

# HOLY SPIRIT CHILD CARE – ADULT APPLICATION

**Please Print**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Why do you want this job with the Child Care Ministry of Holy Spirit Parish?

---

---

---

---

Circle days available to work: Sun Mass Mon Tues Wed Thurs Fri Sat

Please note Sunday is 10:30 mass and the weekdays are evening.

COMMENTS \_\_\_\_\_

---

Training /experience you have that applies to the position in working with children:

---

---

---

Emergency Contact Name \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

MANADATORY REQUIREMENTS UPON HIRING: BACKGROUND CHECK AND COMPLETION OF  
“PROTECTING GOD’S CHILDREN” CLASS.

I certify that this application is true and correct to the best of my knowledge and belief.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Holy Spirit Child Care Guidelines and Job Description

- Holy Spirit Parish provides child care workers for parish events and meetings. The ultimate job they will be performing will be to keep the children safe and happy while parents and guardians attend various parish functions.
- Holy Spirit will provide child care for mass, church events/meetings at the request of parish staff or other leaders. Children ages 1-3 during Sunday 10:30 mass, 1-11 yrs for parish meetings/functions.
  - (Children ages 4-5 will need to register for Preschool on Sundays)
- All workers will have the option to be paid or perform services on a volunteer basis, Adult per hour, and youth workers per hour. You must sign in on sign in sheet to be compensated.
  - Tax issues are the responsibility of the individual.
- There will be one adult in attendance at all times with at least one youth. Parents may not drop children off until the adult has arrived.
- No snacks or beverages provided; please do not bring any unless it is an extended period of time.
- No childcare will be provided for events where alcohol is served.
- No child care provided for outside organizations using Holy Spirit facilities.
- All adult workers must be trained in Protecting God's Children before they are scheduled to work. Youth Workers are to read and sign a code of conduct.
- All workers are to attend a training session provided by the coordinator before being scheduled.
- Volunteers as well as paid workers are subject to these guidelines.
- Youth workers must be at least 12 yrs old and have completed 6th grade.
- Copies of application, certificate of attendance for Protecting God's children will be kept on file with the child care coordinator.
- Workers will be scheduled 15 minutes before an activity begins. It is necessary to be in the child care room and ready to work at that time. Ending times are sometimes approximate and workers are expected to remain the child care room until all children are picked up.
- It is very important that workers follow their schedule and show up. If you need to make any changes, please contact the childcare coordinator.
- No worker shall be alone in the child care room with a child at any time except finding the parent of an upset child (preference in this case would be to call the parent to come pick up the child), taking a child to the restroom or getting help in an emergency.
- Workers are responsible for the cleanup of the child care room, with the children helping.
- Workers will NEVER leave a child of any age in the child care room alone for ANY reason.
- Workers are to interact with the children and be completely attentive to their needs. Therefore, no guests, no homework, no reading or cell phone usage is permitted.
- All workers are expected to act in a responsible, mature manner at all times. No horseplay, rough play, running, yelling, or throwing objects is allowed.
- Workers are expected to be polite and respectful towards parents, adults, peers and children.
- Please notify the coordinator immediately of any problem or concern that is encountered.

Please Initial \_\_\_\_\_