Career Development Center
New York Early Childhood Professional Development Institute

Daycare Asistant

Enchanted Garden Holistic Daycare

Elmont, NY 11003

Assistant Teacher | Full-time, Contract | Onsite | $18.00 - $22.00 an hour

Posted on January 16, 2026

Organization Statement

At Enchanted Garden Daycare, we create a safe, nurturing, and holistic environment where children thrive without screams. Our mission is to foster a peaceful atmosphere that promotes curiosity and learning through play.

Job Description

· *The childcare assistant will work with the childcare teacher in the daily responsibilities, such as preparing and serving meals, changing diapers, writing daily reports, recording attendance, engaging in play, assisting in putting children to sleep, and creating a healthy and safe environment.*

Responsibilities

? *Supervise and control the safety of children.*

? *Prepare and organize meals and snacks for the children.*

? *Help children maintain good hygiene*

? *Change the diapers of children and toddlers (some children may be heavier than others)*

? *Organize activities or implement a curriculum that allows children to learn about the world and explore their interests. Keep records of children's progress, routines, and interests*

? *Create schedules and routines to ensure children get enough physical activity, rest, and playtime.*

? *Watch for signs of emotional problems or problems involving the child's development. If signs arise, bring potential issues to the attention of the parents or guardians.*

? *Workers are required to read and play with infants and toddlers to introduce them to basic concepts. For example, teach them how to share and take turns while playing with other children.*

? *Workers must help preschool children prepare for kindergarten. Young children learn by playing, asking questions, and experimenting. Games and other instructional techniques are helpful tools that enhance the children's development. For example, storytelling games and telling rhymes teach language and vocabulary. Childcare workers can help improve children's social skills by having them work together to build a sandcastle in a sandbox. Another way to enhance is to teach numbers by having children count as they build with blocks. It is also necessary to involve children in creative activities such as art, dance, and music.*

? *Children who are in school must be monitored and helped with homework*

? *During the summer, when children are out of school, workers may care for both older and younger children while parents are at work.*

? *All daycare areas must be kept clean and organized.*

? *We encourage maintaining a positive, fun, and patient attitude when working with children and other co-workers. This will allow difficult situations to be resolved more easily and quickly.*

? *It is mandatory and essential to keep up to date with the training required by the Office of Children and Family Services. These trainings must be taken by all workers, regardless of their experience with childcare.*

Application Instructions

- *Welcome the Employee*
- *Review the licensing, practices, Policies, and procedures included in the Parent Handbook and Employee Handbook.*
- *Job responsibilities overview*
- *Schedule of activities*
- *procedures and universal precautions for handling bodily fluids*
- *Give time to interact with others and observe*

- *Set goals and action steps*

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