

Lead Childcare Provider

GENERAL DESCRIPTION OF POSITION:

The major duties of the Lead Childcare Provider are to:

- Check room for safety and put out appropriate toys and equipment.
- Welcome parents and children as they arrive. Help with separation issues.
- Provide tender, loving care to babies and toddlers, and preschoolers (reading stories, singing, simple games or crafts, when appropriate)
- Make sure that an adult – either the child's parent or another nursery/childcare provider, accompanies any child leaving the room.
- Be aware of special needs or restrictions of individual children.
- Make sure the room is left clean. Wash table and toys as needed.
- Provide direction to the assistant Childcare provider.
- Communicate with the DRE regarding supply needs or issues of concern.
- Notify the DRE as far in advance as possible if you will be absent. If sick on a Sunday morning, please call DRE between 8-8:30 a.m.