

# Code of Conduct

Heritage Park Children's Programs Inc. strives to provide a safe, caring learning environment for staff, children, and families. We follow these Guiding Principles:

**BE RESPONSIBLE** *We are responsible for our actions and words. We treat others as we want to be treated. When we make a mistake, we make amends rather than excuses.*

**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.*

In order to achieve the above, it is imperative that each and every individual who is associated with our Facility abides by this Code of Conduct and conducts him/herself in a respectful manner. This includes licensees, owners, directors, managers, all other employees, children, parents, guardians, caregivers, and family members of children enrolled with our Facility. It also includes members of the Board of Directors and anyone else involved with our Facility. This includes, but is not limited to:

- Therapists, professionals/paraprofessionals
- Volunteers
- Practicum students
- Contractors/maintenance service providers
- School personnel
- Licensing coordinators and inspectors
- Courier drivers

We will actively strive to create and maintain an environment that supports the health, safety and well-being of everyone associated with our Facility by employing pro-active strategies and appropriate policies and procedures. This includes:

- Developing positive relationships, including making time to talk and listen.
- Establishing clear, consistent, simple limits and stating limits in a positive way
- Providing explanations for limits, rules, procedures, and policies
- Role-modeling and encouraging appropriate behavior.
- Working together in partnership to solve problems.
- Having realistic and developmentally appropriate expectations for behavior
- Ensuring our environment, our program and all materials used in our program meet the needs and interests of children and others associated with our program, and that they encourage appropriate behavior and reduce the potential for inappropriate behavior.
- Establishing consistent, yet flexible schedules and routines that help children gain trust, security and self control.

We recognize the varying developmental capabilities of children and 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 appropriate behavior and consequences for inappropriate behavior.