

CODE OF CONDUCT

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 wellbeing of the families and children who visit our centre.

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

1. All individuals entering any CPCC site are required to complete a Self Screening at home prior to each entry.
2. Please wash or sanitize your hands and your child's hands upon arrival and often throughout your visit. (Supervise all children's use of hand sanitizer.)
3. To ensure the health and safety of our families, staff, and visitors, sick children and adults are not to enter the CPCC. 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 website for the Environmental Health Policy cp-cc.org*
4. **All** food products and drinks are to be consumed in the designated snack area. Hot drinks **must** be kept out of reach of children in the space provided. Please exercise extreme caution with these. You are encouraged to eat prior to visiting due to current COVID-19 health and safety concerns.
5. Participants are **strongly** encouraged to bring all hot beverages in an unbreakable travel mug with a screw top lid.
6. To protect children and adults with food allergies, peanuts, tree nuts, seeds, legumes and foods containing these are not to be brought into the centre.
7. We are a breastfeeding/chestfeeding environment. If you need a private space, please ask a staff member to assist you.
8. **Severe Weather Policy:** When Caledon/Peel schools are **closed** due to severe weather conditions, all CPCC sites are **closed**. When Caledon/Peel school buses are **cancelled**, all mobile village sites are **closed** but the Bolton, Caledon East and Southfields centres will remain **open**. All other unscheduled closures will be posted on our website and affected program participants will be notified.
9. The CPCC is not responsible for lost or stolen articles. Please keep your valuables with you.
10. No running or rough play in the CPCC.
11. 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. Unless in emergency situations, mobile and electronic devices are strongly discouraged. We ask that you actively supervise you child(ren) in their learning/play experiences to ensure that everyone has a safe and enjoyable visit.
12. To ensure the privacy of all in attendance, please be mindful of others when taking pictures and/or video of your child.
13. 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



Connect • Learn • Grow

report these to the Children's Aid Society. All participants are encouraged to bring forward to a staff any incidents that occur.

14. All participants of the CPCC programs and services are expected to refrain from yelling and using any impolite language.
15. Participants are asked to wear indoor shoes or slippers when in the areas of the CPCC where children play.
16. You are responsible for tidying up before leaving any area. (Cloths, brooms, and mops are always available.)
17. The CPCC is an inclusive environment. If we can provide assistance with accessibility, please ask a staff member.
18. Soiled diapers are to be taken with you when you leave the CPCC. Please use designated changing area. Plastic bags are provided in this area.
19. Please familiarize yourself with the Emergency exits in the event of an emergency.
20. Solicitation for any business or commercial activities, events or items is not permitted.
21. Petitions or posters of a political or partisan nature are not allowed to be circulated or displayed in the CPCC.
22. The front access door will be locked 15 minutes prior to CPCC closure.
23. The following areas will close 30 minutes prior to the end of Family Time/Drop-In.
Bolton - Creative Room, climber, and Snack area
Caledon East – Snack table
24. When you participate in activities, programs, and workshops a variety of theories, opinions and information may be shared. These views and opinions do not constitute an endorsement by the CPCC. Please use your own judgment when determining whether the information and advice will apply to your family/child. Please respect the opinions shared by other participants.
25. 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 posted on the website.*
26. 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.
27. Participants are not allowed on the CPCC van. IF you would like an item, please ask a staff person to assist you.
28. Updates to the Code of Conduct will be posted to the CPCC website and participants should familiarize themselves with updates as they occur.