



## Play Sense Teacher Code of Conduct

As Play Sense teacher, I hereby agree to abide by the following code of conduct:

### GENERAL CODE OF CONDUCT

1. I will always consult with all the parents of children in my playschool regarding material decisions that concern the playschool. I will consult the parents in writing and wait for a response from all the parents before implementing any such changes.
2. Information pertaining to this Agreement and the business model, including but not limited to the financial arrangements between Play Sense and I and the school fees and discounts are private and confidential and may not be discussed with parents in my group.
3. I will give the parents two calendar months' notice if I intend on terminating my services as the playschool teacher. I understand that my agreement cannot be terminated during the final two months of any academic year, and any notice of termination during the final two months of an academic year will only be effective after the end of the academic year.
4. The hours and days for the group will be established on or by the first introductory meeting. In the event there are to be any changes to hours, days or holidays, I will ensure that all parents are included in the communications and that they are confirmed in writing by email.
5. I will contact parents by 6:30am if I am unable to attend work on the basis of illness or any other urgent reason.
6. In the event that I am unable to attend work I will find a suitable substitute/ make up the days lost/take unpaid leave as agreed with the parents of my group.
7. I will give my parents sufficient notice and consult the group in planning my annual leave so that parents can make alternative childcare arrangements.
8. I am entitled to unpaid maternity leave and in this case, Play Sense will need to approve of the replacement teacher for the group.
9. I will always dress appropriately for playschool. Teachers are expected to be neatly dressed in comfortable casual clothes. No revealing clothes may be worn.
10. I will always use appropriate language in the presence of the children in my care.
11. I will not take social calls or view social media messages, during playschool hours, except in the case of emergency or to contact a parent.
12. I shall at all times maintain the highest possible standards of professionalism and ethical conduct throughout the term of this agreement.



13. I shall ensure that all parties in my group have signed the relevant indemnity documents prior to joining / starting the program.
14. I shall adhere to the record-keeping requirements and ensure any changes to parent / child information is disclosed to Play Sense in a timely manner.
15. I agree to adhere to the program specifications outlined in my training and Teacher's Manual.

### **IN-HOME CODE OF CONDUCT**

1. I will keep the playgroup environment safe from anything that may cause danger to the children in my care.
2. I will take full responsibility for maintaining my first aid and CPR training as and when required.
3. I will make the parents aware of any injury their children sustain whilst in my care.
4. I will not allow any other person to be present at the playgroup without prior permission from the parents.
5. I will ensure that the playgroup environment is kept hygienically clean and tidy.
6. I will report any damage of property at the playgroup venue to the host parents.
7. I will never leave the children in my care unattended.

### **ONLINE CODE OF CONDUCT**

1. I will be well prepared for my online classes and ensure that I have the necessary technology and online programs in order to conduct the online program successfully.
2. I will adhere to the cyber security policy at all times to ensure they safety and protection of the children and families in my group.
3. I will not allow any other person(teacher/parent) to be present at the playgroup online sessions without prior permission from the parents.