

Waterloo Infant Toddler Daycare Associations

All Centre Job Descriptions

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CENTRE JOB DESCRIPTIONS

DUTIES AND JOB DESCRIPTIONS

The program operates on a team work approach. Job descriptions can be found in the Policy and Procedure Manual. The Director oversees all elements of the program and may make changes as he/she sees fit. Job Descriptions are reviewed annually by the Director.

Waterloo Infant Toddler Daycare Association Director Job Description

Job Summary and working conditions: To maintain a high quality, safe, secure, happy, place for children, staff and parents. To implement the policies of the board by developing and managing procedures which fulfill the goals and objectives of the Centre. Access to a vehicle and a valid driver's license is required as travel to meetings and shopping when necessary. At times you will need to work in noisy environment with constant interruptions and could be dirty and dusty. May experience exposure to disease and illness and may have to work with bodily fluids that need to be cleaned. May need to work with lack of privacy, under stress, under multiple demands, in varied temperatures and weather conditions, in climate controlled environment with recycled air. Must diplomatically and professionally handle verbal abuse from parents, staff or children or physical abuse from disruptive child.

Hours & Expectations:

40 hours a week with a 1 hour paid lunch. Position requires willingness to work a flexible and varied schedule which may require longer hours. Attendance at Board meeting, Staff meetings and or other meetings with no compensation of pay or time off is required. Overtime is required with no compensation or time off unless requested by the Board of Directors or Board Chair. All extra required time has been compensated in this salary. This position requires lifting of up to 35 to 40lbs when necessary for laundry, lifting or moving of furniture and or office supplies, kitchen help and or children. A reliable vehicle is required for this position. Needs to hold a valid RECE Certificate to continue employment with WITDA, as well a Vulnerable sector check complete (every 5 years). In years 1 to 4 a declaration will be signed to state your Venerable sector check is still valid and clear. To continue employment with WITDA.

Job Duties

1. Provide the Board of Directors with support so they can make informed decisions.

1. To attend and participate in all Board meetings that are set out by the Board of Directors.

2. To have an agenda, previous months financial statements and ensure minutes are completed and handed out before each Board meeting.
3. To have a room ready for a meeting whenever a meeting arises.
4. Provide background information on issues as required by the Board for policy development and act as a resource for the Board Members whenever required.
5. Assist the Board in planning committee meetings, Board meetings, and annual general meetings.
6. To support any committee that is comprised on the Board of Directors.

2. Ensure that the Centre meets all legal requirements

1. To ensure that the staff and Centre are meeting all the requirements and regulations as well as ensure all legislations are being followed that are set out in the Modernization Act and the Ministry of Education.
2. To follow and comply with all regulations set out by the College of Early Childhood Educator's.
3. To recognize, document, and take action in cases of suspected abuse, illness, or accident, including reporting the incident as a Serious Occurrence where appropriate.
4. To be responsible for all administrative tasks, documents, correspondence, enrollment, files.
5. To oversee that the registrations process is being followed correctly for all staff and children.
6. To establish systems with respect to arrivals and departures, medications, consistent use of the logbook, information forms, and other administrative necessities.
7. To annually review and update all Centre Manual, Policy and Procedure Binder, pertaining to the operation of the Child Care Centre and any other items if and when necessary.
8. To assist the Financial Manager in review of menus and kitchen budget to ensure compliance with the Canada Food Guide and the Health Unit on an annual basis.
9. To arrange meetings between parents, outside agency and staff when necessary.
10. To inform the Board of the results of all visits and reports from licensing bodies i.e. Fire Inspector, Health unit, Ministry of Education.
11. To review and renew insurance coverage and all benefits packages for the staff and Centre each year.
12. To annually submit the information required for license renewal.
13. Submit all changes in Board membership, by-laws and other legal documents to the proper authorities when required.
14. To ensure the Centre is in compliance with all grant requirements for funds from the Region of Waterloo.

3. Ensure that operational policies established by the Board are implemented.

1. To maintain and oversee the waiting list system and ensure enrollment of children according to the waiting list system and/or the purchase of service agreement set out by the Municipality.
2. To ensure and monitor that children's records are updated on a regular basis.

3. To ensure that all staff files and records are updated on a regular basis.
4. To write and distribute letters that may be required.
5. To assist and approve all out going communication from office and classrooms. E.g. Newsletters, letters.
6. To ensure and maintain an efficient office, with all necessary forms for staff and parents to complete so the Centre runs smoothly. For example medication, daily, enrollment and other forms that may be needed.

4. Implement a curriculum which is consistent with Board Policies

1. To be up to date on all new program resources and leading edge document set out in the community and with the Ministry of Education and College of Early Childhood Educators.
2. To act as a resource to all program staff & Supervisor in the implementation of daily activities and interaction with the children and families of WITDA. The Director will support each child's learning, development, health and well-being.
3. To do spot checks on daily information sheets, weekly program plans and monthly newsletters whenever it may be necessary.
4. To act as a participant or observer in any program whenever it is required.
5. Shall notify the Chair and Co-Chair of unacceptable staff performance, low evaluations and actions and any other pertinent information regarding the Centre.
6. To support all staff and classroom with issues pertaining to each other, children and parents.

5. Ensure on-going supervision of Centre Staff.

1. To review job descriptions annually to ensure that they are up-to-date.
2. To interview and hire new staff and if necessary dismiss staff with the Board's Chair knowledge and to orient all new staff members when it is required.
3. Try to keep all staff happy in the work place to the best of her/his ability by using the guidelines set out in all job descriptions and staff manual while incorporating common sense.
4. To evaluate all staff before probation ends and, thereafter, on an annual basis through Centre based evaluations.
5. Help from the Supervisor is required to complete.
6. To organize monthly staff meetings and special workshops for the staff. As well, to meet with the staff when required to ensure things are going smoothly. This can be done with the assistants of the Supervisor.
7. To designate a staff member to be in charge in Director and Supervisor's absence.
8. To ensure and maintain a healthy and safe supervised environment at all times.

6. Ensure the accuracy of financial information for the Board of Directors.

1. To prepare and complete an annual budget 3 to 4 months before the yearly end for the budget review.
2. To oversee and assist the Financial Manager in maintaining the complete accurate financial records, which covers all aspects of income and expenditures of the Child Care Centre assigned budget.

3. To monitor all aspects of the Centre's bank account to ensure everything is in order and to make recommendations to the Board to ensure the best account for the Centre.
4. To keep track of any or all investments the Centre has. Inform the Board when investments are coming due and implement changes or requests from the Board in regards to the investments.
5. To ensure the Financial Manager has prepared monthly financial statements for the Board of Directors monthly meeting.
6. To prepare and submit, charitable status forms and any or all forms that need completing to maintain the Centre's financial obligation to the Government.
7. To purchase services, supplies, and equipment as needed within the spending guidelines set out in the budget.
8. To take advantage of any and all financial grants for the Centre.
9. To advise the Board as to the availability of any additional sources of funding.

