

Code of Conduct

The Clinton Co-operative Childcare Centre and its off-site locations have a Safe Behaviour Policy and a Code of Conduct to ensure a safe and inclusive environment for all children and employees.

Please read the Code of Conduct with your child(ren) and talk about questions or concerns they may have. All children enrolled in our **School Age Programs** and a parent/guardian **MUST** sign this form to acknowledge that both the child(ren) and parent/guardian have reviewed and understand the policy.

Parents must also be aware of the **Safe Behaviour Policy Appendix A** to be familiar with how unsafe behaviours will be responded to.

Core Values

In our programs, we are guided by the following Core Values:

Respect

- An attitude of caring about others and treating them with kindness.
- Using positive tone of voice.
- Doing what is expected when asked.
- We need to treat other's belongings, the spaces we learn in, and the world around us with consideration.

Responsibility

- Being **responsible** means others can depend on us.
- We must be accountable for our own actions. When things go wrong and we make a mistake, we must take ownership for our actions, and plan to repair with peers and/or educators.
- If someone else is not being responsible, we control our own actions and we do what is expected.

Empathy

- We try to understand how others think and feel.
- We show concern for the feelings of others.
- We try to understand, even when we do not agree.

Honesty

- Being **honest** is telling the truth even when we have made mistakes and when we know someone might be angry or disappointed.

Expectations

All children, parents and staff have the right to be and feel safe while in our School Age Program. With this right comes responsibility to be accountable for our actions that put ourselves and/or others at risk. Our program must be free from abuse, bullying, discrimination, intimidation, hateful words, and violence in any form.

All children, parents are expected to follow the expectations listed below:

- a. Always use respectful and kind language and gestures.
- b. Children must follow the expectations given by and Educator even if they do not agree.
- c. Always walk behind the Educator who is at the front of the line and in front of the Educator at the end of the line when there are two or more educators walking with the group. Always use walking feet and stay with the group.
- d. Children must sit for snacks and lunch.
- e. Children must keep their hands and feet of to themselves and keep safe control of their body. No wrestling or play fighting, or body contact. When playing tag must use gentle touch. Tag is not permitted on the climbers.
- f. Children must tidy up the toys when they are done playing with them before going to play somewhere else.
- g. Children must play within the Educator's view.
- h. Washrooms – an Educator must know you are going to maintain mandatory visual, and younger children must be accompanied by an older child or Educator.
- i. Talk to an Educator if you feel frustrated. Educators will help children co-regulate using calming strategies and tools.
- j. Electronics are not permitted within our programs and must be left at home.

Definition of unsafe child behaviour

- a. When a child is consistently having difficulty following the rules and regulations of Clinton Co-operative Childcare Centre, and their actions impact the safety of others at the Centre.
- b. When a child engages in actual or attempted destruction of property including but not limited to Clinton Co-operative Childcare Centre locations and shared spaces.
- c. When a child inflicts physical, emotional, or psychological harm to another child or employee.
- d. When a child engages in sexual molestation or exploitation towards another child or employee.

See **Safe Behaviour Policy Appendix A** for a list of unsafe behaviours and how they will be responded to.

Code of Conduct and Safe Behaviour Policy Agreement

We have read and understand the Code of Conduct and Safe Behaviour Policy of Clinton Co-operative Childcare Centre.

As Parent/Guardian I _____ am aware of the **Safe Behaviour Policy Appendix A and understand** how unsafe behaviours will be responded to by Clinton Co-operative Childcare Centre Staff.

Child Name: _____

Parent/Guardian Name: _____

Supervisor Name: _____

Executive Director Name: _____

Date: _____