



Kidz-R-Brite Preschool/Daycare At The Farm
5120 Christie Road, Ladysmith, B.C. V9G 1J2
Tel: 250-245-2189 kidzrbrite.com

March 13, 2018

To Whom It May Concern:

Subject: Childcare Practitioner, ECE (full-time summer/30 hrs per week in September).

As per attached Job Description we are looking for someone with their Early Childhood Education Certificate or their Early Childhood Education Assistant Certificate. We will train a person who has their Responsible Adult recognition to get their Early Childhood Education Assistant Certificate.

We are looking for someone who loves to work with children but also enjoys working in a team environment. The preschool/daycare is located in Ladysmith on a Farm environment; a tranquil and peaceful setting to work in. We encourage our staff to bring forth their abilities and unique talents to the program and we respect each an everyone's participation to help with providing a place where all children's needs are met.

I hope that you may consider meeting with me to discuss this wonderful opportunity to work with a positive and respectful team. You will also find more information on our mission statement and pictures of our schools at kidzrbrite.com. I look forward to hearing from you and have a truly wonderful day.

Yours Respectfully,

Miss Cindy Desrochers, ECE/Owner
Kidz-R-Brite At The Farm/Kidz-R-Brite On Stillin



**Kidz-R-Brite Family Childcare Ltd.
Childcare Practitioner, ECE
Job Description**

Reports to: Owner

Salary: \$17.00 will increase due to performance

Benefits: As outlined in the British Columbia Employment Standards Act
Pacific Blue Cross – starting in October 2016

Brief Summary of Job Responsibilities:

- Ensure that children assigned to care are supervised at all times. Treat each child with dignity, respect, and culturally sensitive.
- Communicate daily with family members regarding their child's daily needs and circumstances (and Manager must approve first). Treat child and family information confidentially.
- Assist with planning and implementing a daily program of childcare activities that meet the developmental needs of individual children ages 2 ½ years to 5 years; with concern for their interests, challenges, special talents and individual personality and learning styles.
- Implement and participate in the daily circle time program.
- Support the behaviour of children with positive guidance and set clear and consistent limits appropriate to their stage of development.
- Assist in the planning and preparing of the childcare environment; setting up interest centers, and preparing needed materials and supplies.
- Assist in maintaining the ordered arrangement and cleanliness of the childcare room. Perform general housekeeping tasks.
- Follow center procedures for health and safety of children in care; procedures for snacks times; procedures for responding to emergencies; procedures related to suspected child abuse and neglect; and procedures for handling children who are ill.
- Use appropriate guidance and conflict resolution techniques consistent with developmental needs of each child.
- Assist in preparing the snack/lunch, and supervising indoor and outdoor play.
- Conduct daily checks of the indoor and outdoor environment to provide for the health and safety of children in care.
- Participate in staff meetings and meetings with other professionals.
- Perform other duties as assigned by the Site Manager.
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Qualifications:

- Must be nineteen of age or older.
- ECE certificate and above.
- High school Diploma or GED.
- Be responsible, friendly, energetic and reliable.
- Have knowledge of child development as evidenced by education, experience, And/or on the job performance.
- Minimum of two years of experience working with children.
- Have a valid B.C. driver's License
- Clear criminal check.
- Valid Emergency First Aid – Childcare.
- Must be healthy and fit (medical).