**Caledon Parent-Child Centre/ EarlyON 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.
* Program Registration will take place on the last week of each program cycle. 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.**  Registrations will be completed during hours of operation.
* Registration can be done **in person** or over the **phone**.
* Please use **one line per child registration** on theregistration list. Do not list children in one space.
* Registrants are asked to register for their own family unless accessibility support is required. If an individual requires support, they are welcome to request support from a friend or family member or a staff member.
* Participants are requested to call the Centre if they are unable to attend a session. If attendance is low and there is space in the program, families attending Family Time will be invited to come into the program to have an opportunity to “try it out”.
* 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.*
* Registrants can register for **unlimited numbers** of programs.
* If there are more registrants than program spaces, registrants who **have not** **previously participated** in the program will be registered **first**, then the remaining spaces will be awarded by lottery. This will ensure the choice is **fair to** **all.**
* Infants in arms (up to 6 months) are **allowed to accompany parents** in all programs **unless indicated in the program descriptions**.
* Participants will be **notified the week before the programs begin** as to whether they have a space in the program. Please note that the number of participants to be included is determined with consideration for program quality, health and safety and issues related to provincial or municipal codes and by-laws. Select programs may have lower participant numbers due to spatial restrictions.
* When registering for the program, the registrant will be advised that if he/she does not hear from the CPCC to verify a participant space by the end of “Turn Around” week, he/she is **not** in the program. Those registrants who are offered spaces in the programs will receive a confirmation call during the “Turn Around" week**.** Individuals will be encouraged to visit our Family Time Drop In and/or other drop in programs.

If there are any questions or complaints, please direct these to the Program Manager (Ailsa@cp-cc.org)