

- e. Supervise and assist children during snack time; open containers, clean up spills, and cleaning up afterward
 - f. Build children's self esteem
 - g. Comfort children
 - h. Establish routines and provide positive guidance
 - i. Implement positive discipline when required
 - j. Clearly and effectively communicate in a manner that children understand
 - k. Observe children and make note of progress
7. Maintain accurate reports of business records required for program implementation
- a. Maintain attendance records
 - b. Provide payment receipts to parents
 - c. Maintain log of payments received
 - d. Provide log of payments received and matching deposit record to Director.

Terms of employment when school is in session and institute days
5 hours / day – \$10.79 starting salary