7. Promote the Centre in the Community and with Parents.

1. To update the Centre's pamphlet whenever it is required for distribution. To complete correspondences for community groups, prospective parents, prospective Board Members and other interested parties whenever it is required.
2. To take an active role in professional committees in an attempt to improve child care delivery in the Region of Waterloo and the close community of the Centre.
3. To investigate, utilize and be aware of community resources, and development programs that may assist the Centre and or the child(ren) with any needs that may arise.
4. To inform the Board of government initiatives which affect the delivery of child care.
5. To offer and provide information to others regarding the Centre whenever the opportunity presents itself, is requested, and /or advertising is required.
6. To represent the Centre at all times in a professional manner.
7. To provide open communication and information for all parents. To provide a supportive, warm and positive environment for all children, parents, staff, students and volunteers.

8) Ensure quality programs through Communication and Program Assessment and Tools

1. Has training in all Assessment tools relating to the Centre. To help keep updated Environmental assessment tools and to be trained when necessary.
2. To assist when necessary in conducting assessments on a classroom using the appropriate Environmental Rating Scales, when necessary. Ensuring WITDA meets all Quality Infinite requirement and achieve the desired standings. Any recommendations from the rating scale needs to be address and discussed if the Centre can meet the change requirements. Bring Recommendations to the Board of Directors. The Director can assist in assessments when requested.
3. To plan and organize with staff members 2 parent night or activity events within a year's period. To engage the parents to participate in the belonging of the Centre. Interaction in the Centre's happenings when the time arrives for their support and co-operation.

4. To communicate with staff in a friendly manner. To help staff with finding correspondences and or other reasonable requests.
5. Try to keep all staff happy in the work place to the best of her/his ability by using the guidelines set out in all job descriptions and staff manual while incorporating common sense.
6. To provide open communication and information for all parents. To provide a supportive, warm and positive environment for all children, parents, staff, students and volunteers.
7. To communicate positively and effectively with parents, children, staff and perspective parents at all times when working in the Centre.

9) Ensure the Health and Safety of the Staff and Children

1. To conduct monthly practice fire drills and once a year to use the fire bell and completion of all record keeping.
2. To conduct monthly and seasonal playground inspections with completion of all record keeping.
3. To follow all health practice with in the Centre to ensure the staff and children are healthy.
4. To ensure all staff files, medical and immunizations are up to date and have all paper work ready for Ministry of Education for inspection.
5. To be aware of the overall appearance of the child care Centre and take responsibility and action as necessary to rectify any hazardous situations (e.g., remove unsafe equipment, shovel walkways, sweep or wash unsafe areas etc.)
6. To ensure reporting procedures to the Waterloo Regional Health Unit in accordance with quality standards and regulations (e.g., during enteric outbreaks)
7. Maintains confidentiality of all information relating to staff, children and parents
8. To ensure staff comply with WITDA's policies, procedures and practices related to health and safety of children, staff, parents, students and guest of WITDA and the Centre in general.
9. To ensure staff follow and perform daily, inspections of the outdoor play spaces and equipment, water flushing and any other daily or weekly tasks they need to perform.
10. Provide any first aid treatment as necessary for injured children and adults.
11. To ensure all staff member are aware of any new child starting at the Centre with a medical emergency form and having the proper sign off.
12. To ensure the Centre follow and Health and Safety regulations under the Health and Safety Act to the best of his or her ability. To comply and complete all training needed to stay current and within the guide lines of safety.
13. To set up and lead a Health and Safety committee as required by the Health and Safety Act.
14. To ensure staff comply with WITDA's policies, procedures and practices related to health and safety of children, staff, parents, students and guest of WITDA and the Centre in general.
15. To ensure staff perform daily, inspections of the outdoor play spaces and equipment. Work alongside the Supervisor to ensure practice are being met.
16. To follow the policy and procedures on the Harassment and Violence in work place. Ensure the latest information is available to staff. To follow through with any actualization of Harassment or violence brought to your attention. Looking out for co-workers safety is important and everyone's responsibility.

17. It is the responsibility of the Director to report any suspected child abuse, neglect and family violence to the Children's Aid Society. To follow all the conditions under the Child and Family Services Act, 1990. (CFSA). As well to support any staff member if they feel the duty to report under the FCSA.
18. To comply and follow all regulation under the College of Early Childhood Educator Act. To ensure all classroom staff are current with the College of Early Childhood Educator.

10) Other duties that pertain to the Centre & Children on an ongoing basis

1. To oversee and ensure that all programs are well maintained. When and where necessary, contact companies or persons who will do a good and responsible job at a reasonable price to fix issue(s).
2. To encourage parents participation and interaction in the Centre's happenings when time arrive for their support and co-operation.
3. To oversee and work with the Financial Manager in jobs like payroll, invoices, banking, entries in the computer system, contracts, purchasing of all supplies, and collecting of revenue.
4. To assist the Supervisor conduct Centre tours when not available.
5. Responsible to ensure all administrative tasks, documents, correspondence, enrollment, files and registration of children are taken care of.
6. To ensure each child who is attending the Centre is happy and healthy with the help of the staff. To contact the parents if a child is ill or other concerns arise.
7. The Director will setup and organize parent workdays twice per year. The Director will attend both of these workdays from start to finish as often as possible.

I have read the above pages of duties and responsibilities outlined in the Job Description. I acknowledge and will follow these requests. If at any time I need clarification I will seek guidance from the Chair of the Board of Directors or a Board Member. I understand and comply with this Job Description.

Date

Director

Date

Chair of the Board of Directors

Waterloo Infant Toddler Daycare Association Supervisor Job Description

Job Summary and working conditions: To maintain a high quality, safe, secure, happy, place for children, staff and parents. To implement the policies of the board by developing and managing procedures which fulfill the goals and objectives of the Centre. Access to a vehicle and a valid driver's license is required as travel to meetings and shopping when necessary. At times you will need to work in noisy environment with constant interruptions and could be dirty and dusty. May experience exposure to disease and illness and may have to work with bodily fluids that need to be cleaned. May need to work with lack of privacy, under stress, under multiple demands, in varied temperatures and weather conditions, in climate

controlled environment with recycled air. Must diplomatically and professionally handle verbal abuse from parents, staff or children or physical abuse from disruptive child.

Hours & Expectations:

40 hours a week with a 1 hour paid lunch. Position requires willingness to work a flexible and varied schedule which may require longer hours. Staff meetings and or other meetings with no compensation of pay or time off is required. Overtime is required with no compensation or time off unless requested by the Board of Directors or Board Chair or Director. All extra required time has been compensated in this salary. This position requires lifting of up to 35 to 40 lbs when necessary for laundry, lifting or moving of furniture and or office supplies, kitchen help and or children. Vulnerable sector check complete (every 5 years). In years 1 to 4 a declaration will be signed to state your Venerable sector check is still valid and clear. To continue employment with WITDA

