

Paid Nursery Worker's Agreement

Nursery Worker's Purpose:

- To protect and keep each child safe
- To help children grow in their relationship with God and their classmates
- To reflect and demonstrate the love of God to each child
- To participate as a team with the other nursery workers in ministering to the children
- To encourage a positive learning environment within your class
- To display a responsible and caring attitude to parents as a representative of LakeShore

By signing the 2nd page of this form, you are saying you understand and agree to do all the following responsibilities as a Paid Nursery Worker.

Paid Nursery Worker's Responsibilities:

1. Arrive 30 minutes before service time.
2. Put your cell phone on silent and put it away. By signing this form, you are saying you have read the Nursery Cell Phone Policy and agree to NOT use your cell phone for personal use while working in the Nursery. In addition, you are also saying you understand the consequences if you choose to use your cell phone while working which can lead to termination of employment.
3. If you are unable to work due to sickness, scheduling conflict, vacation, etc., you must find someone else to take your place and notify the Nursery Director.
4. You must notify the Nursery Director anytime you are NOT able to work. Failure to notify the Nursery Director prior to your absence will put you on probation for three months. If absent again without notification during the probation period, you will automatically be suspended from working until the three month probation period ends. At the end of the probation period, you will meet with the Nursery Director to determine if employment can be reinstated.
5. Clock in and out using your Employee Number. Do not share your Employee Number with anyone. Only you can clock yourself in and out. Do not ask anyone else to do it for you.
6. Set up room and be ready 15 minutes prior to service time to receive children
7. Be in charge of the class and keep it on schedule
 - Welcome children
 - Know the Bible Lesson for the day and lead children in opening activities and crafts – reinforcing the Bible Lesson in all activities
 - Snack time and Play time
 - Interact positively with parents and other volunteers in the room
 - Be aware and make sure specific needs are attended to; runny noses, dirty diapers, missing shoes and socks, misplaced cups and pacifiers. Label items as necessary.
8. Clean up room:
 - Replace anything used (wet-wipes, tissues, paper towels, etc).
 - Remove trash from the room and place it in the hall. Replace new bag.
 - Wipe off tables and any other hard surfaces with disinfectant spray.

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- Clean toys with disinfectant spray. Dry them and put them away in their appropriate tubby or shelf.
- Vacuum the room.
- Turn DVD/VCR player off.
- Turn lights off when you leave.
- Alert the Nursery Director to any items that need repair or may be dangerous

I have read and understand my responsibilities as a paid Nursery Worker. By signing below, I agree to and will do all the responsibilities listed above to the best of my abilities.

Signature

Date

Parent's Signature Required for 14-17 yr old employees

Date