

Code of Conduct



The following people are expected to behave in a respectful manner and comply with this code of conduct:

- Board of Directors
- Management & staff members
- Parents/guardians of children enrolled
- Children
- All others involved with our centre [eg. Custodians, Child Care coordinators, therapists, volunteers, practicum students, visitors]

Guiding Principles for Appropriate Behaviour

Our guiding principles for appropriate behaviour are based on the 3 R's:

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Respect for myself.

Respect for others.

Respect for the toys, equipment and environment.

Developmental Capabilities of Children

By nature, children differ from each other in activity level, personality and level of development helping to shape them into unique and interesting human beings. It is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

Unacceptable Behaviours

The following behaviours by children, staff, parents and others involved in our centre are unacceptable:

DISCRIMINATION - against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief or physical or mental disability.

HARASSMENT- behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome. This includes gossip.

BULLYING - all forms. Bullying is intentional, repetitive and hurtful. It can involve physical, verbal, emotional, social or cyber bullying, including comments, actions or visual displays.

ABUSE - all forms. [sexual, physical or psychological], including verbally, in writing or otherwise.

ACTIONS THAT PUT ANOTHER PERSON AT RISK OF HARM, including violent physical acts [with or without a weapon] and threatening someone.

Appropriate Use of Technology

All children, parents, staff and others involved in our centre must use e-mail, electronic devices and the Internet according to our policies. This protects people's privacy and the confidentiality of information.

Proactive Strategies

We actively strive to create an environment that supports the health, safety and well-being of the children by having realistic and developmentally appropriate expectations for behaviour, setting up the environment to encourage appropriate behaviour and reduce potential for inappropriate behaviour, planning a program based on children's interests and developmental needs, and establishing consistent yet flexible schedules and routines that help children gain trust, security and self control.

We create a positive environment for children, parents, staff & others involved in our centre by developing positive relationships [including making time to talk and listen], establishing clear and consistent limits that are stated and explained in a positive way, and reminding people of rules, policies, regulations, etc when necessary. We work together to solve problems and model and encourage appropriate behaviour.

Consequences for Inappropriate Behaviour

We will respond to inappropriate behaviour by children, parents, staff and others involved in our centre by reminding people of expectations and limits and explaining why a behaviour is inappropriate and by establishing natural, logical consequences.

Depending on the severity and frequency of the behaviour, we will consider further steps. Steps could include 1.) meeting to discuss concerns and to develop an action plan/written contract to encourage appropriate behaviour in the future, 2.) giving a written warning that outlines specific concerns and consequences if the behaviour continues, and/or 3.) accessing outside resources for help as necessary.

In extreme cases, we will take additional steps such as suspending/dismissing a staff member, suspending or withdrawing child care services, not allowing the individual to return to the centre, and/or contacting the police and/or child and family services [CFS].

The information in this document is available in alternate formats on request.