

Rivergate Aftercare Program

(RAP)

Job description

Early Care Teacher- Opener Qualified

Rivergate Aftercare Program is a service offered to our working parents. Our staff is committed to providing a safe and friendly environment to all students. Our hours are- Morning: 7:00-8:30 a.m. and Afternoon 3:30-5:30 p.m.

Below is a description for Rivergate's Before and After school care program. The general responsibilities are:

- Sign in all students as they arrive from 7:00-8:15
- Care for students in early care until 8:15 or when teachers pick them up from the gym.
- Ensure students are following good safety practices for the school setting.
- Write up any major discipline problems or concerns and notify your director.
- Keep Early/ Aftercare room and any other area use by Early/Aftercare clean and orderly.
- Fill out an injury report and notify parents if a child is injured during Aftercare.

General Duties each day:

- Be on Duty 5-10 min early each shift. (Call Director April Burville as soon as possible if you are having problems covering your shift.)
- Student to teacher Ratio is 15:1 for school age students, if there are ANY Preschoolers the ratio has to be 10:1 per state requirements.