Children and Families

1. Be aware of the Modernization Act and to follow all regulations and keep current with updates and changes.
2. Use common sense and good judgment in daily decision making when dealing with children, staff, parents and any community members.
3. The Supervisor will handle all enrolment of children packages that come into the Centre from start to finish. This includes, all data entry of the child's information into the Centre's Childcare System, Emergency card prep and distribution, all immunization data entry and submission to Health Unit when required, ensuring enrolment packages are complete and gather info when not.
4. Checking and updating the emergency cards when info changes and annually for review of the whole Centre.
5. To create and maintain monthly classroom attendance sheets. Working with the Director to ensure enrolment complete so attendance can be complete.
6. Keeping track of all children's immunizations within the Centre's childcare system. Communicate with parents to ensure immunizations are up to date and submitted to the proper agencies when required.
7. To keep track of all subsidizes families, all correspondences to do with the families who are attending the Centre. To send out correspondence to parents when necessary. Keep attendance and submit all paper work to the Subsidy office on a monthly basis within the directed time lines. The Financial Manager will double check the Subsidy attendance before submitting. In her absence the Director will check attendance.
8. Communicate and work alongside with the Financial Manager with the finance end of the Subsidy process. If issues arise contact the Subsidy office with questions or clarification. Keep the Director apprised of any major issue with subsidy families or the Subsidy office. To inform the Financial Manager of new children starting in the program so accounts can be created.
9. To book and conduct Centre tours to prospective parents whenever it is required. If unable to conduct a tour the Financial Manager and Director can help.
10. To keep an up to date allergy list of all children within the Centre. Ensure they are posted the proper areas of the Centre and all staff are aware of any changes.
11. To complete any Anaphylaxis or emergency medical forms upon enrolment and to review immunization forms for completeness when submitted by parents prior enrolling or starting. Ensure all staff have signed off when necessary.
12. To administer any medication to children as requested by the parent. To follow all procedures in accordance to the Health and Safety of the Policy of Medication Procedure. In your absence the Financial Manager will administer any medication then followed by the Director.
13. To ensure all Medication kept at the Centre is labeled correctly and keep track of all expired dates, of medication. To check monthly and make changes of any medication labels for medication on hand.

14. To post any information for the parents regarding the Centre happenings and other related communication.

Staffing Relationships and Duties

1. Ensure staff/child ratios are met at all times. May be required to cover for staff vacancies (e.g., in program like washroom breaks when necessary, short appointments, absence of supplies, or other times required or in the kitchen,) As well to help with any children when needed during the day in non-routine situations.
2. To record and maintain staff attendance, scheduling of all staff holidays and sick leaves. Have supply coverage in a timely manner when staff not present. Keeping the Director informed of any special requests. To have an easy to follow schedule for the Director when Supervisor is absent.
3. To keep the Director informed of absences and to report any abusing of holiday or sick time. To inform the Financial Manager with any pay issues that arises from attendance.
4. To act as a participant or observer in any program whenever it is required or requested by the Director.
5. To assist with monthly staff meetings when needed and to run them in the absence of the Director. To take and distribute staff meeting minutes in the absence of the Financial Manager.
6. To seek and keep staff informed of workshops and events with in the community for PD. To help the Director with help for special workshops or events for the staff.
7. To help act as a resource to all program staff in the implementation of program based on the Document How Does Learning Happen: while looking at the four key foundations, Belonging, Well-Being, Engagement and Expression.
8. To conduct once per year goal setting with new and mid-level staff. To conduct once per year staff performance annual review and or long term and other staff member the Director feels appropriate to appoint. All performance review will be review by the Director.
9. To give feed back to the Director on staff performance for annual review and goal setting if and when necessary. To follow through with goal setting and review with delegated staff member once per year.

Health and Safety within in Centre

1. To promote a happy, safe and healthy with in a supervised environment for every child at all times. To contact the parents if a child is ill or other concerns arise. Keep the Director aware of all major and important illness.
2. To conduct fire drill in the absence of the Director when necessary.
3. To follow all health practice within the Centre to ensure the staff and children are healthy.
4. To routinely check and ensure all medication in Medication Box is properly labeled in accordance to the Ministry of Education specifications. To inform parents if any expired medication and seek replacement when necessary.
5. To be aware of the overall appearance of the child care Centre and take responsibility and action as necessary to rectify any hazardous situations (e.g., remove unsafe equipment, shovel walkways, sweep or wash unsafe areas etc.)
6. Implement reporting procedures to the Waterloo Regional Health Unit in accordance with quality standards and regulations (e.g., during enteric outbreaks).
7. Maintains confidentiality of all information relating to staff, children and parents
8. You will help to ensure staff comply with WITDA's policies, procedures and practices related to health and safety of children, staff, parents, students and guest of WITDA and the Centre in general.

9. You will be responsible to ensure staff perform daily, inspections of the outdoor play spaces and equipment. (On Director as well)
10. Provide first aid treatment as necessary for injured children and adults.
11. To ensure all staff member are aware of any new child starting at the Centre with a medical emergency form and having the proper sign off.
12. To give staff member's new children's file to review as soon as possible after enrolling.
13. It is the responsibility of the Supervisor to report any suspected child abuse, neglect and family violence to the Children's Aid Society. To follow all the conditions under the Child and Family Services Act, 1990. (CFSA). As well to support any staff member if they feel the duty to report under the FCSA. Any known reports need to be reported with the Director.
14. To follow the policy and procedures on the Harassment and Violence in work place. Any Grievance needs to be reported to the Director immediately. Looking out for co-workers safety is important and everyone's responsibility.
15. To assist the Director ensure the Centre follow and Health and Safety regulations under the Health and Safety Act. To complete any training that is needed to stay current with the act. To sit with the Director on the health and Safety committee as required.
16. To help with any clean (sweeping, light moping and dusting when necessary) that needs to be completed during the core hours of the Centre.

Clerical functions within the Centre

1. To write and distribute any letters that may be required with in your job and throughout the year as guided by the Director.
2. To help with administrative tasks, some documents, some correspondence, as directed by the Director.
3. To program new fobs, deactivate old fobs for families. To keep track of subsidies families who will need a refund if fobs are returned.
4. To write and distribute newsletters to parents two to four times per year or when necessary.
5. To take staff meeting minutes and distribute to staff at least one week after the current meeting occurs. In the absence of the Financial Manager.
6. To answer the telephone and direct calls accordingly. Handle as many calls as you can whenever possible. To take messages and pass along when necessary.
7. To do all own filing and help keep a neat, organized and up to date filing system. To keep track of all office supplies and order items when needed.
8. Will open the mail in absents of the Director. Will distribute mail accordingly.

Finance Duties

1. To be responsible for the purchase of art and craft supplies. To purchase them in the guideline on the purchase agreement with the Network. Assist the Director with large equipment as needed within the spending guidelines set out in the budget and purchase agreement. The Director will guide you with large purchases.
2. To be responsible for your own petty cash and to make small purchases when necessary for the staff and Centre. To use your Centre credit card for larger purchases or on line orders as discussed with the Director.

3. To complete the bank deposit for the Financial Manager when necessary. (Director do in absence of Supervisor and take it to bank in absence of FM.)
4. To assist the Financial Manager or Director with any financial matters when necessary.

Promote the Centre in the Community

1. To keep the confidential rights of the employees, parents and children during any conversations or written situations with the Board of Directors and or Director.
2. To work alongside with the Director to arrange any special day that may occur within the centre and outside the Centre. Etc. Parties, picture days, parent events.
3. To fulfill all the requirements of Raising the Bar within each years' period. To seek assistance from the Director when necessary.
4. To complete the orientation process with new students and volunteers before they start their placements or job.
5. To take an active role in professional committees in an attempt to improve child care delivery in the community.
6. To help the Director investigate, utilize and be aware of community resources, and development programs that may assist the Centre and its families with any needs that may arise.
7. To represent the Centre at all times in a professional manner inside and outside the Centre.
8. To attend meetings when requested by the Director and to represent the Centre in a professional manner.

