

Parent Code of Conduct

As a professional provider of quality early childhood education this service supports the rights of children and is committed to providing a standard of service which ensures their safety and wellbeing. This document sets out the code of conduct to support parents/caregivers and visitors to respond in a way that supports the safety, welfare and wellbeing of staff, children and families at all times.

As a parent/caregiver of a child attending this service, you must agree to the following code of conduct.

As parents / carers we will:

- Respect the rights, dignity and worth of every staff member, management committee member, child and family regardless of their gender, ability, cultural background or religion.
- Treat all people while at the service with courtesy, fairness and respect.
- Advise the service of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.
- Communicate positively with staff, other parents and children.

As parents / carers we will not:

- Discipline any child who is not our own under any circumstances.
- Attend the service affected by illegal drugs or alcohol or consume them while at the service.
- Smoke at the service or surrounding areas.
- Use abusive language or expletives, raise our voice, insult or engage in violent behaviour to anyone on the service grounds or at any service-related events.
- Intimidate, undermine, threaten, bully or harass other students or parents.
- Disclose the personal details of a child or parent to another person without consent.

Breaches to this Parent Code of Conduct

In order to provide a safe environment for staff, children, families and visitors at the service, the Approved Provider reserves the right to take appropriate action if this Code of Conduct is breached in any way.

The consequences for breaches of this Parent Code of Conduct will be determined by management and may include the following:

- Warnings, either verbal or in writing
- Permanent exclusion from the service
- Exclusion from the service for a period of time as set down by the Approved Provider. Your child will still be able to attend the service, however, you must make arrangements for an authorised person to drop them off or collect them during the exclusion period. A meeting will be held with management to determine an appropriate course of action in order to move forward.

Educational, Caring and Family Focused...

...to learn to play, to play to learn.

- Exclusion from service-related events
- Communication only through a nominated representative
- Involvement by other authorities

Making a Complaint

Our service has a complaints policy which is available to you. This details the way complaints are handled objectively to support the continuous improvement of our service. You can also make complaints directly to the Regulatory Authority at any time. Details are displayed prominently at the service entry and on our website.

CONTACT DETAILS FOR THE NSW DEPARTMENT OF EDUCATION

Postal address: Early Childhood Education Directorate, NSW Department of Education
Locked Bag 5107, PARRAMATTA NSW 2124
Phone: 1800 619 113 (toll free) | Fax: 02 8633 1810 | Email: ececd@det.nsw.edu.au

Parent Contract

I have carefully read this code of conduct and accept responsibility for complying with it in all respects. I also agree that while attending this service, I /We will conduct myself/ourselves in a manner, which allows me/us to ensure the safety, welfare and wellbeing of staff, children and families attending.

I/We, in supporting my child/ren ('s) enrolment at Quirindi Preschool Kindergarten, acknowledge that I have read and agree to comply with the above Parent/Caregiver Code of Conduct. I accept that breaches of the Code of Conduct will carry consequences as listed above.

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Date: _____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Date: _____