

Happy Learner Daycare Centre – Educator Duty List

Centre Name: Happy Learner Daycare Centre

Address: 3478 Trumpeter Street, Colwood, BC

License Type: Group Child Care (Ages 0-3)

Educator Responsibilities and Duties

1. Child Supervision and Safety

- Ensure constant supervision of children to maintain a safe and secure environment.
- Follow all health, safety, and emergency procedures in accordance with licensing regulations.
- Conduct daily health checks and monitor children for signs of illness or injury, reporting concerns to the Director.
- Maintain accurate attendance records and conduct headcounts regularly.
- Ensure safe and appropriate use of toys, equipment, and learning materials.

2. Program Planning and Implementation

- Develop and implement age-appropriate, play-based activities that support children's physical, social, emotional, and cognitive development.
- Incorporate Montessori and Reggio Emilia-inspired teaching approaches to foster independent learning and creativity.
- Adapt curriculum to meet individual needs, ensuring an inclusive environment for all children, including those with additional support needs.
- Facilitate structured and unstructured learning experiences, including music, movement, nature exploration, and life skills activities.

3. Communication and Collaboration

- Maintain open, respectful, and professional communication with parents, caregivers, and colleagues.
- Provide daily updates to parents regarding their child's well-being, activities, and developmental progress.
- Participate in team meetings and collaborate with colleagues to ensure consistency in care and education.

- Work in partnership with community service providers, including early intervention specialists, as needed.

4. Health, Hygiene, and Nutrition

- Support children with personal hygiene routines, including diapering, potty training, and handwashing.
- Prepare and serve healthy snacks and meals, ensuring compliance with food safety guidelines.
- Promote self-care skills by encouraging children to participate in mealtime routines and clean-up.
- Maintain a clean and organized classroom environment, following sanitation protocols for toys and equipment.

5. Positive Behavior Guidance

- Use positive behavior guidance techniques, including the "No 'No'" approach, to support emotional regulation and problem-solving skills.
- Foster a nurturing and respectful environment that promotes children's self-confidence and independence.
- Help children develop social-emotional skills such as empathy, cooperation, and mindfulness.

6. Professionalism and Continuous Learning

- Adhere to all licensing regulations, policies, and procedures set by the childcare licensing authority.
- Complete required documentation, including incident reports, medication administration logs, and developmental observations.
- Engage in ongoing professional development through training, workshops, and staff development sessions.
- Demonstrate ethical conduct and uphold the values of Happy Learner Daycare Centre.

7. Emergency Preparedness

- Be familiar with and follow the centre's emergency and evacuation procedures.

- Participate in regular emergency drills and ensure children understand safety routines.
- Administer first aid when necessary and document all incidents according to regulatory requirements.

By fulfilling these duties, educators at Happy Learner Daycare Centre play a vital role in creating a safe, nurturing, and enriching environment where children can thrive.

happylearnerdaycare@gmail.com

3478 Trumpeter Street, Colwood, BC

Job Type: Full-time

Pay: \$27.00-\$31.00 per hour

Additional pay: Bonus pay every year