

# Northridge Presbyterian Church Job Description

**Job Title:** Nursery Caregiver

**Type:** Part-time, non-exempt

**Compensation:** \$25 per hour

**Department:** Faith Formation

**Reports to:** Family Ministries Coordinator, Pastor/Head of Staff

**Prepared Date:** 9/18/2024

## SUMMARY

Cares for children during church functions by providing an environment of security, both physically and mentally, in accordance with standards of sanitation and infection control in a Christian environment designed to foster self-esteem. Safety of the children—physically, mentally and spiritually—is the first priority.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reads, maintains familiarity with and consistently applies Northridge Presbyterian Church Childcare Guidelines
- Arrives 20-30 minutes before worship starts to set up the space. Be ready to receive children 10-15 minutes prior to the start of worship.
- Greets parents and enforces sign in and sign out procedures
- Asks parents to complete Child Information form, if they haven't already, and update as necessary.
- Requests parents to provide written notification and instructions regarding any special needs of their child.
- Knows and recognizes authorized parents or guardians; releases children to authorized adults only.
- Supervises children's play according to Childcare Guidelines and Nursery Worker Expectations
- Feeds children snacks and/or food provided by parents according to Childcare Guidelines
- Changes infants when necessary, never turning away from the changing area when so-doing in accordance with the Childcare Guidelines.
- Redirects inappropriate behavior on the part of children in accordance with Discipline guidelines specified in Childcare Guidelines; seeks assistance when necessary.
- Cleans up during childcare and after children have been picked up as specified in Childcare Guidelines.
- Considering these are the biggest days of the year for a church, Nursery Caregivers are asked to work on Christmas Eve and Easter each year.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to parents, church staff and other child care providers.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few variables in standardized situations.

**Certificates, Licenses, Registrations:** CPR, AED, and First Aid Certification required. Classes (online or in person) provided by the church.

**Other Skills and Abilities:** Diaper changing, bottle feeding, cup feeding, holding, burping, soothing and playing with children.

**Other Qualifications:** Nursery Caregivers must pass a background check, submit to a reference check, and be authorized to work in the United States. Evidence of immunity to childhood communicable diseases such as measles, mumps, rubella, chicken pox, polio and diphtheria, as well as proof of an up to date COVID vaccination. A tuberculin skin test is also required.

## **Northridge Presbyterian Church Childcare Guidelines**

In some ways, the church begins in the nursery. The church has a covenant relationship to nurture and bring up children in the faith. Therefore, the childcare providers and the nursery are very important to the life of this congregation. This policy applies to all childcare providers, paid and volunteer.

### 1. Hours of Operation

The childcare providers are present *for Sunday mornings and other scheduled worship services as required*. They are responsible for the supervision of children whose caregivers drop them off in the nursery. Childcare providers are also present for any other church activities for which childcare is requested, for children, newborn through elementary school.

### 2. Registration

All parents/guardians *shall* sign children in and out of the nursery.

- a. All visitors will be greeted by the childcare provider and asked about any special directions or needs. They will be instructed on how to sign their child in and out of the nursery.
- b. Label children and their belongings with tape, as necessary. Stickers, masking tape, and pens are found in the cabinet in the nursery.

### 3. Child Protection

Safety of the children physically, mentally, and spiritually is our number one priority.

- a. Make sure parents/guardians sign children in and out.
- b. Know who the adults are in each child's life.
- c. Release each child to authorized adults only. Do not let a child go to someone you consider a stranger.
- d. When taking children to the bathroom, use the bathroom connected to the room in which you are caring for the child and leave the door slightly open.
- e. Be aware of the personal space of children, as well as good and bad touch. Children this age need to be held, cuddled and hugged. The genital area *shall* only be touched with the use of a diaper wipe and only during diaper changes.
- f. Be aware of children using abusive language or actions against other children. Redirect the child into appropriate interactions with their peers.
- g. Protect yourself (childcare provider) and the children from situations where accusations of abuse could be made.
- h. Never leave children unattended or in the sole care of an untrained teenage helper.
- i. Change each child's diaper on a clean changing mat. Extra diapering supplies are in the cabinets in the nursery, if needed. Place wet diapers in plastic-lined diaper pail in the bathroom. Extra plastic liners are in the nursery cabinet. At the end of the day/evening, tie the plastic bag in the diaper pail and close securely.
- j. Before a parent comes to pick up his or her child, be sure the child/infant has on a clean/dry diaper or has had an opportunity to use the bathroom recently.

