



CODE OF CONDUCT

Chefsville
Kids

Cooking adventures that connect family, community, culture, math, science, language arts and social studies

At Chefsville, instructors and hosting facilities strive to provide a fun, safe, and secure environment for all Club Members. To ensure that our Club is always operating at the highest quality and that Club Members are being cared for in a positive environment, the Chefsville Code of Conduct and Behavior Management Plan will be enforced. We think that it is important that you read and sign it together with your child(ren) to ensure that he/she understand them and that he/she will be committed to the Code of Conduct expected at Chefsville.

RULES & PROCEDURES

GENERAL SAFETY RULES

Your child’s safety throughout the program is of great importance to us. Our staff and instructors are trained to promote a healthy and safe Club environment. We ask that you review and reinforce the following rules with your child before Club begins.

Club Members are not permitted to engage in other recreation center activities during our program.

We also ask that Club Members do not use culinary equipment without permission. If the culinary equipment is used incorrectly, it can be a risk to your child’s safety. Therefore, Club Members should ask the culinary instructors for assistance regarding use.

SCREEN FREE POLICY

We are so excited to meet you and have you become part of our club community. In order to achieve this goal, we need your help to keep Chefsville **“SCREEN FREE”**. With technology seemingly advancing every day, we can all have some trouble keeping up with it and Cooking Clubs are no different.

We have had parents tell us how pleased they are with this policy and even some of our Club Members have thanked us for relieving them from the stress they experience while constantly trying to keep up with outside distractions. Club Members joining us surely can’t look forward to the club **and** use their electronic devices. Instead, we know they cannot wait to make new friends and be part of our exciting program. Chefsville Cooking Clubs are **“SCREEN FREE”**.

We understand the need for cellphones in instances where plans change regarding time of pickup. If we see a cell phone that is distracting to the instructor(s) or Club Members, we will collect these phones and provide them back at the end of the session.

CAMPER BEHAVIOR

Chefsville Kids Cooking Clubs prides itself on being a welcoming and friendly community. In order for our community to thrive, we expect our Club Members to display positive behavior while at club. At club, there is a NO smoking, drinking or use of illegal drugs policy. If this policy is broken, your child will be sent home. Additionally, fireworks, knives, and gun are not allowed at club. Club Members are encouraged to practice social skills that will allow them to peacefully resolve conflicts without the use of harmful or destructive behaviors. **When disciplinary situations occur that require intervention, club staff provides the child(ren) with clear explanations as to why specific behavior is inappropriate.** They then help the child find alternative ways to behave in a situation that fits within the club guidelines of appropriate behaviors. In addition, we reward positive behaviors with extra points that are added to those achieved in cooking competitions.

BULLYING AND HARASSMENT

Bullying and harassment of any club member is never allowed and will not be tolerated. Children argue, tease, and do hurtful things to one another from time to time. Most feel empathy, guilt, remorse, compassion and then make up and move on. A bully does not. The bully takes perverse pleasure in using his/her power to hurt their victim – often over time or even without cause. Bullying behavior includes rejection, name-calling, spreading rumors, threats, intimidation, and physical torment. Our staff members participate in an intensive anti-bullying training program during their orientation week. As part of this training, the staff will learn:



To recognize different styles of bullying (direct, indirect, physical, verbal, social aggression, etc.)



To recognize warning signs of bullying.



How to intervene quickly and effectively to keep all Club Members safe.



How to create an atmosphere of mutual support against bullying beginning with the first day of camp.



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Please encourage your child to tell an adult if they are being bullied or experiencing any other problems at camp.

Any violation of the above policy will be addressed immediately by staff and, if not rectified, can result in the dismissal of the club member.

PEANUT & TREE-NUT FREE

At Chefsville, we are extremely sensitive to the presence of food allergies in school/camp. In an effort to respond to the needs of many club members, as well as to ensure the safest environment possible, Chefsville cooking clubs **are peanut free and tree nut free**. We may bring products like Nutella in on occasion, but this will not be an ingredient in the overall recipe that club members eat. It will be a optional topping. If our club instructors find that someone in the club requires the club to be peanut free and tree nut free, then we may adjust all recipes for the well-being of that particular member.

SWEETS AND SNACKS

During the club, children eat what we make. Besides the regular items, they taste everything they cook. As there will be plenty of food provided throughout the program, **we ask the children not to bring candy to eat**. This food is a source of attraction for ants and other animals.

GUIDELINES FOR MANAGING SEVERE FOOD ALLERGIES

Food allergies can be life threatening. At Club, there is risk of accidental exposure to a food allergen. Our instructors, staff, parents, and Club Members must work together to minimize this risk.

Family's Responsibilities



Notify us of your child's allergies or suspected allergies in advance.

- Fully describe the allergy and reaction if exposure occurs on our program registration questionnaire or in an e-mail.



Educate and review with your child the self-management of his/her food allergy.

- Safe and unsafe foods.
- Strategies for avoiding exposure to unsafe foods.



How and when to ask adults whether certain foods are safe.



Symptoms of allergic reaction.



How and when to tell an adult about a possible allergic response.



How to use epinephrine. (or who is authorized to administer this)

Camper's Responsibilities



Never trade food with other Club Members or staff.



Never eat anything with unknown ingredients.



Always ask an adult to check ingredients if they are unsure of the safety of a certain food.



Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected.



Tell an adult if a reaction seems to be starting, even if there is no visible appearance of allergic response.

Chefsville Club Responsibilities



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Be informed of the availability of emergency care.

- Know how to contact EMT/ambulance



Review the health records submitted by parent and physicians.



Establish prevention protocols for program.

- Make plans so that the camper or club member with food allergies may be safely included in most or all activities.
- Discuss alternative food plans with parents and Club Members, if necessary.



Ensure all staff members who will be in contact with the camper or club member know of the allergy, can recognize the symptoms of an allergic reaction, and know what action to take if the reaction occurs.



Ensure that appropriate personnel are familiar with the use of epinephrine, where medication is located, and the protocol.

- Arrange a training session before the start of camp. Train staff on the usage of epinephrine auto-injectors.
- Comply with local and state regulations regarding the administration of medication.



If there are planned field trips or out of club activities.

- Be certain any emergency medication and authorization accompany the students and instructors.
- Be certain there is a way to contact emergency assistance.