

Document # 2

HOPE FOSTER HOME – NANNIES’ DUTIES

Please read and make sure you understand Document #1, The Hope Foster Home Baby Care Policy. The policies will be explained to you before you begin working with the babies. Please ask if there is anything you don't understand.

The policies will be strictly enforced.

- 1) You will have a maximum of two babies in your care during your shift.
- 2) You will take instructions from the Director or the Assistant Director. We are here to teach, help, encourage you and answer any questions you may have.
- 3) Before you come on duty, please be sure that you are not ill and you have had adequate rest. Caring for babies can be a tiring and stressful job and you need to be physically and emotionally ready for the task.
- 4) Please use hand sanitizer provided before you enter the Home.
- 5) Please arrive on time for your shift to receive information about your babies from the previous caregiver during the take-over time. Tardiness and absenteeism without good cause will not be tolerated.
- 6) Please let your supervisor know **immediately** if the baby shows any signs of illness, unusual fussiness or poor feeding.
- 7) Please adhere to the strict rules of hygiene and baby care that you have been taught. Frequent hand washing is essential for both your health and that of the babies. Wash your hands before and after you change or feed the babies. If you are not sure what to do, please ask.
- 8) If you are having trouble with a particularly fussy baby and you find yourself getting tired and angry with the baby, please let your superiors know. They will help you.
- 9) Try to always maintain a peaceful and happy environment for the babies. **Speak softly at all times.** Babies are easily upset by loud noises. If your baby is screaming and won't settle, take her to another part of the building or outside to settle her without upsetting the others.
- 10) While you are on duty, you are expected to be awake. While your babies are awake you are expected to be caring for them or playing with them. You may bring something to read or do to keep yourself occupied while your babies are asleep.
- 11) If another caregiver is having trouble with her babies and if your own babies are happy or asleep, offer to lend a hand.
- 12) **Never leave a baby alone with no adult in the room, even for a short time**
- 13) If you have any difficulties with your co-workers which you are unable to resolve yourselves, please discuss this with your superiors. We should all try to work together for the good of the babies to give them the best possible care and any problems which arise should be dealt with quickly and amicably.
- 14) You will wear your uniforms at all times during your shift and your dress and appearance should always be clean and presentable.
- 15) Encourage your babies as they grow, to be independent. Teach them to dress themselves, use the toilet, to wash their hands etc.
- 16) Enjoy your babies.