



**Job Announcement**  
**Epworth's Ana A Brito**  
**Foundation Childcare**  
**Provider**

**9008 Rosemont Avenue, Gaithersburg, MD 20877**  
**301-926-0424**

Background: Epworth's Ana A Brito Foundation is seeking a qualified childcare provider to work with children (mostly small children) during English Classes.

A childcare provider is sought Tuesday and Wednesday from 4:45-8:15pm. This is concurrent with English classes (5-7) and computer classes (7-8:30pm)

A childcare provider is sought Tuesday and Fridays 9:45AM-12:15PM. This is concurrent with English classes Tuesdays and Fridays 10-12noon.

The childcare provider will:

- Be in the classroom at least 15 minutes before the program starts to have the room ready and to welcome children.
- Prepare material as needed for the session.
- Keep a record of children's attendance and make parents sign arrival and departure.
- Make sure that all new children are registered.
- Alert parents when children get sick or need more attention that the staff can provide. (The list of children provided by the Director will show where the parents are located).
- Make sure that allergies are known so that the snacks provided are all right for the children.
- Fill out incident report and give it to the Director.
- Make sure that rooms used are left as they are found. We must remember that rooms are shared with the Epworth Preschool.
- Ensure that all children are under supervision until their parents or guardians come for them.

**Submit resume, including references, to:** Epworth United Methodist Church, 9008 Rosemont Avenue, Gaithersburg, MD 20877 Attention Karolina Wicher [operations@eumc-md.org](mailto:operations@eumc-md.org) AND Rev. Jennifer Fenner Executive Director [Jennifer.fenner@eumc-md.org](mailto:Jennifer.fenner@eumc-md.org)