Communication and Quality Program Assessments and Tools.

1. Has training in all Assessment tools relating to the Centre. To help keep updated Environmental assessment tools and to be trained when necessary.
2. To conduct assessments of each classroom using the appropriate, Environmental Rating Scales, trained staff can assist if necessary. Ensuring WITDA meets all Quality Infinite requirement and standards. Any recommendations can be brought to the Director based on the findings from the assessments. The Director can assist in assessments when requested.
3. To plan and organize with staff members 2 parent night or activity events within a year's period. To encourage the parents to participate in the belonging of the Centre. Interaction in the Centre's happenings when the time arrives for their support and co-operation.
4. To communicate with staff in a friendly manner. To help staff with finding correspondences and or other reasonable requests.
5. Try to keep all staff happy in the work place to the best of her/his ability by using the guidelines set out in all job descriptions and staff manual while incorporating common sense.
6. To provide open communication and information for all parents. To provide a supportive, warm and positive environment for all children, parents, staff, students and volunteers.
7. To communicate positively and effectively with parents, children, staff and perspective parents at all times when working in the Centre.

Other Responsibilities:

1. The Director will help the Supervisor setup and organize parent workdays twice per year, or when necessary. The Supervisor will attend both of these workdays and work out a schedule with the Director for attendance. More than 1 hour will be required.
2. To keep a clean and well stocked art and craft room for the program staff.
3. To keep a clean and well stocked office supply cupboard and assist staff with office supplies when necessary.
4. The Supervisor will attend Network Meetings and other meetings requested by the Director. This will happen as long as the Centre has proper coverage with both people absent.
5. To read the Policy and Producer Manual and any other supporting documentation that is required on an annual basis. Books will be located in the staff room and offices and should be used as a reference when every staff have a question or need assistance on policy and procedures.
6. To follow and comply with any new policy and procedures that are set by the Director or Board of Directors that come up through the months and years to come.
7. To attend a minimum of 8 hours of professional development per year above and beyond the required first aid and CPR training. To act as a good role model for staff regarding Professional development. To be trained and keep updated Safe Food Handling certificate.
8. Anything that is requested by the Director that is within reason that is not listed in this Job Description.
9. The Supervisor will not make any policy, classroom or program changes without the consent from the Director.
10. The Supervisor can seek guidance from the Financial Manager on decisions that may need to be made in the absence of the Director.

I have read the above pages of duties and responsibilities outlined in the Job Description. I acknowledge and will follow these requests. If at any time I need clarification, I will seek guidance from the Director. I understand and comply with this Job Description.

DATE

SIGNATURE OF SUPERVISOR

DATE

SIGNATURE OF DIRECTOR

Waterloo Infant Toddler Daycare Association

RECE EDUCATOR JOB DESCRIPTION:

JOB SUMMARY AND WORKING CONDITIONS: To maintain a high quality, safe, secure, happy, place for children, staff and parents. To implement the policies of the board by developing and managing procedures which fulfill the goals and objectives of the Centre. At times you will need to work in noisy environment with constant interruptions and could be dirty and dusty. May experience exposure to disease and illness and may have to work with bodily fluids that need to be cleaned. May need to work with lack of privacy, under stress, under multiple demands, in varied temperatures and weather conditions, in climate controlled environment with recycled air. Must diplomatically and professionally handle verbal abuse from parents, staff or children or physical abuse from disruptive child.

HOURS & EXPECTATIONS: All full time RECE Educators will receive a one hour paid lunch. Each full time Educator works a 40 hours/week. Whether an Educator works 1 to 5, days 8 hours a day or 1 to 4 days a week for 10 hours a day. All RECE positions require lifting up to 35 to 40 lbs when necessary for children, laundry, restocking of toy shelves, moving furniture, children and anything required within the classroom and things relating to the classroom. No overtime unless requested by the Director and or Supervisor. A vulnerable sector check due once upon employment and before anniversary date. An Offence Declaration will need to be signed each year and on the 5th year a new vulnerable sector check will need to

be obtained. A valid RECE college of ECE Certificate needs to be on file in order to continue employment with WITDA. Unless approval by Director.

This Job Description is for any RECE Educator who works or covers for another Educator in a classroom.

GENERAL RESPONSIBILITY

1. To show respect and maintain confidentiality of all parents, children and staff within Waterloo Infant Toddler Daycare Association.
2. To be flexible with classroom and staff schedules and room arrangement in keeping with the needs of the children of WITDA.
3. To plan and implement as part of a team parent conferences as needed to discuss the child's development and or areas of challenge that could be requested by a consultant, parents or Director.
4. To use positive wording, proper grammar and wording with the children at all times. Swearing and slang are not to be used or tolerated.
5. Each RECE will complete all required documentation set out by the Director for the children, parents and program.
6. Each classroom will be responsible for all the rooms filing of all paper, art work, and correspondence relating to the children and program.
7. Each program is to maintain a daily log of the program events and happenings and keep a record of any program changes or child happenings. Any major incidents involving children must be reported to the Director.
8. To work together to keep all areas of the centre clean and ready for use. Each room has set duties that will be carried out on a daily basis for the cleanliness of the centre. These duties are shared among the rooms and agreed upon with staff.
9. To follow all policies and procedures set out by the Child Care Centre in accordance with the Policy and Procedure Manual, Public Health, and the Modernization Act.
10. Each staff member will be required to do 8 hours of Professional development within the time period of May to May. Each staff will participate in any Quality Initiatives set out by Region of Waterloo and will work towards meeting all requirements set out by the Director.
11. Each staff member will have a valid Standard CPR and First Aid certificate. The Centre will offer updated training when the majority of the staff's certificate are due. All other Staff must be recertified before the expiry date on the Educator's certificate. See the Director or Supervisor for help in booking training.
12. To do a Health check on each child as they enter the classroom. Major concerns must be reported to the Director. All information regarding children or daily events must be recorded in the classroom daily log book.
13. It is the responsibility of each individual Educator to ensure they have a valid and up to date CPR and First aid certificate, a valid College of Early Childhood Educator Certificate, a update Vulnerable sector check complete (every 5 years). In years 1 to 4 a declaration will be signed to state your Venerable sector check is still valid and clear.
14. Each RECE must act in accordance with the standard and expectation set out by the College of Early Childhood Educator.

PROGRAM:

1. To have completed and post the curriculum documentation sheets that include the happenings of the children's interests and activities of past and present. These sheets are to be posted at all times.
2. To prepare for and implement the daily program from the children's interests consisting of creative art, circle, sensory, fine & gross motor, music, dramatic play, cognitive, social and emotional activities, science, technology, math, literacy, outdoor activities, rest period, nourishment, special activities and trips.
3. To set a stimulating program for the children through changing of toys, decorating of classroom and rearranging of the children's physical surroundings on a regular basis. Based on the outcome of the assessment tool used to help set and evaluate your program.
4. Each Educator will perform all duties outlined on their daily schedule that has been set by each set of classroom Educators.
5. To meet each child's needs based on the Document How Does Learning Happen: while looking at the four key foundations, Belonging, Well-Being, Engagement and Expression. Educator will program to meet these foundations based on the children needs.
6. To establish and maintain open communication with parents on a regular basis through daily verbal communication, written as needed, yearly parent interviews and other planned events.
7. To participate in monthly staff meetings, special events and workdays set out by the Director. (I.e. parent nights, staff development events)
8. To participate in case conference with parents, resource consultants on and off site when required. To take notes and report back your team mates.

