

CHILDCARE WORKER GUIDELINES

1. Arrive and sign in at least 15 minutes early for each meeting.
2. Dress modestly as outlined in REACH dress code.
3. Plan and coordinate activities for the children during the meeting.
(For example: duck, duck, goose, singing, approved videos, coloring)
4. Workers are not to leave the children's area except:
 - To get a parent
 - Escort a child to the bathroom (refer to 2-deep rule on #5)
5. If you MUST leave the room with or without a child, ensure the 2-deep rule at all times is maintained, meaning any child(ren) will be in the care of 2 workers. The 2-deep rule states a child should never, ever be alone with 1 worker at any given time.
6. Only childcare workers are allowed in the childcare area. Other teens or visitors are not to be in the areas during the scheduled childcare times.
7. No phone calls during work time unless it is an emergency.
8. Discipline issues should be directed to the Childcare Committee head or the adult on duty.
9. Time spent on duty should be time tending the children in your care. Take time to visit your friends before and after your duty.
10. You must leave a CLEAN room.
11. If parents have not picked up their child(ren), you may take the child(ren) to their parents 15 minutes after meeting is adjourned.

I agree to the above guidelines. I will do my best to follow them as they are outlined.

Name _____

Date _____