

## **Terms of Responsibilities for Creche Caregiver**

### **1. Overall, Job Description**

The Creche Caregiver is responsible for the safety, well-being, hygiene, and supervision of babies and toddlers (aged 4 months to 3 years). The caregiver shall maintain a clean, nurturing, and secure environment and report any issues to the Administrative Officer.

### **2. Specific Roles and Responsibilities**

#### **A. Child Care and Safety**

- Always provide attentive supervision to ensure the safety, health, and comfort of all children.
- Handle children gently, following their individual feeding, changing, and resting schedules as advised by parents.
- Ensure no unauthorized use of electrical sockets or appliances within the creche, and keep all sockets properly covered to prevent hazards.
- Immediately report any accidents, illnesses, or unusual behaviour to the parents and the Administrative Officer.
- Engage children in age-appropriate activities throughout the day, with zero screen time.
- Treat all children with equal care and attention.

#### **B. Hygiene and Cleanliness**

- Maintain a clean, hygienic, and organized environment in the creche always.
- Regularly sanitize toys, bedding, and play areas to protect children from infections.
- Ensure proper disposal of waste materials such as diapers, tissues, and food waste in designated bins.

#### **C. Environment and Room Maintenance**

- Ensure that any pasting of articles, charts, or artwork on the walls is done only using good-quality tape to prevent scratches, marks, or falling hazards.

- Maintain proper arrangement of furniture, mats, and play items to allow free and safe movement for children.
- Ensure windows, doors, and other fixtures are secured and pose no risk to children.

#### **D. Discipline and Conduct**

- The caregiver shall not entertain any guests, visitors, or outsiders inside the creche, except for parents of enrolled children.
- Maintain strict confidentiality and professionalism when dealing with children and parents.
- Always follow RMF's instructions and policies, seeking clarification from the Administrative Officer when required.

#### **E. Communication and Reporting**

- Maintain a daily log of important notes (feeding times, sleep, health observations) for each child, to be shared with the parents.
- Immediately notify the Administrative Officer in case of any operational or safety-related concerns.
- Cooperate with RMF staff and parents to ensure smooth functioning of the creche.

### **3. Accountability**

The Creche Caregiver shall be accountable to the Administrative Officer and must comply with RMF's standards of professionalism, safety, and care. Any negligence, misconduct, or violation of these responsibilities may result in disciplinary action.

### **4. Qualifications**

The caregiver must have relevant childcare training or certification, with preference given to those with prior experience. Proof of qualifications shall be maintained for verification by RMF.