Trinity Presbyterian Church
LeadChild Care Provider

Hire Date:
Hourly Rate: $13.00

Minimum Qualifications
1. Must be at least 18 years of age
2. Have a high school diploma or equivalent
3. Pass a background check through the DPS

Expectations
1. Complete orientation of TPC policies and procedures for nurseries and Child and Youth Protections Policy and Procedures
2. Follow TPC policies and procedures under the supervision of the Director of Christian Education
3. Provide copy of driver's license/ID
4. Be able to work on Sundays from 8:45 a.m. to 12:30 p.m.
5. Prompt arrival no later than 8:45 a.m.
6. Be able to care for infants and toddlers as their needs dictate
7. Ensure that no child is abused, neglected, or exploited while in the care of TPC
8. Ability to lift at least 35 pounds

Job Description
1. Provide care, supervision, and instruction (if applicable)of children
2. Work with assistant care provider (if applicable)
3. Toddler Nursery: Present lesson and color sheet every Sunday
4. Communicate with parents about children as needed through verbal or written means
5. Change diapers and/or help with restroom needs
6. Clean classroom as necessary
7. Help with other reasonable duties as assigned

*If no children to supervise after beginning of second church service, you may sign out early. This should be decided no earlier than 11:30. Assistant care provider should be first to go unless other mutually agreed upon arrangements have been made between care providers.

**Dress code – Dress casually and comfortably for playing with children, but always look presentable. Acceptable: Plain t-shirts or other blouses (no graphic t's unless Christian faith oriented; nothing low cut), dressy tank tops that aren't spaghetti strap (no t-shirt or spandex material), dresses, skirts, or shorts no more than a couple of inches above knee, jeans or pants without holes/tatters (leggings must be paired with a shirt that fully covers bottom). Larger arm, back, or leg tattoos should be covered; small wrist or ankle tattoos acceptable. Please meet with Director if unsure.

_____
Employee name printed

_____ _____
Employee signature   Date

_____ _____
Director signature   Date

Trinity Presbyterian Church
AssistantChild Care Provider

Hire Date:
Hourly Rate:

Minimum Qualifications
1. Must be at least 18 years of age
2. Have a high school diploma or equivalent
3. Pass a background check through the DPS

Expectations
1. Complete orientation of TPC policies and procedures for nurseries
2. Follow TPC policies and procedures under the supervision of the Director of Christian Education
3. Provide copy of driver's license/ID and Social Security card
4. Be able to work on Sundays from 8:45 a.m. to 12:30 p.m.
5. Prompt arrival no later than 8:45 a.m.
6. Be able to care for infants and toddlers as their needs dictate
7. Ensure that no child is abused, neglected, or exploited while in the care of TPC
8. Ability to lift at least 35 pounds

Job Description
1. Provide care, supervision, and instruction (if applicable)of children
2. Work with lead care provider
3. Toddlers: Present lesson and color sheet every Sunday (if lead care provider absent)
4. Communicate with parents about children as needed through verbal or written means
5. Change diapers and/or help with restroom needs
6. Clean classroom as necessary
7. Help with other reasonable duties as assigned

*If no children to supervise after beginning of second church service, you may sign out early. This should be decided no earlier than 11:30. Assistant care provider should be first to go unless other mutually agreed upon arrangements have been made between care providers.
**Dress code – Dress casually and comfortably for playing with children, but always look presentable. Acceptable: Plain t-shirts or other blouses (no graphic t's unless church/faith oriented; small logos fine; nothing low cut),tank tops that aren't spaghetti strap, shorts or skirts at least mid-thigh, jeans or pants without excessive amounts of holes/tatters.

_____
Employee name printed

_____ _____
Employee signature   Date

_____ _____
Director signature   Date