

CODE OF CONDUCT

The Co-op strives to provide a safe, caring, enriched learning environment for children, Early Childhood Educators and families. We believe in equality and respect diversity. Discriminating against another person unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable and will not be tolerated.

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

- Preschool and school-age children
- Parents/guardians of children enrolled
- Early Childhood Educators, Co-op management, and Board of Directors
- Volunteers and students
- School and college personal
- All other visitors to the Co-op

Guiding Principles for Appropriate Behaviour

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 assistance.

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

Any person using our child care Co-op's computers and electronic devices must:

- respect and protect the privacy of others
- respect and protect the integrity of all electronic resources
- respect and protect the intellectual property rights of others

- communicate in a respectful manner
- report threatening or inappropriate material to the director or Board of Directors, as appropriate

Inappropriate use includes but is not necessarily limited to:

Intentionally accessing, transmitting, copying, or creating material that:

- violates the confidentiality of children, parents, Early Childhood Educators or the Co-op
- violates the Co-op's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
- is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- using the technological resources for personal use without the Co-op's permission

Supervision and Monitoring

Authorised employees of the Co-op have the right to monitor the use of information technology resources and to examine and disclose to the director or Board of Directors, as appropriate, any data found which has been accessed in contravention of this policy. This information may be used in disciplinary actions, and will be released to the police if it is criminal in nature.

Unacceptable Behaviours

The following behaviours by children, parents, Early Childhood Educators, and all others involved in our Co-op 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;
- 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 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, Early Childhood Educators and all others involved in our Co-op by:

- developing positive relationships, including making time to talk and listen;
- establishing clear, consistent, and simple limits;
- stating limits in a positive way and periodically reminding people when required;
- providing explanations for limits and policies;
- working together to solve problems and develop reasonable solutions;
- modelling and encouraging appropriate behaviour at all times;

Consequences for Inappropriate Behaviour

We will consistently respond to inappropriate behaviour by children, parents, Early Childhood Educators, and all others involved in our Co-op by:

- reminding people of expectations and limits;
- 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 professional to help Early Childhood Educators understand and reduce a child's inappropriate behaviour,

- Child and Family Services (CFS) 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 an Early Childhood Educator;

- 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 Co-op;

- contacting the police and/or Child and Family Services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person.

Thank you for reviewing the parent handbook. This information provided here is your families guide while your child is enrolled at Co-op. We welcome any suggestions or feedback to support your membership at our Co-op.