

Auburn University- Harris Early Learning Center Family Code of Conduct

Rationale

At Auburn University- Harris Early Learning Center, we strive to cultivate a welcoming and safe environment for all our teachers, staff, administration, families, and children. As we believe in the importance of family and school partnership and the value of families being engaged in their child's education, the family code of conduct provides structure, procedures, and policies to preserve the safety, well-being, and environment for all our students, educators, and administrators. Our aim is that these principles guide families for behavior while at or engaged with the Harris Early Learning Center.

Aim

All family members are expected to abide within the following principles:

- Safety- That is to comply with the Center's policies and procedures which are displayed within the center and within the family handbook.
- Respect and Dignity- To act in the best interest of children, their families, and educators.
- Support- To build understanding and promote collaboration
- Communication- Use courteous and acceptable language and behavior as well as following the proper channels to express complaints or concerns by contacting the Center Directors
- Ethical Conduct and Confidentiality- Ensure that diversity is valued and celebrated, as well as protecting the information of individuals

Behavior Practices:

In relation to children:

- Ensure adults act in a way that models positive behaviors
- Engage in positive interactions with children and speak in a way that is positive and encouraging
- Listen to the needs of children
- Ensure the health, safety, and wellbeing of children always
- Physical contact with children other than your own should be avoided
- The use of physical punishment is strictly prohibited

In relation to educators, staff, and administration:

- Treat all adults with dignity and respect
- Respect the rights of others
- Use non-discriminatory, respectful, and non-judgmental language
- Abide by the Center's routines and procedures
- Provide encouraging and constructive feedback, starting with the person(s) involved
- Abide by the Center's safety and health procedures

- Follow the Center’s communication expectations, using the proper channels to express complaints through Center Directors
- Under no circumstances is an educator, staff member, or administrator to be approached in an aggressive manner. While it is understood that families may not always agree with the educators and administrators of Harris Early Learning Center, it is expected that all disagreements be handled in a calm and respectful manner
- If conflict or disagreements arise, agree to collaborate in the best interests of children and the educational environment
- Understand that Center decisions are founded in research and developmentally appropriate practice to cultivate positive educational spaces for children and educators
- Dogs (except service dogs) are prohibited at the center
- Smoking is prohibited on the property at all times

Auburn University- Harris Early Learning Center reserves the right to discontinue services if the Family Code of Conduct has been violated.

In signing this document, we agree to all above outlined policies, procedures, and expectations.

Guardian 1 Name (Print)

Guardian 1 Signature

Date

Guardian 2 Name (Print)

Guardian 2 Signature

Date

This policy has been endorsed by Auburn University’s Department of Human Development and Family Science in order to maintain a safe and positive learning environment for every family, child, educator, and staff member at Harris Early Learning Center as well as provide dignity and respect for all individuals.