



PLP 109 Code of Conduct

Park Lawn Preschool Inc. is committed to providing a safe learning and working environment that promotes responsibility, respect, civility and safety. We strive to work together with students, parents, visitors and staff to create positive learning environments where all our members feel safe, included and accepted. Positive environments are possible by embedding equity, inclusion and respect in all aspects of our programs.

Park Lawn Preschool Inc. recognizes that online communities are an integral means for communication for families, communities and staff. We are committed to protecting the privacy and confidentiality of our families and staff, and our Code of Conduct Policy applies both online and offline.

As tenants and permit holders with the Toronto District School Board and the Toronto Catholic District School Board, our policy is adapted from the Provincial Code of Conduct.

The Provincial Code of Conduct

The Purpose of the Code

1. To ensure that all members of the school community, especially people in positions of authority are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the child care community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol and illegal drugs.

Standards of Behaviour

Respect, Civility and Responsible Citizenship

All members of the child care community must:

- Respect and comply with all applicable federal, provincial, and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is a disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;

- Not use foul language, (swearing, name-calling, shouting, or threatening)

Safety

All Members of the child care community must not:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Harass or intimidate another person by written notes, emails, social media, gestures and/or body language.
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to child care property or to property located on the premises of the child care.

Roles and Responsibilities

Management

The management team provides guidance to Park Lawn Preschool Inc.'s child care centres to promote a safe and caring learning and working environment. It is the responsibility of the management team to:

- Develop and update the Code of Conduct Policy according to the provincial Code of Conduct;
- Develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- Provide opportunities for all staff to acquire the knowledge, skills and attitude necessary to develop and maintain academic excellence in a safe learning and teaching environment.
- Hold each person under their authority accountable for their behaviour and actions;
- Communicate regularly and meaningfully with all members of the child care community;
- Provide an example of respect and civility for all members of the child care community.

Supervisors

Centre supervisors provide leadership in the daily operations of the child care centre by:

- Demonstrating care for the child care community;
- Holding each person under their authority accountable for their behaviour and actions;
- Empowering children to be positive leaders in the child care centre and community;
- Communicating regularly and meaningfully with all members of the child care community;
- Providing an example of respect and civility for all members of the child care community.

Staff

With the support and guidance of the centre supervisors, all staff shall maintain order in the child care centre and are expected to hold everyone to the highest standards of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- Help children work to their full potential and develop their sense of self-worth;
- Empower children to be positive leaders in their programs;
- Maintain consistent standards of behaviour for all children;
- Demonstrate respect for all children, staff, parents, volunteers and the members of the child care community;
- Prepare children for the full responsibilities of citizenship;
- Recognize and reinforce positive behaviour guidance.

Staff should act in a professional manner at all times.

Children

Children are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a child:

- Shows respect for themselves, for others and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for their own actions;
- Be courteous to peers and staff;
- Shows respect for the property of others and that of the child care;
- Understands and complies with Park Lawn Preschool Inc.'s Code of Conduct.

Parents and Guardians

Parents play an important role in the education of their children, and can support the efforts of the child care staff in maintaining a safe and respectful learning environment for everyone.

Parents fulfil their role when they:

- Show an active interest in their child's development;
- Communicate regularly with staff;
- Communicate directly with the staff or supervisor when dealing with a conflict involving their child and another child.
- Help their child be neat, appropriately dressed;
- Promptly report to the child care centre when their child is absent or late;
- Encourage and assist their child in following the rules of behaviour;
- Assist staff in dealing with disciplinary issues involving their child.
- Show respect for staff, children and members of the child care community;
- Be courteous to staff and children;

- Show respect for child care property;
- Understand and comply with the child care's Code of Conduct.

Children's cubby areas are used for communicating between parents and Park Lawn Preschool Inc. These areas are not to be used for business promotion.

Photos and videos taken at any Park Lawn Preschool Inc. event are for personal use only and should not be shared without permission.

Online Safety

Information and photos posted on the internet can easily be seen by millions of unknown people all over the world. We are committed to protecting the privacy and confidentiality of our families and staff. All members of the child care community should THINK before posting:

T = Is it True?

H = Is it Helpful?

I = Is it Inspiring?

N = Is it Necessary?

K = Is it Kind?

As tenants in TDSB and TCDSB facilities, the members of the child care community must adhere to the Board's Online Code of Conduct policies. In addition, the following will apply:

- Posting of spam, viruses, illegal or pornographic material is prohibited.
- Unauthorized posting of children's photos or videos are prohibited.
- Abusive, threatening, profane, offensive or degrading language will not be tolerated.
- All postings must respect others fairly, regardless of, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability.
- Unauthorized posting of staff photos or videos are prohibited.

Breach of Park Lawn Preschool Inc.'s Code of Conduct

All children, parents, staff and visitors are expected to follow Park Lawn Preschool Inc.'s Code of Conduct. In the event there is a breach in the Code of Conduct, the following procedures will apply:

When a child breaches the code of conduct:

- Staff or centre supervisor will have a discussion with the child.
- Staff will encourage positive, respectful and supportive behaviour.
- Staff or centre supervisor will contact the child's parent or guardians and inform them of the incident and request a meeting to discuss strategies.
- If necessary, consultation with a support agency for additional support, if needed. Parent consent is required. The consultant, family and staff will devise specific strategies and interventions to support the child.
- Staff will provide learning opportunities for reinforcing positive behaviour.
- Staff will encourage and help children make good choices.

- If necessary, staff will follow the guidelines for de-escalating volatile situations.
- In the event a child is expelled or has been suspended from TDSB or TCDSB, they will not be permitted to attend child care.

When a parent/guardian breaches the code of conduct:

- Staff or centre supervisor may ask the parent to leave the child care centre.
- The centre supervisor will inform Management.
- A meeting may be set up with the parent to review Park Lawn Preschool Inc.'s Code of Conduct Policy.
- If necessary, police may be called.
- If necessary, a family may be withdrawn from the centre.

When a staff breaches the code of conduct:

- The investigation procedures for Contravention of Behaviour Guidance will be followed.
- Failure to comply with this policy may result in disciplinary action up to and including dismissal.
- Any Registered Early Childhood Educator that is found in breach of the Code of Conduct policy may be reported to the College of Early Childhood Educators.