

## CODE OF CONDUCT - BOLTON CENTRE

*Welcome to the Caledon Parent-Child Centre (CPCC). Please take the time to review the following policies for the various programs that operate at our Centre. These policies were developed in an effort to create a safe and pleasurable place for both you and the children in your care. The CPCC prioritizes the safety and well-being of the families and children who visit our Centre. Updates to the Code of Conduct will be posted to the CPCC website and participants should familiarize themselves with updates as they occur.*

*Thank you for your cooperation with the policies. If you have any questions, concerns or suggestions, please speak to a staff person.*

### 1. **Severe Weather Policy:**

When Caledon/Peel schools are **closed** due to severe weather conditions, all Centre sites are **closed**. When Caledon/Peel school buses are **cancelled**, all village sites are **closed** but the Bolton site will remain **open**. All other unscheduled closures will be posted on our website and affected program participants will be notified.

2. The CPCC/OEYC is not responsible for lost or stolen articles. Please keep your valuables with you.
3. To ensure the safety and good health of all of our children, sick children are not to enter the Centre. Staff members reserve the right to request that a child be taken out of the Centre if the child is ill. *Please refer to the CPCC/OEYC Environmental Health Policy posted in the cloakroom.*
4. No running in the Centre.
5. You are responsible for supervising the children in your care **at all times**. You must stay in the same activity area as the children in your care. In order to provide appropriate supervision of the children, mobile and electronic devices use is strongly discouraged unless in emergency situations.
6. No hitting or other forms of corporal punishment adult to adult, adult to child or child to child are permitted in the Caledon Parent-Child Centre. The Duty to Report suspicion of child abuse or neglect is a legal obligation of all staff, students, Board members and volunteers at the CPCC. We are legally required to report these to the Children's Aid Society. All participants are encouraged to bring forward to a staff any incidents that occur.
7. All participants of the CPCC programs and services are expected to refrain from yelling and using any impolite language.
8. Participants are asked to wear indoor shoes or slippers when in the areas of the CPCC where children play.
9. You are responsible for tidying up before leaving any area. (clothes, brooms and mops are always available.)
10. Moms are welcome to breastfeed their babies anywhere in the Centre. If you need a private space please ask a staff member to assist you.

11. The CPCC is an inclusive environment. If we can provide assistance with accessibility please ask a staff member.
12. Soiled diapers are to be taken with you when you leave the Centre. Please use the designated changing area. Plastic bags are provided in this area.
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14. 10. To protect children and adults with food allergies, nuts, legumes and foods containing these are not to be brought into the Centre.
15. An Evacuation Procedure is posted in each room of the Centre. Please familiarize yourself with this procedure.
16. No solicitation for any business or commercial activities, events or items will be allowed.
17. No petitions or posters of a political or partisan nature will be allowed to be circulated or displayed in the CPCC/OEYC.
18. The front access door will be locked 15 minutes prior to Centre closure.
19. The Creative Room and the Snack Area will close 30 minutes prior to the end of Family Time/Drop-In.
20. Program participants in registered programs will not be permitted entrance if the program has been in session for more than 10 minutes.
21. During discussion with other adults at the CPCC, sensitive issues and concerns may be discussed. Participants will respect confidentiality and will not use identifying information when sharing these discussions with others. Please refer to the CPCC Privacy Policy.
22. Employees of the CPCC who are working as a private individual are in no way acting on behalf of, or representing, the CPCC. The CPCC assumes no responsibility for participants engaging the private services of CPCC employees.

**Thank you for your cooperation with the above policies. If you have any questions, concerns or suggestions, please speak to a staff person.**