

# **Code of Conduct**

**EFree Kidz College  
Facility # 100652**

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## **Overview**

At EFree Kidz College, we believe that each individual is unique and special and deserves to be treated with respect. We strive to provide a safe, caring environment for children, families and staff.

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

- management and staff
- children
- parents/guardians of children enrolled
- all others involved with our center

## **Guiding Principles for Appropriate Behavior:**

**Be Respectful:** We treat ourselves, and others with respect. We are respectful of the feelings and thoughts of others, of the environment, equipment and materials.

**Be Safe:** We work and play safely to keep ourselves and others from getting hurt.

**Be Cooperative:** We solve problems by talking and listening to each other respectfully and working to find a solution. We ask for help when we cannot solve the problem ourselves.

**Be Supportive of Learning:** Each person works to the best of his/her abilities and supports others in doing the same.

## **Developmental Capabilities of Children**

We are aware that it is normal for children to display inappropriate behaviors at various times for various reasons. We will always take into account the developmental capabili-

ties of the children in our care when determining expectations for behavior and the consequences of inappropriate behavior.

## **Appropriate Use of Technology**

All children, staff, parents, and others involved in our center are expected to use electronic devices, email and internet in accordance with our policies as laid out in the policy manual. This is for the protection of people's privacy and confidentiality of information.

## **Proactive Strategies**

**We strive to create an environment that is supportive of the children in our care by:**

- developing expectations that are realistic and developmentally appropriate for children.
- modeling appropriate behavior for the children
- setting up an environment that fosters appropriate behaviors and reduces the potential for inappropriate behaviors
- setting clear limits that are understandable for the children in our care
- planning a program based on the children's developmental needs and interests
- establishing routines that are consistent yet flexible to help children gain security and self control

**We strive to create a positive environment for everyone involved in our center by:**

- developing positive relationships, including taking time to talk and listen
- establishing clear, consistent and logical limits
- providing explanations for limits
- stating limits in positive ways and periodically reminding people of limits
- working together to solve problems

-modeling and encouraging appropriate behaviour

## **Unacceptable Behaviors**

The following behaviors by children, staff, parents and others are unacceptable in our center:

-all forms of bullying (physical, verbal, emotional, social or cyber bullying) including comments, actions, or visual displays.

-Harassment, including behavior that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome

-all forms of abuse (sexual, physical, or psychological) including verbally, in writing or otherwise

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

-actions that put another person at risk of harm including violent physical acts and threatening someone.

## **Consequences for Inappropriate Behavior**

We will consistently respond to inappropriate behavior by children, parents, staff and others involved in our center by:

-reminding people of expectations and limits

-using a respectful approach to explain why a behavior is inappropriate and what behavior is expected.

-talking only about the behavior, not labeling the person

-responding sympathetically and acknowledging feelings

-establishing natural, logical consequences

Depending on the severity and frequency of the behavior, we will consider further steps such as:

- using behavioral analysis to learn what may be contributing to a child's inappropriate behavior and how to help reduce or eliminate the behavior
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behavior in the future
- developing a written contract with an adult that outlines specific expectations and consequences.
- giving a written warning that outlines specific consequences if behavior continues
- accessing outside resources for help such as:
  - a behavioral specialist or other professionals to help staff understand and reduce a child's inappropriate behavior
  - Child and Family Services to access parenting supports
  - mediation services to resolve conflicts between adults
  - the Manitoba Human Rights Commission for information and advice on resolving an issue informally or to make a formal complaint
  - the police to assist with threatening behavior

In extreme cases, we will take additional steps such as:

- suspending or dismissing a staff member
- suspending or withdrawing child care services because of a child's or family member's inappropriate behavior
- in the case of a visitor, not allowing the person to return to the center
- contacting the police or or Child and Family Services if the behavior is illegal such as abuse, assault or threatening another person