HEALTH AND SAFETY PRACTICES

1. Staff must provide an environment for the children that is clean and as germ free as possible. To do this the following steps must be taken:
2. Hand washing procedures are posted in each room by each sink. Staff will wash their hands frequently especially after wiping a child's nose, before serving lunch or snack and after helping children in toileting. The children will be helped to wash their hands after toileting, before and after snacks and lunch, and after wiping their own nose.
3. Children will be encouraged to clean their faces with a washcloth after lunch and will be assisted if needed. Face cloths will be used only once.
4. Children must be dressed appropriately for all types of weather. Keep in mind all safety aspects of clothing. Staff must ensure every child is dressed for the appropriate weather and it is the Educators responsibility to find proper clothing if a child does not have any.
5. To help all children, except the infants, while brushing their teeth after lunch. Follow health procedure for cleaning of toothbrushes.
6. Children's toilets and sinks will be cleaned with the sanitizing solution after lunchtime washroom routines as well as throughout the day as needed.
7. All tables and highchairs and floors are to be cleaned according to the Health Procedure. Floors are to be swept, washed if needed due to food or sensory activities. Floors need to be kept safe.
8. All beds are stripped, sprayed, washed and clean sheets put back on once a week according to the laundry schedule.
9. Each classroom will comply with the laundry schedule set out by all rooms. Stuffed animals/dramatic play items that need to be washed as per the laundry schedule. Each Classroom will be the responsible for putting any clean laundry or articles.

10. All Furniture, toys, laundry or any other obstacles are not to be placed in areas that will block door ways or fire exits. **These areas must be kept clear at all times.**
11. Water tables will be emptied and refilled every day. Sensory/water tables will be cleaned with the sanitizing solution after being emptied.
12. To carry out daily playground inspections according to the playground policy. Each playground checklist is done twice daily on each playground as per the schedule. Any deficiencies will be recorded and the Director will be notified.
13. To ensure each child who is attending the Centre is happy, safe and healthy in a supervised environment at all times with the help qualified RECE Educators. To report to the Director or Supervisor any ill child or other concerns when they arise. The Director and Supervisor will guide staff on what child needs and if the parents should be called.
14. Each staff must follow all Health guidelines outlined in the Policy and procedure manual under Health and Safety section.
15. Each staff member will follow any Health and Safety regulations and policies that the Director enforces for your or others safety. To complete any training that is needed to stay current with the act. Staff may have to be part of a Health and Safety committee. .
16. Provide an aesthetic, safe and healthy environment by performing periodic safety checks of equipment and classrooms.
17. To provide first aid treatment as necessary for injured children and adults.
18. It is the responsibility of each Educator to read information on any new child with Anaphylaxis/ medical emergency form at the Centre and complete proper sign off.
19. It is the responsibility of each Educator to read a new child's file as soon as it is available to the room. Read and educate one's self and return to office as soon as possible.
20. It is the responsibility of each Educator to check all classroom equipment and outdoor equipment for safety issues. All issues need to be brought to the attention of the Director and or Supervisor.
21. To be aware of the overall appearance of the child care Centre and take responsibility and action as necessary to rectify any hazardous situations (e.g., remove unsafe equipment, shovel walkways, sweep or wash unsafe areas etc.)
22. To participate in all Fire Drills or any Alarms to remove children from the building. Follow all procedure in evacuating the building. Any deficiencies must be reported to the Director.
23. To follow the policy and procedures on the Harassment and Violence in work place. Any grievance needs to be reported to the Director immediately. Looking out for co-workers safety is important and everyone's responsibility.
24. To follow and comply with any new policy and procedure set out by the Director or Board of Directors that come up through the months and years to come.
25. It is the responsibility of the each staff member to report any suspected child abuse, neglect and family violence to the Children's Aid Society. To follow all the conditions under the Child and Family Services Act, 1990. (CFSA). The Director and or Supervisor will support any staff member if they feel the duty to report under the FCFA. WITDA feels it is in your best interest to inform the Director and or Supervisor before or after you make a call. This is your discretion. See P& P for full detail on Duty to Report.
26. To empty the classroom garbage each night and replace bags. Garbage will be taken to the dumpster each night. Each room is responsible for their own garbage. Each room will keep garbage containers in the classroom clean.

27. To help with any clean (sweeping, light moping and dusting when necessary) that needs to be completed during the core hours of the Centre.

COMMUNICATION RESPONSIBILITIES AND QUALITY PROGRAM WITH ASSESSMENT AND TOOLS

1. To maintain a professional appearance at all times by wearing appropriate attire. (see dress code in P&P) To arrive 5 minutes before shift and to be ready in your room on time for greeting parents, children and fellow workers when they arrive and depart.
2. No hitting or Corporal Punishment will be used at anytime. If Corporal Punishment is used, employment will be terminated immediately. Redirection is the main source of discipline. (E.g. Read Policy in P & P for more details on this area.)
3. To read the Policy and Procedure Manual and any other supporting documentation that is required on an annual basis. These books will be located in the staff room, and offices and should be used as a reference when every staff have a question or need assistance on policy and procedures.
4. To have all program activities ready ahead of time, so as not to delay the program.
5. To communicate with staff in a friendly manner. To help staff with finding correspondences and or other reasonable requests.
6. To provide open communication and information for all parents. To provide a supportive, warm and positive environment for all children, parents, staff, students and volunteers.
7. To communicate positively and effectively with parents, children, staff and perspective parents at all times when working in the Centre.
8. All program staff are responsible for being trained in an environment rating tool. It is recommended that the tool be Ecers-R. Having training in Ecers-R, environment rating scale would be an asset. Being trained in an environment tool is a requirement for continued employment with WITDA. All new staff has six months in which to receive training in an assessment tool.
9. To take part in formal performance evaluations that are completed by the Director and/or Supervisor on an annual basis or when necessary. This includes meaningful goal setting and goal review through the year.
10. To ensure the Director is informed and aware of all happenings of the centre and program, children and families, students, volunteers, through positive and open communication.
11. To act as a resource to the Supervisor and Director.
12. To report any grievances, conflicts, questions or concerns by parents or staff to the Director for his/her management.
13. To maintain proper and professional on-going role modeling for students, children, parents and staff at all times when at the centre in areas of eating, speaking, communication, acceptable behaviour and guidance.
14. To identify children with communicable diseases, or other physical, emotional or development problems and report it to the Director and Resource Consultant.
15. To maintain and ensure proper ratios are being met at all times. This could mean people would have to stay beyond their shift. This time will be without pay, up to 15 minutes. Any time after that will be counted as O/T. If O/T continues then changing shifts will be looked at.
16. To wash and return all clean toys to proper storage area after used. Toys need to be rotated on a regular basis. See P & P for full Cleaning rotation.

