare providers are prohibited from administering medication. Should you feel that a child requires medication, contact the child's parent or guardian. The only exception

is in case of a life-threatening emergency, such as administering an EpiPen during a severe allergic reaction.

- In order to provide clean, safe, and quality nursery:
 - Two adults must be in the room at all times.
 - Check a child's diaper every two hours.
 - Diapering guidelines:
 - Share responsibility of diapering among the team.
 - Never leave a child on a changing table unattended.
 - Always wash hands before and after diaper changes.
 - Place disposable paper under the child during a diaper change.
 - Wear disposable gloves while changing diapers.
 - Wipe or wash the changing table. Place used diapers in the designated container.
- As children are picked up:
 - Be sure parents sign their children out on the attendance form.
 - Say goodbye to the children and parents.
- Clean up:
 - Remember that 11:00 am worship may not end at noon, and children need to have toys accessible until parents arrive. Most clean up should occur after the children have left the nursery (12:15-12:30 pm).
 - Wipe all toys that were used.
 - Wipe changing table.
 - Put away all supplies.
 - Make sure all trash is disposed of in proper containers.
 - Leave the room as you found it when you arrived.
- Any concerns about a child should be discussed with the Director of Children's Ministries.

Employment Policies

- You must clock in upon arrival for your shift and clock out when you complete your shift.
- Arrive on time. Repeated lateness will not be tolerated and is grounds for dismissal.
- The hourly wage for childcare providers will be determined annually by the Staff Relations and Finance Committee (SRFC).
- State, federal, and Social Security taxes will be deducted from your paycheck.
- Childcare providers are paid twice each month, on or before the 15th and last day of the month.
- Childcare providers will be paid for a minimum of two hours if they are scheduled to work and clock in accordingly, even if the shift may be shorter than two hours.
- If a shift is cancelled less than 24 hours in advance by the Director of Children's Ministries, scheduled childcare providers will be paid for two hours.
- Inclement Weather: If the church cancels activities and closes the church building, you will receive a text or phone call from the Director of Children's Ministries. Otherwise, report for your scheduled shift.

- Criminal background and Virginia Child Abuse and Neglect Central Registry checks are required for all employees at Reveille.
- You must read Reveille’s Child Protection Policy and sign the certification on the criminal background check form pertaining to reading and complying with the policy prior to beginning employment.
- A current tuberculosis test must be on file for childcare employees. Testing must be updated every two years. Tuberculosis testing is available through your healthcare provider or your local health department.
- All childcare employees are required to have a current Adult and Pediatric First Aid/CPR/AED certification. For those who need certification or recertification, the church will make training available at no charge to childcare providers. Childcare providers must clock in and out in order to be paid their hourly rate during this free training.
- Safe Sanctuaries training is mandatory for childcare employees and must be repeated every three years. Training will be available at the church at no charge to childcare providers at least twice each calendar year. Childcare providers must clock in and out in order to be paid their hourly rate during this training.
- Each childcare provider must review and sign the acknowledgment on this Childcare Provider job description.

Evaluation

- Each childcare provider’s performance will be evaluated at least twice annually by the Director of Children’s Ministries.
- Childcare policies are the responsibility of the Director of Children’s Ministries, Director of Administration, and SRFC.
- Childcare providers may express ideas, opinions, and concerns to the Director of Children’s Ministries, the Director of Administration, or chair of the SRFC.

Time Off

- Time off is unpaid.
- Requests for time off must be made by the following deadlines:
 - No later than the first Sunday in August for the September through December schedule
 - No later than the first Sunday in December for the January through April schedule
 - No later than the first Sunday in April for the May through August schedule
- Time off request must be made in writing (email) to the Director of Children’s Ministries.
- Time off is granted on a first-come first-serve basis. Time-off requests will be reviewed before being approved. A written approval will be returned by the director.
- Childcare providers may request a maximum of eight Sundays off per year (September-August).
- Holidays:

- Requests for time off on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day must be made by the first Sunday in September.
- Requests for time off during Holy Week, on Easter Sunday, and on Mother's Day, must be made by the first Sunday in December.
- Time off on holidays will be negotiated on a rotating schedule in consultation with the Director of Children's Ministries. Everyone CANNOT have off on these days.

I have read and agree to abide by the above policies set forth by Reville United Methodist Church.

Signature

Date

Print Name