



Sunny Town Learn & Play Childcare

Code of Conduct Policy

Updated January 8th, 2023

CODE OF CONDUCT

At Sunny Town Childcare, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in the equality and respect diversity.

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

- ☀ Management, Directors and staff members
- ☀ Children
- ☀ Parents/guardians of children enrolled
- ☀ All others involved with our centre (visitors, professionals, students, volunteers)

GUIDING PRINCIPLES FOR APPROPRIATE BEHAVIOUR

- ☀ **Be Respectful** - Everyone must be respectful of ourselves and other people. Everyone must be respectful of the ideas and feelings of others. Everyone must be respectful of the environment, equipment and materials.
- ☀ **Be Safe** - Everyone must work and play safely to help keep ourselves and others from getting hurt.
- ☀ **Be Cooperative** - Everyone should work towards solving our problems by talking to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.
- ☀ **Be Active Listeners** - The staff have all or are going to college and university studying "Child Growth and Development" we truly know what's best for each child within the walls of our center. Please embrace our knowledge and education
- ☀ **Be Understanding** - Unfortunately, we live in an imperfect world, we are all doing our best to make safe choices and understand how frustrating these times can be.
- ☀ **Be Supportive** - Let's all support the role we have in the children's lives and together we will watch them thrive.

UNACCEPTABLE BEHAVIOUR

The following behaviours by children, staff, parents/guardians and others involved in our centre are unacceptable at all times:

- ☀ All forms of bullying, intimidation (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive.
- ☀ Confrontations, frustration or aggression between parents/guardians and staff, including but not limited to the raising of voices in front of the children or otherwise.
- ☀ Harassment or gossiping, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome.
- ☀ All forms of abuse (sexual, physical or psychological, cyber), 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



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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.

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. The rules and limits in the centre are explained to the children and enforced consistently in a positive manner, taking into consideration the varying levels of development capabilities.

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/guardians, staff and others involved in our centre by:

- ☺ Developing positive relationships, including making time to talk and listen.
- ☺ Establishing clear, consistent, simple limits and policies.
- ☺ Stating limits in a positive way and periodically reminding people.
- ☺ Providing explanations for limits.
- ☺ Working together to solve problems.
- ☺ Modelling and encouraging appropriate behaviour

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

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

- ☺ Reminding people of expectations and limits (based on the developmental level of the child)
- ☺ 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:



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- 🌈 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.

- 🌈 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 families understand and reduce a child's inappropriate behaviour.

Depending on the severity of the behaviour, additional steps may be taken such as:

- 🌈 Suspending or withdrawing childcare services because of a child's or family member's inappropriate behaviour.
- 🌈 If the behaviour is from a visitor, not allowing that person to return to the centre.

***I acknowledge I fully understand and am aware of the conditions and terms in the code of conduct and will abide by them. ***

Print Full Name: _____

Signature: _____

Date: _____



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