PARENT AND CHILD RELATIONSHIPS

1. To maintain open communication, support and information sharing in a positive manner with parents, children, staff and Director.
2. To maintain confidentiality among parents, staff and Director.
3. Whenever required to respond to and follow through with Supervisory and/or Parental requests.

STUDENT RELATIONSHIPS

1. To provide spontaneous feedback to students/volunteers. To provide positive verbal, written feedback to students/volunteers on a daily basis. To help students/volunteers set goals and objectives to enhance their placement.
2. To complete and review with the Director, any student failing or struggling in placement evaluation 2 days prior to giving student/volunteer their evaluation. Must give 3 days' notice to the Supervisor for coverage to review students/volunteer evaluation for staff coverage. If not then it is your responsibility to give review on your own time.
3. To supervise and teach students/volunteers who may be participating in the centre's programs in an open, honest and positive manner.

I have read the above pages of duties and responsibilities outlined in the Job Description. I acknowledge and will follow these requests. If at any time I need clarification, I will seek guidance from the Director. I understand and comply with this Job Description.

DATE

SIGNATURE OF EDUCATOR

DATE

SIGNATURE OF DIRECTOR

Waterloo Infant Toddler Daycare Association

Cook Job Description

JOB SUMMARY AND WORKING CONDITIONS: To maintain a high quality, safe, secure, happy, place for children, staff and parents. To implement the policies of the board by developing and managing procedures which fulfill the goals and objectives of the Centre. At times you will need to work in noisy environment with constant interruptions and could be dirty and dusty. May experience exposure to disease and illness- May need to work with lack of privacy, under stress, under multiple demands, in varied temperatures, in climate controlled environment with recycled air. Must diplomatically and professionally handle verbal abuse from parents, staff or children. May need to help out in a classroom for ratio coverage.

HOURS & EXPECTATIONS: Cooks receive a one hour paid lunch. The cook works a 40 hours/week. The cook's position requires lifting up to 35 to 40 lbs when necessary for cooking pots, dish buckets, restocking food items and laundry. No overtime unless requested by the Director and or Supervisor. A vulnerable sector check due once upon employment and every 5 years after that. To ensure a valid Safe Food Handling Certificate is required to continue employment with WITDA.

MEAL PREPARATION

1. The cook will follow the five-week rotating menu and will make as few changes as possible to the menu. When changes occur make sure changes are posted accordingly and inform the proper office staff to insure changes are recorded. Insure the hall way menu is changed the first day of each week to reflect proper meal schedule.
2. To prepare a nutritious a.m. snack and p.m. snack.
3. To prepare a well balanced hot meal for children from ages 10 months to 5 years of age.
4. To prepare as much food as possible from scratch. Will use as little preservatives as possible when preparing all meals .

5. The cook will have lunches ready as per the designated schedule of each classroom. Subject to change by Director if room schedules change.
6. All meals will be prepared in the kitchen and will follow the Health Unit restrictions.

HYGIENE REQUIREMENTS

1. The cook is responsible for the cleanliness and organization of the kitchen, conforming with all rules and regulations of the Health Unit and as outlined in the Modernization Act.
2. The cook must wash their hands upon entering the kitchen and before touching any food. As well she/he must wash hands after returning from the storage area, after handling of meat and after coughing, sneezing and blowing nose.
3. The cook must wear proper clothing as to the Centre dress code and proper kitchen attire as well as an apron and closed toed shoes at all times in the kitchen. They must ensure all kitchen help wear aprons and follow all regulations and requirements of the kitchen.
4. The cook must ensure that all utensils, containers and cutting surfaces are clean and sanitized each day. As well, ensure the dishes are dry before putting them away.
5. The cook must be aware of all expiration dates on all food and food must be used before expiration date. Nothing is to be used if date has expired.
6. The cook is to ensure all the appliances are in good working order at all times and if something is not working the Director is to be notified right away. The sanitizer is to be turned on each morning.

KITCHEN CLEAN UP DAILY DUTIES

1. To wash dishes in the sink before putting them through a cycle in the sanitizer. Remove dishes air dry on counter before putting them away in the proper storage area.
2. To ensure all prep dishes are washed and sanitized before the kitchen support staff arrives at 10:30. To help the dishwasher with any dishes and clean up if baking and prep happens after 3:00pm.
3. To ensure that all surfaces, walls, cupboards, handles and appliances are clean and sanitized each day or after use.
4. To clean top and all around the stove and appliances before leaving for the day.
5. To ensure the kitchen is left clean, sanitized and tidy for the next day's use.

6. To recycle as many items as possible and ensure they are clean for storage until they can be taken outside. To take out recycled items each day to the recycling bins. On Monday, before you leave work take recycling tubs to the curb and retrieve them some time the next day.
7. To remove each morning any food or lime build-up from bottom basket of the sanitizer.
8. Ensure all clean laundry items are picked up each morning from the laundry room and put away properly in the kitchen storage area.

WEEKLY & MONTHLY DUTIES

1. To shop for the next weeks groceries and supplies at one of the closest grocery stores as set by the Director. To be responsible for a grocery account card and ensuring the proper items are purchased. When grocery shopping to check to ensure labels have not changed to ensure no nuts or peanut ingredients are listed.
2. To rotate cleaning out of all cupboards and organize so all will be done by the end of the month.
3. To clean out the fridge of leftovers and old food every Friday. Ensure shelves are wiped or washed every Friday.
4. To de-lime the dishwasher monthly or more often if needed.
5. To take everything out of fridge and clean the entire fridge once a month.

PARENT AND CHILD RELATIONSHIPS

1. To maintain open communication, support and information sharing in a positive and respectful manner with parents, children, staff and Director.
2. To maintain confidentiality among parents, staff and Director.
3. Whenever required to respond to and follow through with Supervisory and/or Parental requests regarding all food substitutions and requests for medical, religious, or parent preferences.

HEALTH AND SAFETY PRACTICES

1. Staff must provide an environment for the children that is clean and as germ free as possible. To do this constant hand washing must be done when entering the kitchen after delivering food or leaving the kitchen.
2. Each staff must follow all Health guidelines outlined in the Policy and procedure manual under Health and Safety section.
3. To guide and support the kitchen help in proper kitchen hygiene. To ensure the kitchen helper is following all guidelines and requirements of the Health Unit and Safe Food handling book.

4. The cook will be required to do 8 hours Professional Development within the time period of May to May. The cook will help to participate in Raising the Bar and will work towards meeting all requirements set out by the Director.
5. It is the cooks responsibility that any food entering the kitchen is peanut and nut free.
6. To be aware of all children and staff food allergies in the Child Care Centre and to prepare alternate food and drinks when necessary in collaboration with the Director. As well the Cook is responsible to ensure any substitute food be delivered to the proper classroom and all containers are labeled with the proper child's name on it.
7. It is the responsibility of each individual staff member to ensure they have a valid and up to date CPR and First aid certificate, a update Vulnerable sector check complete (every 5 years). In years 1 to 4 a declaration will be signed to state your Vulnerable sector check is still valid and clear. All other Staff must be recertified before the expiry date on their certificate. See the Director or Supervisor for help in booking training.
8. The cook is required to have an up to date Safe Food Handler Certificate, submitting their marks and certificate after course is complete. Failure of course, could result in disciplinary action and the course will need to be retaken at employee's expense.
9. To follow the policy and procedures on Harassment and Violence in the work place. Any grievance needs to be reported to the Director immediately. Looking out for co-workers safety is important and everyone's responsibility.

