



Dawn *and* Dusk
before and after school inc.

Code of Conduct

Reviewed: January 2017

**At Dawn & Dusk Before and After School Care Program Inc. 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 and staff members
- children
- parents/guardians of children enrolled
- all others involved with our Centre

GUIDING PRINCIPLES FOR APPROPRIATE BEHAVIOR

Be Respectful

We are respectful of ourselves and other people.
We are respectful of the ideas and feelings of others.
We are respectful of the environment, equipment and materials.

Be Safe

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

Be Cooperative

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 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 behavior at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behavior and consequences of inappropriate behavior.

Appropriate Use of Technology

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

Unacceptable Behaviors

The following behaviors 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 behavior that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome. (this includes name calling, offensive jokes etc.)
- all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- discrimination against any person or group because of their race, color, 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

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 behavior
- setting up the environment and materials to encourage appropriate behavior and reduce potential for inappropriate behavior
- 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
- stating limits in a positive way and periodically reminding people
- providing explanations for limits
- working together to solve problems
- modelling and encouraging appropriate behavior

Consequences for Inappropriate Behavior

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

- reminding people of expectations and limits
- using a respectful approach to explain why a behavior is appropriate and what behavior is expected
- Talking only about the behavior, not labelling 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 or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behavior continues
- accessing outside resources for help, such as:
 - a behavior 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 to resolve and issue informally or to make a formal complaint if the behavior involves discrimination or harassment
 - 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 Centre
- contacting the police and/or child and family services (CFS), if the behavior is illegal such as abuse, assault or threatening another person