



Parent/Guardian/Visitor 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, visitors, and school district personnel. We strive for a positive working relationship between parents and staff in order to model for students appropriate interactions and assist them in learning skills necessary for effective communication. Parents, guardians and visitors are expected to be aware of their responsibilities and adhere to this Code of Conduct. Parents and guardians are also expected to ensure that any other parties that they have designated as authorized pickups for their students also adhere to this Code of Conduct while visiting our program.

Parents/Guardians/Visitors/Authorized Parties 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 student
- Seek to clarify a student's version of events with the school's view in order to bring about a peaceful solution to the issue
- Actively participate in plans to support their own student's behavior to adhere to the student code of conduct
- Avoid using staff as threats to admonish children
- Reinforce expectations with your student to follow site rules
- Be familiar with the Club K *Guidance and Discipline Policy* (located in the *Family Handbook*) and support staff in its implementation
- Reinforce expectations with your student to adhere to the *Student Code of Conduct*
- Bring questions, comments, or concerns regarding programming matters directly to the attention of the Director, Senior Program Leader, or Multi-Site Coordinator
- Solicit the help and cooperation of the Multi-Site Coordinator for questions, comments, or concerns regarding programming that are not resolved with the Director or Senior Program Leader
- Acknowledge staff upon entering and exiting the program to ensure a smooth transition of supervision responsibilities of your student
- Sign students 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