OTHER DUTIES

1. To complete water flushing on the first day of each week before 7:30 and to ensure all times are recorded.
2. To complete and log all fridge, freezer, sanitizer and food temperatures as set by the Health Department twice daily. File all charts in the Supervisor's office as soon as they are complete.
3. To make a list once a month for large food orders with ample time for ordering and for the shipment of the supplies to arrive. Give order list to the Financial Manager several days before things are needed. When the supplies arrive it is the cook's responsibility to ensure all proper items are shipped and put all supplies away in the proper storage area.
4. To bring any issue or problems to the Director or Financial Manager as they occur.
5. To ensure the kitchen is organized, food containers are cleaned and well stocked with cooking supplies at all times. Recipes for each meal are easy to find, accurate, easy to understand and prepare. Any permanent changes to recipes must be updated in the recipe binder. This is required

for when a supply is hired to cover while cook is away. Remember it is not expected supply people will run or have things prepared the same as the full time cook.

6. To read the Policy and Procedures Handbook and any other supporting documentation that is required on an annual basis. These books will be located in the staff room and, offices and should be used as a reference when any staff member has a question or needs assistance on policies or procedures.
7. To follow and comply with any new policy and procedure that is set by the Director or Board of Directors that may come up in the future.

I have read the above pages of duties and responsibilities outlined in the above Job Descriptions. I understand and will follow these requests. At any time, I need clarification I will seek guidance from the Director. I understand and do not have any problems with this Job Description.

DATE

SIGNATURE OF COOK

DATE

SIGNATURE OF DIRECTOR

Waterloo Infant Toddler Daycare Association Financial Manager Job Description

Job Summary and working conditions: To maintain a high quality, safe, secure, happy, place for children, staff and parents. To implement the policies of the board by developing and managing procedures which fulfill the goals and objectives of the Centre. At times you will need to work in noisy environment with constant interruptions and could be dirty and dusty. May experience exposure to disease and illness and may have to work with bodily fluids that need to be cleaned. May need to work with lack of privacy, under stress, under multiple demands, in varied temperatures and weather conditions, in climate controlled environment with recycled air. Must diplomatically and professionally handle verbal abuse from parents, staff or children or physical abuse from disruptive child.

Hours & Expectations:

40 hours a week with a 1 hour paid lunch. Position requires willingness to work a flexible and varied schedule which may require longer hours. Staff meetings and or other meetings with no compensation of pay or time off is required. Overtime is required with no compensation or time off unless requested by the Board of Directors or Board Chair or Director. All extra required time has been compensated in this salary. This position requires lifting of up to 35 to 40 lbs when necessary for

laundry, lifting or moving of furniture and or office supplies, kitchen help and or children. Vulnerable sector check complete (every 5 years). In years 1 to 4 a declaration will be signed to state your Venerable sector check is still valid and clear. To continue employment with WITDA

Financial Responsibilities

1. To complete and pay all incoming invoices and payroll on or before the 15th and last day of each month.
2. To prepare a bank reconciliation statement each month so monthly statements can be prepared for the board meeting at the end of each month.
3. To keep a complete record of all financial correspondence that pertain to payroll, invoices, parent fees and any other financial records or matters that may arise dealing with the Centre.
4. To keep an up to date record of all parent fees with in the Centre Childcare System on a monthly basis. Seek guidance from the Supervisor or Director when needed.
5. To update and keep current and correct information that deals with any financial matter. The Director will direct you in financial decisions and will answer any questions that pertain to the Centre.
6. To prepare and review financial statements for the Director, and the Treasurer no later than 2 to 3 days before a Board meeting. If changes are required they should be made promptly and returned as soon as possible for a second review.
7. To print off and keep hard copies of all monthly financial records. To print off hard copies of all financial records at fiscal year end.
8. To assist the Director with any staff claims regarding the benefit package including R.R.S.P's. To inform the Director of any suspicious claims put through by staff or problems from the insurance companies.
9. To complete monthly direct withdrawal fee payment files 3 to 4 days before the 2nd of each month. Seek guidance from the Director when needed.
10. Prepare all invoices pertaining to Fee Billing. (I.e. Late fees, Monthly fees etc.)
11. To set up payment plans with families who are having difficulties with on time payments. Keeping the Director informed of payment plan families.
12. To complete semimonthly direct deposit payment files for all paid employees of WITDA 3 to 4 days before the end of the pay period. Seek guidance from the Director when needed.
13. To prepare, administer and keep all records regarding to T4 slips. The Director will assist you if questions arise with this issue.
14. At fiscal year-end to file away past year's invoices, payroll and other correspondences that are required. To complete all fiscal year end financial accounts and reports in preparation for yearly audit. To provide and complete a financial binder with all records requested by the auditor. To assist auditor in ensuring all financial information is complete and correct. To meet with auditor when requested regarding financial records and provide auditor with additional information if required.
15. To prepare yearly tax receipts for all parents of the membership. To have receipts ready for signing at least two weeks before the end of February of each year.
16. To prepare yearly charitable tax receipt list of all donation and report it to the Director so Receipts can be issued.
17. To maintain the Centre accounting system and report any new updates and or issues with the system as soon as it happens. The Director will assist will all issues regarding the accounting system.

18. To maintain confidentiality of all information and records relating to staff, children and parents regarding payroll, fees and all other correspondences.

Clerical Duties

1. To check over all financial statements that come from the Subsidy office to ensure the money received is correct. Any discrepancies that arise speak with the Supervisor for clarification or questions. Keep Director informed of any financial issues.
2. To help the Director, and or Supervisor with any correspondences, parent tours and other requests that may arise during the day that need handling.
3. To check the Supervisor Subsidy monthly attendance before it is submitted as a double check. The Director will complete this in the absence of the Financial Manager.
4. To take staff meeting minutes and distribute to staff at least one week after the current meeting occurred. The Supervisor will take minutes in your absence.
5. To answer the telephone and direct calls accordingly. Handle as many calls as you can whenever possible. To take messages and pass along when necessary.
6. To do all own filing and help keep a neat, organized and up to date filing system. To inform the Supervisor of any office items that need to be ordered.

Communication and Promote the Centre

1. To communicate with staff in a friendly manner. To help staff with finding correspondence and or other reasonable requests.
2. Try to keep all staff happy in the work place to the best of her/his ability by using the guidelines set out in all job descriptions and staff handbook while incorporating common sense.
3. To provide open communication and information for all parents. To provide a supportive, warm and positive environment for all children, parents, staff, students and volunteers.
4. To communicate positively and effectively with parents, children, staff and perspective parents at all times when working in the Centre.
5. To keep the confidential rights of the employees, parents and children during any conversations or written situations with the Supervisor and/or Director.
6. To represent the Centre at all times in a professional manner inside and outside the Centre.

