



HORIZONS FOR HOMELESS CHILDREN **PARENT CODE OF CONDUCT**

Horizons for Homeless Children is a private non-profit organization that is focused on the early education, care and support for the children of families experiencing homelessness. We serve families from three Community Children's Center sites and also our Playspaces throughout Massachusetts. With pride Horizons for Homeless Children welcomes parents of enrolled children in our centers to partner with us in building a strong community environment. We ask that you support us in creating and maintaining safe spaces for families, staff, and visitors. In order to help ensure our thriving community parents, staff, and persons supporting drop offs/pick-ups or providing other family support are asked to behave in a manner consistent with decency, courtesy, and respect at all times. This enables us to provide the most appropriate and positive environments in which children can grow, learn, and develop. We believe that respectful and courteous communication is the responsibility of all Horizons employees and the responsibility of every parent or visitor who enters the centers. For these reasons all requirements around the Code of Conduct will be strictly enforced.

COVID PROTOCOL

1. You must have a mask on before entering the building.
2. You are required to attend a reorientation in order to practice the new drop off procedures with your child before you can attend. Parents will only be able to enter the building up to the Health Screening site. Bathrooms will not be available for use.
3. Your child's immunizations and vaccinations must be up to date.
4. Nebulizer use must be prohibited as it can increase risk of the virus being aerosolized. Children will be required to have all nebulizer treatments at home and only use their rescue inhaler on site. If a child is in distress they will be sent home.
5. You must arrive at your designated drop off and pick up time. If you arrive before or after your designated time you must wait outside of the building until the Health Screener is available to screen your child.
6. All parents must complete the Health Screening form and ensure their emergency contact information is accurate on line prior to bringing their child to Horizons.
7. Parents are required to bring an extra change of clothing for their child.
8. If you are called that your child has developed any symptoms while at the program you are required to pick up within 45 minutes.
9. Strollers and car seats will not be allowed to be stored on site.
10. Hand sanitizer will be used on your child any time that running water is not available. By signing this form you give us permission to do that with your child
11. If anyone in your home is experiencing any symptoms that could be COVID related we ask that you keep your child/ children home until a negative test result clears the person of COVID or all symptoms are clear for 72 hours without the use of any medications.

Children over the age of 2 will also be encouraged to wear a mask while in our care. By signing this form you are giving us permission to encourage your child to wear a mask.

Swearing/Cursing

In order to maintain our centers as safe zones (spaces), no parent or adult is permitted to curse or use other inappropriate language on Horizons property at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed toward members of the Horizons staff. Any person engaged in this behavior will be requested to leave the premises immediately.

Threats

In order to maintain our centers as safe zones (spaces), threats of any kind towards employees, children, parents, visitors, or associates of Horizons cannot be tolerated. In order to guarantee the safety and mental wellness of families and staff, all threats will be reported to the appropriate authorities, and will be prosecuted to the fullest extent of the law. Parents must be responsible for, and in control of, their behavior at all times. Parents will also be responsible for informing their alternate of our Code of Conduct. Any parent or their alternate making threats will not be allowed on our premises. If necessary, the Horizons staff will request assistance from local authorities.

Physical/Verbal Abuse or Violence

It is important that everyone be aware and understand that Horizons for Homeless Children has a Zero Tolerance Policy for physical or verbal violence or abuse toward any person on our premises. We protect the safety of our families, staff, and visitors. Corporal punishment and verbal abuse of children is absolutely prohibited on any Horizons property. All persons involved in a physical and/or inappropriate verbal altercation will be asked to leave the premise and may be prohibited from entering the agency property. Parents are always welcome and encouraged to discuss behavior concerns and to seek advice and guidance regarding appropriate and effective disciplinary techniques with Horizons staff members. Physical violence will be reported to the proper authorities.

Parents are prohibited from disciplining or physically or verbally punishing a child who is not their own child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, they must direct their concern to their child's classroom teacher, a Horizons staff member or the Center Director.

Parents are not permitted to seek out another parent to discuss another child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher, a Horizons staff member or the Center Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Teachers, FA's and/or Center Directors are strictly prohibited from discussing with a parent anything about a child who is not their own. All children enrolled in our agency have privacy rights, and are protected by our Confidentiality Policy.

Unsafe Behaviors: Smoking and Under the Influence

For the health of the entire agency's employees, children, and associates, smoking is prohibited on agency property, including building spaces, grounds, and in the parking lot of the Centers. Parents who are smoking in their cars must dispose of the cigarette prior to exiting their vehicle. The use of alcohol and drugs on site is absolutely prohibited, parents / other adults will be asked to leave immediately if witnessed and this could result in the family being terminated from our program. Horizons will not release a child to any adult, who, in the opinion of the staff member,

appears to be under the influence of drugs or alcohol. If there are behaviors that indicate that the parent or adult will not/ cannot treat their child safely, a 51A will be filed immediately.

Confrontational Interactions and Carrying of Weapons

Confrontational interactions with employees, children, parents, visitors, or associates of Horizons are not an appropriate means by which to communicate and are strictly prohibited. In order to maintain our centers as safe community spaces, it is expected that all disagreements be handled in a respectful and calm manner at all times.

With the exception of official law enforcement agents who are officially mandated to carry weapons, NO person shall possess or carry any firearm or what would be considered a dangerous weapon or look-a-like, visible or concealed, onto Horizons premises or into a Playspace. I agree to abide by the Parent Code of Conduct and assure that anyone I bring with me or give permission to pick my child up from the center will also abide by the Code of Conduct. I understand that failure to do so may lead to the disenrollment of my child(ren) from the program.

Violations of our Policies

Parents are required to follow all policies and safety procedures. These procedures are designed to protect the welfare and best interests of the employees, children, and associates of the Centers. Unwillingness to comply with these important rules will result in the child (ren) being dis-enrolled from the center.

Violations of the Confidentiality Policy

Horizons for Homeless Children takes the responsibility of maintaining the confidentiality of all persons associated with the agency very seriously. The Confidentiality Policy not only applies to a single parent's child or family, but to all children, families, and employees associated with the Center. Any parent who shares any information considered confidential, or pressures employees or other parents for confidential information, will be considered to be in violation of this Policy.

Thank you, we look forward to building a strong partnership together!

Parent Signature

Date