



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