Other Responsibilities:

1. To assist and be a resource for the Supervisor when the Director is off premise.
2. Work in classrooms to cover ratios in the morning and/or whenever requested by the Supervisor or Director.
3. To attend a minimum of 8 hours of professional development per year above and beyond the required first aid and CPR training. To act as a good role model for staff regarding Professional development. To be trained and keep updated Safe Food Handling certificate.
- 4.
5. To keep track of all toiletries items, restock floor's storage areas when required and order when necessary. Check items when they arrive to make sure no mistakes. To put away items when they arrive or within a day or two of arriving. This task of putting items away and or restocking may be delegated if and when help is available.

6. Ordering all supplies for kitchen, paper supplies when needs to be approved by the Director when over the normal monthly costs.
7. To read the Policy and Producer Manual and any other supporting documentation that is required on an annual basis. Books will be located in the staff room and offices and should be used as a reference whenever staff have a question or need assistance on policy and procedures
8. To follow and comply with any new policy and procedures that are set by the Director or Board of Directors that come up through the months and years to come
9. Anything that is requested by the Director that is within reason not listed in this Job Description. Director and or Supervisor will assist if necessary.

Kitchen Duties

1. Over see the kitchen staff with any issues that arise. Report any necessary changes or troubles to the Director. Give feedback to the Director on the Cooks yearly review for goal setting.
2. Help train a new cook or support staff when necessary. Help to support and guide the cook when necessary.
3. To work with the cook on menu planning or changes. To review menus to ensure compliance with the Canada Food Guide and the Health Unit on an annual basis.
4. When necessary help in the kitchen when cook is ill or when needed or requested by the Director.
5. Order all the kitchen food and supplies on a monthly basis or when needed. Keeping aware of the kitchen food and supply budget and report any issues with the Director.
6. Help the cook to comply with all Health Department requirements and inform the Director of any issues.

Health and Safety

1. Promote a happy, safe and healthy supervised environment for every child. To contact the parents if a child is ill or other concerns arise. Keep the Director aware of all major and important illness.
2. To follow all health practices within the Centre to ensure the staff and children are healthy.
3. To be aware of the overall appearance of the child care Centre and take responsibility and action as necessary to rectify any hazardous situations (e.g., remove unsafe equipment, shovel walkways, sweep or wash unsafe areas etc.)
4. You will help to ensure staff comply with WITDA's policies, procedures and practices related to health and safety of children, staff, parents, students and guest of WITDA and the Centre in general.
5. Provide first aid treatment as necessary for injured children and adults.
6. To follow the policies and procedures regarding Harassment and Violence to promote a safe workplace. Any grievance needs to be reported to the Director immediately. Looking out for co-workers safety is important and everyone's responsibility.
7. To follow any Health and Safety regulations and policies that the Director enforces for your or others safety. To complete any training that is needed to stay current with the act. Staff may have to be part of a Health and Safety committee.

8. To read the Policy and Procedure Manual and any other supporting documentation that is required on an annual basis. These books will be located in the staff room, and offices and should be used as a reference whenever staff have a question or need assistance on policy and procedures.
9. Anything that is requested of the Director or Supervisor that is within reason of WITDA that is not listed in this Job Description. Director or Supervisor will be available to assist with any above duties if necessary.
10. To help with any clean (sweeping, light moping and dusting when necessary) that needs to be completed during the core hours of the Centre.

I have read the above pages of duties and responsibilities outlined in the Job Description. I acknowledge and will follow these requests. If at any time I need clarification, I will seek guidance from the Director. I understand and comply with this Job Description.

DATE

SIGNATURE OF FINANCIAL MANAGER

DATE

SIGNATURE OF DIRECTOR



Waterloo Infant Toddler Daycare Association
368 Erb Street West, Waterloo, Ontario N2L 1W6
(519) 746-7510

Date:

Name:

Address:

Postal Code:

SAMPLE CONTRACT

Dear: Name

On behalf of Waterloo Infant Toddler Daycare Association, I am pleased to extend a contract offer of employment as a Educator. Your start date and the contract will go to . This position is a full time Monday to Friday were you will work an 8 hour day some were between 7:30 to 5:30 each day. Each room shifts are based on the enrolment of the children at that present time and can change with little notice.

OR

On behalf of Waterloo Infant Toddler Daycare Association, I am pleased to extend a contract offer of employment as an Educator. Your start date is and the contract will go to . This position is a full time 4 day a week position where you will work a 10 hour day from 7:30 to 5:30 each day.

Specifics of our offer include:

- 1) Your salary \$ per year including all grants set by the Region of Waterloo. Our pay is semi-monthly and we are paid in arrears by one pay period.
- 2) Your position reports to Bonnie Aultman RECE, Director.
- 3) You will receive two weeks paid vacations. Two can be taken anytime during the fiscal year. You will also receive paid time off between Christmas and New Year's. See policy and procedure for more detail. Holidays will be calculated at .833 days per month until the new fiscal year.
- 4) You will be granted 10 paid personal days per fiscal year. Personal days will be calculated at .8333 days per month until the new fiscal year.
- 5) You are entitled to all health and dental benefits. They are 50/50 with the staff member and employer for the premiums. Benefits will begin in 3 months from start date.
- 6) You are expected to adhere to everything outlined in the Job description that is attached and follow all that is outlined in the Policy and Procedure manual. Policy and procedure manual must be read once each year and signed off on.
- 7) You are expected to attend monthly staff meetings and participate in activities involving staff, children and parents when required. Compensation for these are incorporated in your salary.
- 8) During the first 90 days, the employer may terminate the employment immediately. After 90 days, the employment may be terminated at any time by either party upon the provision of two weeks' notice.
- 9) Employment is contingent on continuing good job performance as determined by the Director, and adherence to the policies and procedures of Waterloo Infant Toddler Daycare Association.
- 10) Depending upon enrollment at any time you may be laid off or hours cut due to low enrollment for a few weeks or up to couple of months. If this happens you will be the number 1 supply called in at your salary rate. When enrollment increases you will be brought back to regular hours.

This offer is conditional upon the following:

- (a) Your acceptance of the terms and conditions of employment as outlined in this letter.
- (b) You agree to read and sign the Centre's Policies and Procedures Manual and RECE's Job Description. A copy of this book will be made available to you at the centre. Reading and Signing of both these documents must occur within the first week.
- (c) If you do not have Health and Safety training then you have one week from your start date to complete the training.
- (d) You must provide Waterloo Infant Toddler Daycare Association original copies of the following documents on or before the first day of work.
 - I. A vulnerable sector check from Waterloo Regional Police confirming your record of convictions.
 - II. A photocopy of your educational credentials.
 - III. Your Original documents stating your current immunization record.

- IV. Original College of Early Childhood Educator Card to valid a date your acceptance into the College. If and when you obtain your acceptance letter being a new grad from the College of Early Childhood Educators
- V. A valid Standard CPR and First Aid Certificate. We need to have a copy. If this happens during the contract period.
- VI. A copy of your ECERS-R Training Certificate. Not necessary for this contract but will be needed for future employment.
- VII. Show a copy of your WHIMS certificate and will need to update it when required by the Centre.
- VIII. Show a copy of your Health and Safely training certificate.

I am confident that your employment with Waterloo Infant Toddler Daycare Association will be a challenging and a rewarding experience.

Sincerely,

Bonnie Aultman RECE
Director
Waterloo Infant Toddler Daycare Association

I understand, and agree to the terms and conditions of the employment contract as outlined above.

Signature of Contract Employee

Date

Signature of Director

Date