



## 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 to create a safe and pleasurable experience for you and the children in your care. The CPCC prioritizes the safety and well-being of the families and children who visit our Centre.*

*Please be advised that due to the current health emergency, COVID-19, there are additional expectations for conduct in all sites and programs operated by the CPCC. Enhanced Health and Safety protocols have been implemented to maintain the health and safety of all who enter the Centre.*

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

1. All families are required to register in advance of participating in programs and services. Drop-in access is no longer permitted. Registration will be done either online or by telephone. Each registered family will be required to read and agree to the CPCC's protocols before attending a registered program. Please visit the CPCC website for details.
2. All individuals entering the CPCC will be required to complete a documented Screening Process prior to each entry into the site. This may be done online or by telephone.
3. Families will be admitted through a process of staggered entry, allowing each family to safely enter individually. At the end of the program visit, a staggered exit process will be facilitated so families can exit individually.
4. Individuals are required to wear masks/face coverings at all times while onsite at the CPCC, as mandated by the Town of Caledon (*COVID-19 Mandatory Face Covering By-law # 2020-47*). Requirements are outlined in the CPCC Mask Policy.
5. To ensure the safety and good health of all individuals visiting the Centre, individuals exhibiting any signs of illness are not allowed to enter the Centre. Staff reserve the right to require that an individual leave the Centre if displaying any signs or symptoms of illness. *Information can be found at [peelregion.ca/coronavirus](http://peelregion.ca/coronavirus). Please refer to the CPCC Environmental Health Policy posted on the CPCC website and in the cloakroom.*
6. You are responsible for supervising the children in your care **at all times**. You must stay in the same activity station as the children in your care. In order to provide appropriate supervision of the children, mobile and electronic device use is strongly discouraged unless in emergency situations.
7. Please be sure to follow the Physical Distancing Rule (*2 metres/6 feet apart*) between your family and others.
8. Please wash or sanitize your hands and your child's hands before moving to a new activity station. (*Supervise all children's use of hand sanitizer.*)
9. Our play environment has been re-configured to allow for enhanced infection prevention and control practices. As space is limited, there is no longer an area designated for snacks and food consumption.

10. Please be sure to eat before and after your visit to the Centre. space.
11. Moms with infants are welcome to bottle or breastfeed anywhere in the Centre. If you need a private space and/or require accommodation, please ask a staff member for assistance.
12. **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 mobile 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.
13. The CPCC is not responsible for lost or stolen articles. Please keep your valuables with you.
14. No running in the Centre. Walk with your child to each activity station.
15. No hitting or other forms of corporal punishment adult to adult, adult to child or child to child are permitted in the CPCC. 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 member any incidents that occur.
16. All participants of the CPCC programs and services are expected to refrain from yelling and using any impolite language.
17. Participants are asked to wear indoor shoes or slippers when in the areas of the CPCC where children play.
18. The CPCC is an inclusive environment. If we can provide assistance with accessibility, please ask a staff member.
19. All soiled and wet 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.
20. An Evacuation Procedure is posted in each room of the Centre. Please familiarize yourself with this procedure.
21. No solicitation for any business or commercial activities, events or items will be allowed.
22. No petitions or posters of a political or partisan nature will be allowed to be circulated or displayed in the CPCC.
23. 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.
24. 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 above policies. If you have any questions, concerns or suggestions, please speak to a staff member.**