

To : All Faculty and Staff  
From : Andrea Caviness, Executive Director – