



56 Isa Court, Vaughan, Ontario, L4L 1J4

(905) 265-7458

Email: admin@funontheruncentre.com

Website: www.funontheruncentre.com

Registered Early Childhood Assistant

Hours: 7:00-9:00 AM

___ -6:00 PM

**Afternoon start time will vary on school location*

Qualifications

As a Fun on the Run staff member, you will need to provide the following documents:

- **An up-to-date immunization record, including a 2 Step Tuberculosis (TB) test**
- **A clear and detailed medical record**
- **A copy of completion of the Worker Health and Safety awareness online certification**
- **A current Police Background Check with Vulnerable Sector Screening (Within 6 months)**
- **A valid First Aid Certificate and current Infant/Child CPR Certificate**



Responsibilities

As a Fun on the Run staff member, your duties include but are not limited to:

- **Providing daily care for children on a split-shift basis**
- **Understanding all legislation and standards, including The Child Care and Early Years Act and the 'How Does Learning Happen?'**
- **Overseeing the day to day delivery of the before and after school program, alongside the early childhood educator**
- **Maintaining the work environment in a clean and organized manner**
- **Implementing a program that encompasses child-directed and open-ended learning opportunities**
- **Preparing and serving a daily breakfast and snack, ensuring 2 food groups are being served**
- **Maintaining daily records of children's attendance, injuries and activities, as well as documenting in the communication log throughout the morning and afternoon program**
- **Organizing and replenishing classroom materials**
- **Developing a weekly program plan alongside the early childhood educator, that meets the physical, intellectual, cognitive and emotional needs of each child in the class. This program must be based on interests/skills of the children. The program plan must be linked to the early learning document, "How Does Learning Happen", signed by the supervisor and posted where it is visible to the parents/families/staff.**
- **Following Fun on the Run's program statement, along with all the policies and procedures that are set in place**
- **Maintaining all personal information related to Fun on the Run, families and children, ensuring they remain confidential at all times**
- **Following and abiding by all policies and procedures set forth under the Early Years and Child Care Act**
- **Reporting to the supervisor if you have any concerns about a child, family or any situation**

- **Treating all children, families, caregivers, staff members, and all members of the school community with dignity and respect**
- **Remembering that the needs of the children always come first**
- **Supervising each child in the room at all times, ensuring safety and awareness**
- **Ensuring that you can account for the children in your care at all times. You must always know the exact number of children to ensure complete safety**
- **Working co-operatively with other staff members at Fun on the Run. The concept of teamwork must be integrated on a daily basis.**
- **Attending all Fun on the Run staff meetings**
- **Working professionally in all areas of responsibility**
- **Keeping the classroom tidy and clean on a daily basis. It is crucial to report to the supervisor if there are any safety concerns in the classroom or outside**
- **Honoring your duty to report to Children's Aid Society (C.A.S.) if you suspect and/or witness child abuse**
- **Establishing positive daily communication with the parents/caregivers, as well as greeting each child when they arrive and when they leave the program**

ALWAYS REMEMBER TO HAVE FUN & ENJOY THE CHILDREN!!



P.A. DAYS & CAMP PROGRAMS

As a Fun on the Run staff member:

- You will be required to work a full day shift on camp days or P.A. days, unless booked off 3 months in advance with Natalie Commisso via email at natalie@funontheruncentre.com

HOLIDAYS

As a Fun on the Run staff member:

- If you would like to book off holiday time, 3 months advance notice is needed and must be documented on Fun on the Run's Holiday Request Form and later submitted to the area supervisor for approval from Natalie Commisso.
- Please note that a holiday black-out period is now in effect, which states that no Fun on the Run staff member may book off holiday time for the months of:
 - December
 - April
 - June

With that being said, please do not schedule a holiday until your Fun on the Run Request Form has been signed by Natalie Commisso and returned to you.

PROFESSIONAL DEVELOPMENT

As a Fun on the Run staff member:

- You must register with Fun on the Run for a minimum of 3 non-paid staff development courses offered by Fun on the Run. (September – June)

PERSONAL

As a Fun on the Run staff member:

- You are responsible for acting in a professional manner
- You are responsible for being well groomed and abiding by the dress code: Black pants or jeans and a Fun on the Run staff shirt, closed shoes/runners (*Sandals or flip flops are not permitted*)
- You are responsible for your name tag being worn at all times
- You are allotted 2 paid sick days, in which only your split-shift hours will be counted – Not your officer hours
- You are responsible for providing at least two weeks written notice of resignation