

Family Code of Conduct

HARRIS EARLY LEARNING CENTER

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
- Abide by the Center's safety and health procedures
- Follow the Center's communication expectations, using the proper channels to express complaints. Persistent badgering or excessive communications are not considered efficient means for resolving conflict.

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- 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. As students' lungs are still developing, it is important that clothing be free of secondhand smoke or dangerous odors that may be harmful to their development.

If, in the sole opinion of the Harris Early Learning Center, an enrolled family has violated the Family Code of Conduct Harris Early Learning Center reserves the right to discontinue services immediately.

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

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