

## 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 e-mail, electronic devices and the internet according to our policies. This protects people's privacy and the confidentiality of information.

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WESTWOOD  
COMMUNITY CHILD  
CARE INC.

## CODE OF CONDUCT





# 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.
- 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.~~

## 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 inappropriate and what behavior is expected
- talking only about the behavior, not labeling 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 behavioral 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 an 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

## PROACTIVE STRATEGIES

We actively strive to create an environment that supports 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 the 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 clean, consistent, simple limits
- Stating limits in a positive way and periodically reminding people
- Providing explanations for limits
- Working together to solve problems
- Modeling and encouraging appropriate behavior

