



CARETAKER CODE OF CONDUCT

HPNC strives to create a safe, encouraging environment in which children can learn, grow and thrive. To do this, all “Caretakers” -- defined collectively as staff, volunteers, partners, and adult visitors—must abide by our Caretaker Code of Conduct. This Code of Conduct identifies the standards required to support the following objectives: (1) to maintain high-quality HPNC programs, (2) to respect the rights of our staff and volunteers to a safe, positive workplace, and (3) to provide a welcoming environment for all who come through our doors.

All Caretakers must:

- Respect others and the space.
- Demonstrate sportsmanship, good manners, courtesy and cooperation.
- Model self-regulation, prosocial behaviors, and peaceful interactions with others.
- Engage positively with and encourage young people.

HPNC has established rules, policies and procedures for the convenience and protection of youth participants and Caretakers. Caretakers should voice ideas, suggestions, or complaints and resolve conflicts in a courteous, calm, and non-threatening manner. If issues cannot be resolved calmly between two Caretakers, a restorative conversation may be scheduled between parties and mediated by an HPNC Director.

The following are prohibited while on HPNC premises or while participating in HPNC programs:

- Physically or verbally punishing your own or any other child(ren).
- Threatening, harassing, quarreling with, yelling at, or otherwise disrespecting staff, volunteers, other Caretakers, or children.
- Swearing, cursing, or foul language.
- Threatening or obscene gestures.
- Making disparaging comments about HPNC, staff, children, or guests.

Positive feedback is encouraged and will be received appropriately.

A violation of any of these expectations is considered misconduct and appropriate disciplinary action will be initiated. Disciplinary action could include, but is not limited to, your child’s immediate suspension from program activities, or a no trespassing order for our building for adults.

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ACKNOWLEDGEMENT

As a Caretaker within the HPNC community, I understand the impact I have on the lives of children involved in HPNC programs. My impact is not only upon my child(ren) but upon other children and Caretakers, including volunteers and staff, whether directly or indirectly. The examples I set and the attitudes I take are the driving forces in creating a positive atmosphere at HPNC. It is this positive atmosphere from which our children can best build self-esteem and develop character.

Therefore, I will abide by the Caretaker Code of Conduct and adhere to the following:

- *At all times, follow HPNC rules, policies, and procedures and respect the property of others.*
- *Ensure that I and my child(ren) treat other participants, Caretakers, volunteers, and staff with respect regardless of national origin, race, creed, color, sex, ability, socioeconomic standing, gender, or any other protected class or identifying feature.*
- *Respect and value the diversity of cultures and individual differences reflected within the HPNC community.*
- *Model appropriate language and behavior at all times.*
- *Remember that children learn best by example.*
- *Teach my child to follow expectations and to resolve conflicts without resorting to hostility or violence.*
- *Seek positive alternatives to verbal and physical conflicts.*
- *Respect the staff and their authority during programs, and if I have a concern, I will take time to speak respectfully with staff at an agreed-upon time and place.*
- *Promote child growth and development in a positive and supportive manner.*
- *Register my child for programs, events, and/or activities prior to participating in said programs, events, and/or activities.*
- *Tell the truth in my verbal and written communications regarding all HPNC matters.*
- *Understand that HPNC staff work as quickly as possible to address my needs, and I will exercise patience with restorative practices, conflict resolution, and decision-making processes.*

