

## CODE OF CONDUCT

In accordance with its values of openness, respect and empathy, the Montreal Museum of Fine Arts strives to offer a safe, fun and inclusive environment, where daycampers, their families and the members of our staff can thrive.

To this end, we have established a children's code of conduct, which we invite you to familiarize yourself with.

**The code of conduct applies at all times and in all settings during Day Camp**, be it in the Museum or outside, in the studios or in daycare.

### CHILDREN'S CODE OF CONDUCT:

1. Through my words and my actions, **I show respect towards everyone at the Museum Day Camp**: other campers, parents, the Museum staff, etc.
  - I use my words to resolve conflicts: I understand that any form of violence will not be tolerated.
  - I behave in a way that is safe for both me and those around me.
  - I follow the instructions I am given.
2. **I show respect for my environment.**
  - I do my part to keep the space clean and tidy by cleaning and putting away the materials that were used.
  - I take care not to damage the space or the equipment lent to me.
  - I follow the Museum's rules for protecting the artworks and behaving respectfully towards other visitors.
3. **I know that I deserve respect as well.**
  - I am free to express myself through my ideas and creativity.
  - If I find the words or actions of another person hurtful, I can talk about it with an adult I trust.
  - I can ask questions anytime I need to.

The purpose of the code of conduct is to **ensure everyone's safety and well-being**. If a daycamper behaves in a manner that compromises their safety or that of others, the following measures will be taken:

1. The mediator will clearly explain their expectations of the child.
2. The child will receive a first verbal warning.
3. If the behaviour persists, the child will receive a second warning.
4. If the behaviour still persists, the child will be removed from the activity for several minutes. They will be allowed to return to the group once they have calmed down. The mediator will inform the parent of the incident verbally when they pick their child up at the end of the day.
5. If the behaviour persists, the child will be removed from the group by the supervisor. They will be allowed to return to the group once they demonstrate that they are aware of their wrongdoing and agree to change their behaviour. The parent will be informed of the situation verbally when they pick their child up.
6. If the behaviour resumes, the supervisor will remove the child from the group for the rest of the day. The parent will be notified of the situation by phone immediately, and will be asked to come and pick up their child as soon as possible. A discussion with the parent and child will be required in order to agree on the terms for the child to re-enter the group.
7. If the child is not able to reintegrate into the group, the parent will be reimbursed for the days the child was not allowed to attend camp, minus a 10% fee.

**Important note:** We have a zero tolerance policy with respect to all forms of verbal and physical violence. Any display of such will lead to the immediate removal of the child from the group by the supervisor (see items 4 to 7 above).

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_,  
declare that I have read this code of conduct, and I agree to abide by it.

Signature: \_\_\_\_\_