



The Apple Tree preschool

900 Bonacord Ave

Unit #4

Whitby, ON

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905-655-7205

Best Practices

The Apple Tree Preschool strives to uphold a reputation of integrity and superior service in dealing with children and their parents. We recognize that we need to earn this reputation through the conduct of each and every staff member, ensuring that we maintain it as an essential part of our corporate culture.

As an employee of The Apple Tree Preschool, it is expected that you will maintain high standards of moral, ethical and legal conduct in your personal and professional dealings.

Specifically, as our employee, you should:

Avoid engaging in any private business or personal interest that:

- Conflicts with your duties and responsibilities at The Apple Tree Preschool
- Makes excessive demands upon your time and efforts, thereby affecting your ability to perform your duties
- Creates an obligation, interest, distraction or participation that interferes with your ability to exercise good judgment or prevents you from focusing on The Apple Tree Preschool best interest
- In some cases, your private business or personal activities may conflict with those of The Apple Tree Preschool. Where it is evident that an activity may conflict with The Apple Tree Preschool's interests, you should speak with your supervisor and obtain written approval before beginning the activity. If you are uncertain that a conflict exists, you should speak with your supervisor.
- Conduct yourself in a manner that demonstrates a commitment to the highest standards of personal integrity.
- Respect the confidentiality information, which includes both the children and the parents, and any other proprietary information.
- Report to your manager about any irregular or fraudulent practice, harassing behaviour, or other situations that may adversely affect The Apple Tree Preschool. You should know that The Apple Tree Preschool undertakes to ensure that no staff member is the object of racial, religious, sexual or any other form of personal harassment.
- Make every effort to protect from misuse, harm or loss, of any The Apple Tree Preschool Property including records, computer hardware and software, furniture and other office equipment, supplies etc.
- Comply with all human resources and employees practices which The Apple Tree Preschool
- Use of corporal punishment on any child will result in dismissal
- Failure to observe the above mentioned practices might result in termination of your employment.