SAFARI Staff Code of Conduct

DO:

- Be on time. Staff is scheduled according to ratios. If you plan on being 5 minutes early, you should never be late.
- Dress appropriately. Use your better judgment on what you wear: No sweatpants. No short skirts since you will be playing down on the floor.
- Give as much notice as possible if you are going to be absent. We'll have to find someone to replace you, so giving us ample time to do so would be helpful. Time off request sheets are available in the office.
- Let us know if you need to trade shifts with someone. We're usually ok with a trade, but we need to keep track of staff schedules.
- Keep your clip board with you at ALL TIMES. This should hold parent and emergency phone numbers, and a constantly updated daily attendance sheet. This will play a huge roll in case of emergency.
- <u>**Use a calm voice with children. No yelling.**</u> **Use redirection, privilege removal, and time outs if necessary. Visitors and parents do not want to hear us yelling or see us looking upset. It's unprofessional and simply inappropriate. If you are feeling overwhelmed, let us know. We will take over your room so that you can take a few minutes to catch your breath and mentally regroup.**
- Constantly interact with your class. We are not child watchers, we're teachers. Teach, play, and constantly get to know your kids a little better.
- Get to know your parents. Talk to them every time they enter your room. They'll feel so much more comfortable trusting someone with their child whom they feel they know well and can openly communicate with.
- Keep your cell phone put away. No calls or texts while you are on the clock. Feel free to give your families your work number in case of emergencies.
- Utilize nap time. This is down time for staff where you can get so much done. Fill out your daily sheets, rotate art work on the walls, get ahead on lesson plans, prepare for tomorrow, clean up your room, etc.
- Have lesson plans done by Thursday for the following week. Always be prepared and have your plans easy to follow in case you are gone. Feel free to work as far ahead on lesson plans as you would like to. Be sure to have next week's plans posted in your room by close on Friday.
- Return all supplies as soon as possible after using them so others done have to hunt for them if they are needed. If you notice supplies are low or need something not in the center, write it down on the sheet posted on the supply closet and it will be stocked as soon as possible.
- Fill out Incident Reports for EVERY injury. It might seem like they're never ending, but they need to be done. Not only is it a legal requirement, but parents need to know exactly what is going on with their kids while they're away.

- Make sure your room is clean before leaving. Toys are put away, dishes are in the kitchen, garbage is taken out, and floor is vacuumed. If your room is still being used when you leave, do what you can to help make closing your room easier on the next person.
- See Christine or Cassidy with any questions, complaints, requests, or ideas. We're open to anything that might better our center.

DO NOT (the following are means for immediate termination):

- Treat children in a way that could be neglectful, harmful, or in any way inappropriate. There is no reason for it and you will be asked to leave immediately.
- Show up to work with any signs of drug or alcohol use. If you smell like alcohol you will be asked to leave.
- Allow a child to leave with anyone who is not authorized to pick up. We have written consent for a good reason, and be sure to ask for identification from anyone you don't know. You might feel awkward asking grandma for her I.D., but the family will understand and appreciate the extra security measure.
- Skip work without calling. No matter what the emergency may be, you can always take a minute to call or ask someone else to call for you. If you unexpectedly don't show for work, you are leaving your whole class stranded.

I have read, and understand, the SAFARI staff code of conduct.

_____
Signature

_____
Date