

# Beacon Learning Centre

## Code of Conduct Policy

### Teachers, Supply Teachers, Students and Volunteers

We strive to maintain a high standard of quality care and education for children as well as a healthy and positive work environment for the **BLC** staff. In order to uphold these standards we expect the following of our teachers, supply teachers, students and volunteers:

- Be on time for your designated hours
- Contact the centre if you will be late or absent
- Dress suitably to engage actively with children
- Dress appropriately for outside weather
- Follow the program's schedule
- Notify the staff when leaving the program for any reason
- Take breaks at the allotted times
- Familiarize yourself with the children
- Recognize and respect children's individual needs
- Keep in mind that it is the role of the teachers to discuss children's behaviour with parents/guardians
- Familiarize yourself with posted allergies; any food brought to the centre must not contain nuts or conflict with other posted allergies
- Be familiar with fire evacuation and lockdown procedures

### Characteristics of professional demeanor:

- Pleasant smile
- Gentle approach
- Friendly greeting and conversation with parents, children and staff
- Use appropriate language, volume and tone at all times
- Work as a team member within the centre
- Respect confidentiality within the centre