



Parent Code of Conduct

It is the goal of Club K After School Zone to create and maintain a respectful, peaceful, and secure environment for students and staff in partnership with parents and school district personnel. We strive for a positive working relationship between parents and staff in order to model for student's appropriate interactions and assist them in learning skills necessary for effective communication. Parents and visitors to our program are expected to be aware of their responsibilities and adhere to the Code of Conduct.

Parents are expected to:

- Approach staff respectfully to help resolve issues or concerns
- Recognize Club K's staff's first priority is the safety, supervision and engagement of students
Therefore, staff may indicate that it would be more effective to schedule an appointment to speak one on one with parents when a lengthy discussion or confidentiality is required
- Recognize that some conversations are private and need to take place away from the students
- Communicate with staff in a calm, respectful manner
- Work with staff for mutual understanding and the benefit of their children
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- Actively participate in plans to correct their own child's behavior
- Avoid using staff as threats to admonish children
- Reinforce expectations with your child to follow site rules
- Be familiar with the Club K *Guidance and Discipline Policy* and support staff in it's implementation
- Reinforce expectations with your child to adhere to the *Student Code of Conduct*
- Bring questions, comments, or concerns regarding programming matters directly to the attention of the Site Director
- Solicit the help and cooperation of the Field Manager for questions, comments, or concerns regarding programming that are not resolved with the Site Director
- Acknowledge staff upon entering and exiting the program to ensure a smooth transition of supervision responsibilities of your child
- Sign child(ren) in/out per program policies
- Contact the Main Office for questions, comments, or concerns regarding non-programming matters (registration, billing, program locations, policies, etc.)
- Partner with Club K to create an environment where everyone feels welcomed, respected and valued