

Caledon Parent-Child Centre/Ontario Early Years Centre

Registration Policies and Procedures for Specified Programs

- All programs are **eight weeks** in length unless otherwise specified.
- If a program is cancelled due to a statutory holiday or inclement weather conditions, this program will not be made up at the end of the session.
- New Program Registration will take place on the last week of current programs. Registration will be available for **one week**, beginning **Monday morning at 9:15 a.m. and closing on Saturday afternoon at 2:00 p.m.**
- Dates for scheduled registration session will be posted on our website's registration page. Programs will begin on **on the 2nd Monday following registration week.**
- Registration can be done **in person** or over the **phone**.
- Please use **one line per child registration** on the registration list. Do not list children in one space.
- **Nobody** will be allowed to register for a friend.
- Participants are requested to call the Centre if they are unable to attend a session. Participants who **miss two consecutive weeks** of a program without notification **will be dropped** from the program and that spot given to someone on a waiting list.
- All programs are **age specific**. The child to be registered **must** be within the specified age range on the start date of the program.
- A child or parent with **special needs or special circumstances** will be given opportunity to register for programs that will benefit that family **before other registrants**. For example, if Peel Preschool Speech and Language Services recommend that it would be beneficial for a child to participate in a Mother Goose program, we will accommodate that child. *Please direct special requests to the Program Manager.*
- Families with a parent on the CPCC Board are given program priority.
- Registrants can register for **unlimited numbers** of programs as long as the child is **within the age range** of these programs.
- If there are more registrants than program spots, registrants who **have not previously participated** in the program will be registered **first**, then the remaining spots will be chosen by lottery. This will ensure the choice is **fair to all**.

- If a registrant has registered for more than one program and is **chosen in the lottery for all programs** and another registrant is **not chosen at all**, the Program Facilitator will give **one** of the program spots to the registrant who has not been chosen at all.
- Infants in arms (up to 6 months) are **allowed to accompany parents** in all programs **except** the Adventures In Science program, Toddler Move & Groove.
- Participants will be **notified the week before the programs begin** as to whether they have a spot in the program. Please note that the large program room only allows **up to 40 people** under the by-laws. Some programs (Move & Groove) have lower participant numbers due to special limitations.
- Those registrants who have spots in the programs will be called to confirm by the Wednesday following registration week. When registering for the program the individual will be told that if he/she does not hear from the CPCC to verify a participant spot by a specific date, he/she is **not** in the program. Individuals will be encouraged to visit our Family Time and participate in our daily Songs & Stories.
- Participants will be asked to sign a **Verification of Registration** on the first day of the program.

****** Please Note:- Registered Participants are asked to arrive on time to programs. If you arrive more than 10 minutes after the program begins, you will be asked to stay out of the program, by PF discretion. You are welcome to attend our Family Time/Drop-In if it is open. ******

If there are any questions or complaints, please direct these to the Program Manager.

Updated 9/15/15