

# Educator Etiquette



Learning Centers are dynamic, busy (*and in the mornings, stressful*) places so it is important to orient yourself as quickly as possible upon arrival for work.

Unless otherwise instructed, please arrive at your nominated center 15 minutes before.

You should report to the office, introduce yourself, sign in, and ask for the contact person as directed to you by Melinda or Alana.

## Absolutely! (A one way ticket to positive feedback!)

- ✓ Carry your WWCC and vaccination certificate with you at all times
- ✓ Wear professional attire - dress for the job you want! And be sure to wear closed toe shoes, as this is an OHS requirement! Black slacks and a smart casual top - no denim.
- ✓ Demonstrate a positive, happy and friendly attitude
- ✓ Ask questions if you are not clear on what is expected from you for the day.
- ✓ Follow the centers policies - ask the room leader for guidance
- ✓ Complete documentation as required by the center and asked of by the room leader
- ✓ Unless otherwise instructed, arrive at your nominated center 15 minutes before.  
- Be on time. You will be text a time to arrive. If you are running late please ring Melinda so she can let the center know.

## Never, ever! (It's just not good etiquette!)

- ✗ We have a strict no denim policy
- ✗ Raise your voice! Remain professional and speak to children and staff calmly.
- ✗ Make critical/unnecessary comments concerning other workers, or children.
- ✗ Leave center without returning items you borrowed/ used throughout the day!

### Other notes to remember

- Please bring a wide brimmed hat with you to wear when with students outdoors. Suitable rain/wind attire may be needed for the cooler months.
- If you feel something should be brought to the attention of TI, please call us and discuss your concerns. Be proactive, it allows us to contact the school on your behalf if needed. It is also vital to mention your concern/problem/issue with leadership as soon as possible, should you feel it important enough to let someone know.