



## **AFTER SCHOOL CARE PROGRAM STAFF**

### **PROGRAM STAFF QUALIFICATIONS**

- Must have an up to date qualifying First Aid certification or willingness to obtain
- Minimum 20 hours of training or willingness to obtain.
- Minimum 19 years of age
- Must have a clean criminal record check
- Must have 3 or more references
- Must have a record of immunization
- Food Safe is required to obtain within one month

### **PROGRAM STAFF DUTIES**

- Help implement our child care program that supports and promotes the physical, cognitive, emotional, spiritual, and social development of children
- Give activity ideas for the monthly calendar
- Plan, implement and lead activities with excellence. Activities may include: telling or reading stories, teaching songs, taking children to local points of interest, and providing opportunities to express creativity through the media of art, dramatic play, music, and physical activity
- Ensure supplies are available for planned activities before the date of activity. First check to see if supplies are available in the supply room. If not, seek permission from manager to purchase items
- Oversee sign-in and sign-out of children, ensuring safe and verified pick-ups
- Communicate behaviour, concerns, and progress with parents
- Attend staff meetings to discuss program planning as well as the progress and problems of children
- Administer first aid when necessary and keep first aid kits stocked and up to date
- Record appropriate paperwork and files related to children (e.g. communication book, non-reportable incident reports, medication administered records)
- Plan and maintain an environment that protects the health, security and well-being of children inside and outside the building, and during out-trips
- Maintain centre equipment and assist in building care, including cleaning
- Follow all policies and procedures of Bridge Kids and licensing regulations
- Follow Bridge Kids description of After School Flow Schedule that ensures the proper ratio of children per staff is maintained at all times and how children are being transitioned from one activity to another