

# CODE OF CONDUCT

At Aleph-Bet Child Life Enrichment Program Inc., we strive to provide a safe, caring, learning environment for children, staff and families.

We believe in the equality of all people and respect diversity.

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

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre
- community members using the Green Garden Getaway

## Guiding Principles for Appropriate Behaviour

### **Be Safe**

We work and play safely to help keep ourselves and others from getting hurt.

### **Be Kind**

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

### **Be Neat**

We are respectful of the environment, equipment and materials. We take responsibility for ourselves and our belongings and respect the belongings of others. We work together to maintain a healthy clean environment.

### **Be Supportive of Learning**

We learn to the best of our abilities and support the learning of others.

## Developmental Capabilities of Children

We understand that 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.

## 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.

## Unacceptable Behaviours

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

- all forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
- harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome this includes yelling at others and/or carrying on discussion that are of a sensitive or private nature in public spaces within the centre
- 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 or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and 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 (with or without a weapon) and threatening someone
- actions that negatively impact an individual's and/or group's ability to participate in and benefit from the program offered. This includes repetitive disruptive behaviours such as disregarding the safety of others and their right to learn in a positive, peaceful and respectful environment

## 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 and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
- planning a program based on children's interests and developmental needs
- 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 and others involved in our centre by:**

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits, rules, policies and procedures
- stating limits in a positive way and periodically reminding people
- providing explanations for limits, rules, policies and procedures
- working together to solve problems
- modelling and encouraging appropriate behaviour

## **Consequences for Inappropriate Behaviour**

**We will consistently respond to inappropriate behaviour by children, parents, staff and others involved in our centre by:**

- reminding people of expectations, limits, rules, policies and procedures
- using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected
- talking only about the behaviour, not labelling the person
- responding sympathetically and acknowledging feelings
- establishing natural, logical consequences

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

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- developing a written contract with an adult or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behaviour continues
- accessing outside resources for help, such as:
  - > a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
  - > child and family services to access parenting supports
  - > mediation services to resolve conflicts between adults

- > the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment
- > the police to assist with threatening behaviour

**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 behaviour
- in the case of a visitor not allowing the person to return to the centre
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person

## **GREEN GARDEN GETAWAY**

The Green Garden Getaway located on the east end of the property is privately owned by Aleph-Bet Child Life Enrichment Program Inc. It is available for use by the community after hours. The centre reserves the right to direct others to leave the property during the hours of 7:15 AM – 6:00 PM. This will be left to the discretion of the staff and management of the centre.

All users of the Green Garden Getaway are expected to use the area in the following manner:

- all garbage and debris is to be placed in the trash bin
- all landscaping material is to left in its original place (ie. rocks and stones)
- do not sit or walk on the top of the tunnels
- do not walk or sit on the two top stone of the waterfall
- respect the trees, shrubs and other plants by walking around them and ensuring that no damage is done to them
- fires of any kind are strictly prohibited
- any form of alcohol or illegal drug use is strictly prohibited
- any form of profanity, abusive behaviour or vandalism will not be tolerated and will result in the loss of privileges and/or criminal charges.