

Live & Learn Early Learning Center Code of Conduct

The purpose of this Code of Conduct is to guide staff, parents, consultants, volunteers, and community members regarding the expected behavior and conduct in any of the programs provided by Live & Learn Early Learning Center.

PROGRAM PHILOSOPHY: As employees, parents, grandparents, partners, volunteers and community members of Live & Learn Early Learning Center's programs, we believe that:

- | Children enrolled in our programs are our greatest asset. Our priority is that children are educationally supported and are safe.
- | Differences such as disabilities, gender, age, education level, life style, personal values, and ways of thinking also need to be considered, understood and appreciated. Adult family members that have been historically under-involved in programs are invited and welcomed into our classrooms and program activities.
- | Families have the right to expect that personal information about a child or the family held by the program remains confidential. We respect each person's right to privacy and refrain from voluntary disclosure of confidential information.
- | Policies ensure the use of positive, non-punitive methods of guidance and discipline.
Live & Learn Early Learning Center's Teachers:
 - ◆ demonstrate, model and practice classroom procedures to reinforce limits for children;
 - ◆ use redirection, positive reinforcement and consistency in management of child behavior;
 - ◆ encourage children to put their emotions (positive and negative) and ideas into *words*;
 - ◆ use guided practice, modeling and repetition to help children learn to express themselves appropriately; and
 - ◆ model affection and care by respectful attentiveness, smiles, hugs, and by giving the child eye contact at their level while calmly speaking to them.

As an employee, parent, grandparent, partner, volunteer, community member, of Live & Learn Early Learning Center programs, I agree that while working with the program, I will abide by the Live & Learn Early Learning Center's Code of Conduct and:

- | Commit to the safety and well being of all children in my care.
- | Respect the unique identity of each child and family.
- | Use Positive Guidance.

- | Refrain from gossip, the use of profanity, and inappropriate or unsuitable behavior that is not conducive to a positive and productive workplace and environment for children at Live & Learn Early Learning Center.
- | Comply with program confidentiality policies.
- | Comply with all applicable laws, standards, policies and procedures.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Employees will be subject to disciplinary procedures as outlined in the Live & Learn Early Learning Center staff handbook.

Volunteers violating this Code of Conduct may be asked not to return to the classroom or program. Further, such violations may subject the individual to civil penalties.

Parents and others Live & Learn reserves the right to take legal steps to limit adult access on Live & Learn property & buildings and/or terminate child care at anytime that Live & Learn Early Learning Center feels that we can not have a productive working relationship. Our job is to provide a professional working environment which includes our ability to keep your child, the other children and our teachers safe.

The Director of Live & Learn Early Learning Center is authorized to make the decision to terminate childcare for any reason, including a violation of the Code of Conduct.

Any person working as a paid staff member, parent, grandparent, partner, volunteer, Board member, must understand and sign this Code of Conduct.

CERTIFICATION

I, _____, understand the above Code of Conduct and agree to carry out these responsibilities and understand the consequences of violating this Code.

Witnessed by:

Signed:

_____ Date

_____ Name: _____ Date
 Role please circle: (Staff, Volunteer, Parent, Family member)