

Standards of Excellence

For Kids Central to achieve its mission, every employee must share responsibility for specific standards that promote excellence. These standards, as defined by Kids Central’s Board of Directors, identify the basic requirements for a productive work environment. The standards include such relevant issues as ethics, leadership, non-discrimination and safety, as well as other topics that provide the foundation for our community (students, parents, faculty, administrators, staff, and volunteers whether full, part-time or temporary) in which positive employee relations can flourish. Management and employees share the responsibility for complying and promoting these standards throughout the Kids Central community.

Ethics	101
Excellence in Leadership.....	102
Standards of Conduct.....	103

Ethics

Kids Central believes that a shared code of ethics among all employees strengthens the overall quality of Kids Central community. Therefore Kids Central leadership has adopted the following ethic statements as legitimate and appropriate to Kids Central's identity, reputation, and culture.

1. A norm of expected conduct shared by all in the Kids Central community will be governed by truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold and express opinions different from one's own.
2. Kids Central's mission rests on the premise of quality service to children in the classroom, the office, and every avenue of Kids Central. Without a prevailing ethic of honor and integrity, not only in quality program pursuits but in all organizational activity, the search for quality service is impaired. In these respects, each employee--especially but not exclusively the senior staff--must regard oneself as a mentor for others.
3. These principles make it possible for the larger society to place trust in Kids Central, the results produced, as well as the stewardship represented and disseminated.
4. To safeguard the standards on which everyone depends, each employee must accept individual responsibility for behavior and work, and refrain from taking credit for the work of others.
5. The culture of a non-profit agency also requires that the rights of all be protected, particularly by those entrusted with authority for judgment of the work of others.
6. Being a human community, Kids Central is subject to human failings, ambiguities, and errors. It is therefore the responsibility of the bodies regulating the affairs of Kids Central, clients, and staff to maintain processes for judging and resolving instances where these principles may have been violated. However, all such systems depend for their effectiveness, in turn, on the acceptance of common norms of conduct--the ties of trust that bind the Kids Central community together.

Computing Ethics

Computing resources are available for efficient processing of legitimate Kids Central business and communications. Access to and usage of computing technology places a responsibility on each authorized employee to conduct computing business in the same ethical manner that is required of all other conducts with added concerns for:

1. Legal use of licensed software
2. Protection of confidential information
3. Legitimate use of hardware/software/periphery devices
4. Legitimate access to and use of valid data
5. Asset management
6. Right to privacy
7. Respect for and safeguarding of security passwords, user identity, and system access

8. Appropriate use of e-mail as an efficient communication tool
9. Legal and appropriate use of the Internet.

Professional Relationships

Employees are to avoid or remove themselves from situations that may compromise their authority by making decisions favoring one's own gain or gain for personal friends or family members. The specific areas of concern include contract awards, accurate record keeping, hiring, or performance review and compensation decisions. Employees are to avoid circumstances that favor an individual rather than Kids Central's interests.

Excellence in Leadership

Kids Central expects all employees in a supervisory capacity to exemplify appreciative leadership in their associations with employees, clients, and the public. Further, Kids Central expects all supervisors to be mutually supportive and to integrate their areas of responsibility, and policies and procedures with others throughout our Kids Central community. Key elements of Kids Central leadership are communications, teamwork, role modeling and accomplishments. Leadership responsibilities include:

Communications

- Communicating focus, goals, and services that will achieve Kids Central's mission
- Interacting with other members of Kids Central's community in a highly creditable manner
- Providing timely and constructive feedback on performance
- Communicating appreciation for acceptable performance
- Committing to addressing performance that fails to serve the success of the individual, team or Kids Central
- Recommending changes to policy through consultation with appropriate Kids Central personnel
- Regularly attending leadership development programs and supervisory briefings and training programs relating to employment issues

Teamwork

- Promoting agency wide cooperation among employees
- Mentoring newer members to Kids Central
- Respecting and cooperating with policies of closely related entities that work with Kids Central

Role Modeling

- Understanding, sponsoring, and implementing the evolving changes necessary to continued success in service delivery to children
- Supporting and implementing, in a proactive and constructive manner, all Kids Central policies
- Seeking professional development in both technical and managerial skills
- Focusing on program, and business issues rather than on personal interests
- Learning and practicing appreciative leadership as a management development process.

Accomplishments

- Recognizing effort as well as results
- Overcoming barriers by challenging oneself and others with new ideas
- Assessing results critically and periodically
- Linking goals and objectives of each individual to overall goals and objectives

Standards of Conduct

All staff, consultants, and volunteers will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.

All staff, consultants, and volunteers will follow the program confidentiality policies concerning information about children, families, and other staff members.

No child will ever be left alone or unsupervised while under the care of a Head Start staff person, consultant for the Head Start or Early Head Start program, or a program volunteer.

All staff, consultants, and volunteers will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation.

Furthermore, all staff, consultants, and volunteers will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

As an employee of Kids Central, my signature below guarantees I will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Information designated as confidential may not be discussed with anyone outside the agency and may be discussed within the organization only on a "need to know" basis. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the agency, its employees and its families it serves. However, this employee responsibility to safeguard internal agency affairs is not intended to impede normal business communications and relationships.

The above are Program Standards of Conduct established by Kids Central Incorporated. It is mandatory that all staff, consultants, and volunteers abide by these Program Standards. Violation of these standards, by any of the above mentioned personnel, will result in dismissal from the Head Start or Early Head Start program.

Employee Signature

Date