



PARENT CODE OF CONDUCT

Ivy Prep early learning center is founded on principals of providing a caring, safe, and nurturing environment. We teach these principals to our students each day and strive to be walking examples of kindness and respect. It is our job to secure an appropriate environment for all children in our care.

We expect all parents/guardians and authorized pick-ups of children enrolled to behave in a manner consistent with decency, courtesy, and respect. It is not only up to the staff but also the parents to work together in achieving a safe environment.

When addressing any concerns or issues, whether in person, over the phone, and or via Brightwheel or text message, parents must remain respectful when speaking to staff. Parents who violate these rules will not be allowed to continue enrollment at Ivy Prep.

1. SWEARING/CURSING

- A.** No parent or adult is allowed to curse or use inappropriate language at Ivy Prep at any time, whether in the presence of a child or not. Such language is considered extremely offensive and is not tolerated. We expect parents to address ALL concerns, as this is your right. However, we expect your anger, expression, concern, or unhappiness to be expressed without the use of expletives.

2. THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS AND/OR ANYONE ASSOCIATED WITH IVY PREP.

- A.** Threats of any kind will not be tolerated and will be handled with the utmost urgency and fullest extent of the law should they occur.
- B.** Authorities will be contacted if any threat of physical harm shall be made towards a staff member, parent, and/or child.

3. PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN

- A.** Corporal punishment is not allowed at Ivy Prep. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice or guidance regarding appropriate and effective discipline procedures.
- B.** Parents are STRICTLY PROHIBITED from addressing a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned, please report it to the teacher and/or center director.

4. SMOKING

- A.** For the health of all employees, children, and associates, smoking is PROHIBITED anywhere on the center property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot.

5. SAFETY POLICY

- A.** Parents are required to keep any children (outside of the enrolled student) accompanying them while accessing the building with them at ALL TIMES.
- B.** Please ensure that children are behaving appropriately and not entering any classrooms without a parent.

- C. Parents are to speak and maintain communication when dropping off or picking up their child to ensure a proper transfer of care.
- D. Parents are NOT allowed to send in siblings or those under the age of 18 to retrieve or drop off their child, unless prior permission has been obtained,

6. PERSONAL APPEARANCE

- A. At Ivy Prep we strive to teach the importance of maintaining a proper appearance. Requiring our students to wear uniforms helps in achieving this goal.
- B. We ask that all parents represent themselves respectfully, by wearing appropriate clothing when entering the center. Please refrain from wearing clothing that highlights inappropriate body parts. No exposed undergarments or inappropriate pajamas are allowed when entering the center.

7. PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK UP

- B. The staff will contact the local police and/or the other custodial parent should a parent appear to the staff to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not allow the center to deny a custodial parent access to their child even if the parent is or appears to be impaired. However, the staff will delay the impaired parent as long as possible - while contacting the other parents, the local police and Child Protective Services.
- C. Any OTHER authorized person who attempts to pick up a child and appears to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will then contact the child's parents, local police, and Child Protective Services to notify them of the situation.

8. FIREARMS AND WEAPONS

- A. At no time is any person allowed to carry any type of firearm, ammunition and/or weapon on center property for any reason. Violation of this policy will result in an immediate dismissal from the program.