

# Business Ethics

Hilltop Children's Center aspires to maintain its reputation within the community as a program of integrity and excellent standards. Therefore, Hilltop expects all employees to maintain the highest standards of business ethics and professional conduct, to avoid situations that might involve a conflict or appearance of conflict between personal interests and the best interests of the organization, and to protect confidential and proprietary information. We ask families to support this expectation by not engaging in intimate relationships with employees of Hilltop and by always maintaining professional and respectful communication with faculty and staff (including outside of school hours). If these guidelines are not followed, a family may be asked to leave Hilltop.

## Communication

At Hilltop, Learning in Relationship is one of our core values: clear communication is essential to the success of that value. Part of our ongoing professional development as a faculty involves skill-building in crucial conversations and emotional intelligence. We prefer that, as much as possible, families and educators communicate directly with each other in the case of questions about the classroom, feedback for the teaching team, etc. The Program Supervisor, Mentor Teachers, and other Administrators are available to help support these conversations. If families have a serious concern, please direct it toward the Program Supervisor, who will help determine next steps. In general, if you have a question, feedback, or concern, please let us know as soon as possible. We are committed to continuing to grow as a organization and community and feedback helps make us better.

## Confidentiality

We value the trust and respect we build with families and confidentiality is essential to that trust. We won't share information about your child or family with other families. We will inform you when we're sharing sensitive information with other faculty and/or staff members (teaching team, administrators, etc.) and only share that information as relevant to faculty and staff's position. We keep children's files locked in the front office and restrict access to that information. We ask that families take care when sharing or asking about other children and families. In many cases we may not be able to discuss issues pertaining to other children or families with you. We do not disclose medical or personal information (questions like: which child has lice? Do you know who else was involved in this incident?). We require that all employees sign a confidentiality form. For any information to be shared with Seattle Public Schools, we ask families to sign a FERPA form for consent to share information with schools and staff.

## Babysitting by Faculty

In an effort to maintain the professional status of Hilltop's faculty and prevent any potential conflict of interest, babysitting by center staff is **strongly discouraged** by Hilltop. However, if a center staff member elects to babysit for a family, all such activities must occur outside center premises and with the understanding that such arrangements and payment for services is solely between the staff member and the child's family and that Hilltop is in no way responsible for the child's care in connection with these activities. The arrangements are not sanctioned by the center or by Hilltop Children's Center. Babysitting should not interfere with the staff member's center schedule. If a babysitting arrangement should be made between a staff member and a family, the family is required to complete a Babysitting Release form, which can be supplied by center management.