

## Unitarian Universalist Fellowship of Gainesville Expectations for Childcare Providers

**Goal:** UUFG is committed to providing excellent childcare for the children of the Fellowship. We provide a safe environment, where all children and families are warmly welcomed with simple, planned activities that model our UU Principles.

### **Knowledge, Skills, and Abilities**

- a) Experience with providing childcare for infants to four year old children.
- b) Experience with providing childcare for children ages 4-14.
- c) Ability to work as part of a team with the Director of Lifespan Faith Development, the Children and Youth Religious Education Committee, the Parents, and the Board.
- d) Become knowledgeable about children's programming at the Fellowship, so that new families with small children feel welcome and comfortable leaving their children in Sunday morning childcare.
- e) Be at least eighteen years old and sufficiently mature.
- f) Welcoming personality and engaging with children.
- g) Basic knowledge of what it means to be a religious liberal and the ability to accept people of UU liberal faith tradition.

### **Responsibilities**

**Time:** Sunday morning from 9:45 am to 1 pm. Be on time.

Additional hours may be requested for congregational events.

12 month position

4 Sundays off can be arranged with two weeks notice to the Director.

Sick leave: please do not work if you are contagious, notify the Director as soon as possible if you are too ill to work.

Keep an accurate time sheet. Submit to Supervisor monthly

**Accountability:** The Childcare Provider reports to the Director of Lifespan Faith Development.

### **Responsibilities:**

- a) Ensure the playground area is safe each week prior to children arriving
- b) Unlock RE classrooms and set out supplies as needed
- c) Ensure the nursery room is inviting and welcoming
- d) Be present in the nursery each Sunday by 9:45 am to receive infants and toddlers
- e) Provide a safe environment for children.
- f) Foster creative play and appropriate social interaction between the children by being engaged with children
- g) Keep electronics (cell phones, iPads, etc.) on silent and put away to encourage creative play.
- h) Be welcoming an inclusive of parents who chose to stay with their child in the nursery or on the playground
- i) Record nursery room attendance on Sunday mornings

- j) Greet parents when they drop off their children for childcare, with a special emphasis on greeting new parents and children. New families should be informed of the sign in and out procedure for the room
- k) Get to know new children in the nursery
- l) Clean up the nursery room after childcare
- m) In the event there are no children in the nursery, assist in an RE classroom and/or other duties as requested by the Director
- n) Be present on the playground from approximately 12:10 pm – 1 pm to supervise children
- o) Keep the Director informed of any issues that arise
- p) Log all injuries and issues in the incident log and speak with the Director

**Children's Safety Policy:**

- a) The childcare provider will be given a copy of the UUFG safety policy, information from the state of Florida regarding mandated reporting, and various forms needed to record incidents or injury.
- b) The childcare provider must consent to a criminal background check and pass a background check prior to commencing employment. The church will arrange for the background check and will pay for any fees associated with the background check.
- c) Childcare providers are not to bring guests to work with them.
- d) The childcare provider will monitor the childcare ratios for the nursery room and as parent volunteers to stay if those ratios are exceeded. The ratios are:
  - a. Preschool children: ages 2 to 4, 6 children to one care provider
  - b. Infants and Toddlers: ages 0 to 24 months, 3 children to one care provider.
  - c. In the case where there are mixed age groups of children, the ratio of care provider to children will satisfy each of the following above ratios within each age group. For example, if there is one child under 24 months of age and 11 children over the age of kindergarten, there should be two childcare providers; however, if there are three children under 24 months of age and 8 over the age of kindergarten, there should be three childcare providers.