

MISSOURI'S Community Action Poverty Simulation

STAFF INSTRUCTIONS

Child Care / Head Start Worker (located at Inter Faith Services)

INCLUDED IN THIS PACKET

- 1 Child Care Worker Instruction Sheet
- 4 Enrollment Forms
- 1 Waiting list
- 1 Transparency marker
- 6 Child Care Challenge Cards
- 1 Receipt Book
- 1 name tag
- 1 pen/pencil
- \$200 in cash – 10 \$10, 5 \$20
- "CLOSED" sign
- Sign-in Sheets

TIME FRAME

This simulation is divided into four 15-minute "weeks" representing one "month" in the life of a low-income family.

GENERAL INFORMATION

1. You have five main tasks:
 - Sign children in and out of the center
 - Help families fill out forms
 - Collect fees
 - Give Childcare Challenge Cards to working parents
 - End childcare if they do not pay
2. You have 4 children enrolled (Families O-R). You also have two open slots that you may fill. After you fill these slots you will have to put families on a waiting list. Families may come in on their own or may be sent by different agencies.
3. You take cash and Head Start vouchers only

RESPONSIBILITIES

1. Transportation Pass

- a. Collect one transportation pass from each person who comes to the Child Care Center, including children.
- b. If the person has no pass, send him/her to the Quick Cash Office to buy some.

2. Sign-In Sheet

Tell families they must use the sign-in sheet every time they bring or leave with their child. If they do not do this, it is neglect. Use the marker so that the sheet can be cleaned after the Simulation.

3. Collect Fees

- a. Payment schedule for:
 - Female families G-J/ \$100/week
 - Male families O-R/ \$80/week
- b. Write receipts only when families ask you to do so.
- c. If families comment on the cost of childcare or that they cannot pay, send them to the Social Service office or to their local community action agency for Head Start. You know about the programs but do not know the details. You might tell them some people in their neighborhood may watch their children for less, but it won't be quality care.

4. Enrollment Form and Guidelines

- a. If families want to sign up their children have them fill out and sign the enrollment forms.
- b. The O-R families do not need to fill out an enrollment form, their children are already enrolled.

5. Head Start

Families may come in with vouchers from the community action agency. You may take these children free of charge for Head Start if you have an open slot. If you do not have an opening they must be put on the waiting list.

6. Childcare Challenge Cards

Parents that work face lots of problems with the need for childcare. During the Simulation you will have the chance to issue Childcare Challenge Cards to parents. Ask the facilitator to get the cards to the parents. These cards are real life situations that parents face everyday so don't be shy about using them.

7. Terminate Childcare Services

- a. Fees are due at the beginning of each week. If at any time during the four weeks the families do not pay, you can stop giving them childcare.
- b. If slots open up you can ask the families on the waiting list to fill the vacant slots.