- k. When using highchairs and swings, always use safety belts.
- l. EMERGENCY EVACUATION: Place several children in one crib and roll crib outside through the classroom door and hallway. Evacuate to a safe distance from the building, on the east side of the facility, at the far end of the parking lot. Parents will meet up with you in this area. Always take sign-in sheets/clipboards. Gather all children and childcare workers close together and be sure to count heads as soon as you are outside. Wait for an all-clear notice from someone in charge before reentering the building. Never leave children unattended.
- m. Report any concerns to the Child Care Coordinator or the Family Ministries Coordinator.

#### 4. Discipline

- a. Discipline is to be handled in a Christian, loving way, using positive affirmations often to reinforce self-esteem and the love of God.
- b. Discipline is to be directed at the child's behavior, not at the child.
- c. Corporal punishment (physically hitting or spanking the child) is not allowed in any form.
- d. Discipline should consist of redirecting the child into more appropriate play interactions and talking to the child whose behavior is unacceptable on his/her level. Do not talk to the child about their behavior in front of other children. If the behavior of concern is extreme or is unusual for a particular child, it should be reported to the parent/guardian when they arrive to pick up the child.
- e. If you encounter a disciplinary situation in which you feel you need additional assistance (for example a child consistently does not respond to your efforts to redirect their behavior), contact the Child Care Coordinator or the Family Ministries Coordinator.

#### 5. Playground

- a. Children must always be supervised by an adult on the playground.
- b. The adult-child ratio while on the playground is one adult per three (3) infants up to 18 months.
- c. Supervision on the playground means interacting with the children but being centrally located with eyes all around.
- d. Make sure to count the children and look around, accounting for all before returning inside.

#### 6. Illnesses

- a. Children who have shown signs of illness within the previous 24-hour period shall not be brought to the nursery. These illnesses include: fever, diarrhea, vomiting, acute cold, contagious disease (if still contagious).
- b. A parent will be asked to come get a child if symptoms of illness occur during nursery time. Parents will also be notified if a child has been exposed to a contagious disease.
- c. Childcare providers are not allowed to administer medication.

## 7. Food and Property

Parents are asked to have all items properly labeled with the child's name and feeding instructions should be left with the childcare provider. Parents should bring an adequate supply of diapers and wipes. It is also recommended that a change of clothing be brought for children in diapers or training pants.

## 8. Play/Toys

- a. Nursery toys may be brought out as needed. Avoid congestion on floors. Be aware of age-appropriate (small pieces, etc.) materials.
- b. Appropriate preschool/toddler toys are kept in preschool rooms. Toys, equipment, and books should not leave their rooms.
- c. Toys and books in both preschool rooms and the nursery should be neatly returned to proper places. Be sure all games, puzzles and toys are clean and intact before putting them on their shelves.
- d. Any toys that have been in mouths or otherwise dirtied should be cleaned and disinfected and left out to dry overnight.
- e. Unless a child is sleeping, time in the cribs should be limited. Caregivers should hold, talk to, and play with the children.

## 9. Disease Control

- a. Wash hands with disinfectant soap before and after each diaper change and after wiping noses, etc.
- b. Use plastic gloves when changing diapers or when handling other bodily fluids (i.e., dealing with a bloody nose).
- c. Change each child's diaper on a clean changing mat.