



ETHICS POLICY

Our Children Learning Center (OCLC) is committed to ethical, professional, and respectful conduct in all interactions. This policy establishes expectations to ensure a safe, nurturing, and trustworthy environment for children, families, and staff.

Core Values

- Child safety and well-being
- Integrity and honesty
- Respect and professionalism
- Equity, inclusion, and fairness
- Confidentiality and accountability

Responsibilities to Children

OCLC staff shall:

- Provide a safe, supportive, and developmentally appropriate environment
- Protect children from harm, neglect, or abuse
- Treat all children with dignity and respect
- Use positive guidance and discipline only; corporal punishment is prohibited
- Report suspected abuse or neglect as required by law

Responsibilities to Families

Staff and administration shall:

- Communicate openly, respectfully, and honestly
- Maintain confidentiality of family and child information
- Encourage family involvement and collaboration
- Address concerns promptly and professionally
- Avoid favoritism, conflicts of interest, or gossip

Responsibilities to Colleagues

All employees are expected to:

- Treat coworkers with respect and professionalism
- Support teamwork and positive communication
- Follow OCLC policies, licensing rules, and professional standards
- Report unethical, unsafe, or unlawful behavior without fear of retaliation

Compliance & Reporting

- All staff must comply with local, state, and federal childcare regulations
- Ethical concerns or policy violations should be reported to the Center Director
- Violations of this policy will result in disciplinary action



Confidentiality & Professional Boundaries

- All personal, medical, and family information is confidential
- Information is shared only on a need-to-know basis
- Staff must maintain appropriate professional boundaries
- Photography, recording, and social media use must follow center policy

Acknowledgment

Compliance with this Ethics Policy is required for all employees. Families acknowledge understanding of this policy upon enrollment.