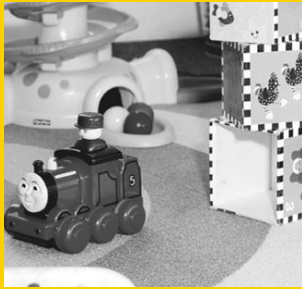# CRÈCHE LEADER/CARER – 4PM

ON MISSION TOGETHER

JOB DESCRIPTION

Purpose: to care for our crèche-aged children, in a way that shows Jesus' love, helps new families feel at home, and helps adults to learn

Tasks + Timing:

SETUP

- **Arrive early:** 3.40pm
- **Safe + Clean:** ensure the crèche space is ready to go

CHECK-IN STARTS AT 3.50 PM   (School holidays: at 4.10PM)

- **Ensure two leaders are ready** (or ask a parent to wait)
- **Welcome:** any new parents + ask to fill out the registration form
- **Sign-in:** for all parents
- **Transition:** help transition children from their parents by suggesting an activity (eg, toys, games, books, singing)
- **Timetable:** after settling in, try a story/singing time, then snack time around 4.30pm (absolutely no sharing of food), then play time
- **Ideas:** cook dinner in the kitchen, towers, dolls, puzzle, train track

RESPOND TO NEEDS

- **Crying for more than 5 minutes:** SMS parents or take them back
- **Nappy change:** contact the parent (this is not your responsibility)
- **First aid:** contact parent; first aid kit on church back wall + hall kitchen

AFTER

- **Sign out:** ensure parents sign out their children
- **Wipe down:** any toys that have been sucked/chewed
- **Pack away:** all toys and especially any choking hazards
- **Improvements:** please pass on suggestions to the coordinator

Roster created by: Office Administrator
Reports to: 4pm Crèche Coordinator [Nancy Yong]

ST LUKES
ANGLICAN CHURCH
— CLOVELLY —

SONG IDEAS

Songs with actions:
- Incy, wincy spider
- Twinkle, twinkle little star
- Baa, baa black sheep
- 3 blind mice
- I'm a little teapot
- Little Rabbit in the Woods
- Heads, shoulders, knees and toes
- When all the cows are sleeping (up jumped the scarecrow)
- Miss Polly had a dolly who was sick, sick, sick.
- Ring, ring a rosie
- Row, row, row your boat
- Humpty Dumpty
- Open, shut them
- Hokey Pokey

Christian songs with actions:
- 10, 9, 8 God is great (Colin Buchanan)
- Who's the King of the Jungle? (Colin Buchanan)
- Jesus is the Boss (Emu Music)
- Jesus is the Mighty, Mighty King (Colin Buchanan)
- If I were a butterfly
- Jesus loves me