

# Regional Shelter Job Action Sheet

## Operations: Regional Shelter Childcare Assistance

2012

### Job Description

Assist parents in providing age appropriate child care services in the regional shelter

Help ensure parents are able to provide their children with a safe environment while in the shelter

### Reports to

Shelter Dormitory Team Leader

### Contact Information

### Supervises

Childcare Assistance Unit Staff

### Partner Agencies

Local Schools

Local Day Care

Local Faith Community

### Contact Information

### Forms, Protocols, and Other Resources

	Item	Description/Notes	Quantity/Location
<input type="checkbox"/>	Regional Shelter Hierarchy Chart		
<input type="checkbox"/>	Job Action Sheet (JAS)		
<input type="checkbox"/>	Childcare Registration (FORM)		
<input type="checkbox"/>	Activity Log (FORM)		
<input type="checkbox"/>	Minimum Childcare Equipment Recommendations	Simple toys, cards, TV	Selection
<input type="checkbox"/>	Other Equipment	Playpens, cribs, tables, chairs, paper/markers, games, toys, craft materials, paper towels, Nerf balls,	5 playpens, 2 tables, 10 chairs,

### Initial Planning Actions

- Plan for a regional shelter childcare assistance operation with the Regional Dormitory Team Leader
- Contact Partner Agencies to assist with Operations
- Determine Staffing and Supply needs, complete Resource Request Form (ICS 308) and send to Logistics
- Review childcare policies and procedures:**
  - Staff should provide safe, pleasant, age appropriate resources for parents to run a child friendly activities area.
  - When children are present in the childcare area, at least two adults are to be present at all times. No child should be left alone in the childcare area with one adult who is not their parent, guardian or caregiver.
  - A child should never be alone in the shelter. They must be accompanied to all parts of the regional shelter.
  - The children area should be free from significant physical hazards and/or structural barriers.
  - The environment should be secure and separated from other parts of the regional shelter.
  - The area should be close to restrooms.
  - All staff members must be at least 18 years of age. Supervisors should be at least 21 years of age.

# Regional Shelter Job Action Sheet

## Operations: Regional Shelter Childcare Assistance

2012

### Procedures for sign in and sign out:

- Parents/guardians must sign child in and out, on Childcare Registration Form (FORM)
- When placing their child or children in this area parents, guardians or caregivers are required to stay on-site or designate a responsible adult child care proxy to be responsible for their child who is on-site at all times.
- Children can only be released to the parent, guardian, caregiver or designee listed on the registration form.
- The parents, guardians or caregivers are responsible for identifying any special needs for the child/children (food allergies, behavioral issues, medications, etc.)

### Initial Response

- Set-up Childcare Assistance Area
- Confirm Set-up with Dormitory Team Leader
- Appoint Staff (Volunteers) as needed
- Hold Initial Staff Briefing and distribute Activity Logs, Resource Request Forms and Childcare Rules
- Confirm Staffing and Resource Requests with Logistics

### Daily Shelter Operations

- Determine staffing schedule with Planning Manager and Dormitory Team Leader
- Monitor Staff for "burn-out" and inappropriate behavior. Report concerns to Supervisor and Medical Unit
- Hold shift change briefings with Staff and collect Activity Logs:
  - Situational updates
  - Collect/Distribute Forms: JAS; Activity Logs; Medical Logs; Client Count; Expense Sheets, Inspections, etc.
  - Emphasize the importance of documenting everything, especially injuries and complaints
  - Sign in/out Staff
  - Discuss needs or concerns for the next shift
  - Create update for the Supervisor/IC
- Recruit parents to lead/provide childcare activities
- Oversee Childcare Assistance Areas (Note: parents are responsible for the children at all times.)
- Oversight of child sign-in and sign-out in Childcare Assistance Area
- Monitor for child safety and security
- Assist parents with maintaining order in the Childcare Assistance Area

### Shelter Closing

- Coordinate with Dormitory Team Leader on shelter closing
- Hold shelter closing briefing with Childcare Staff
- Assist with transition of Shelter clients to their new normal as needed
- Assist with clean up and equipment return
  - Refresh (Clean and sanitize facility and equipment)
  - Repair (if practical)
  - Restore (if able, otherwise replace)
  - Return (borrowed equipment)
  - Replace
  - Remove (trash and broken equipment)
- Turn in all logs to Supervisor
- Participate in the After Action Report process, including identification of areas for improvement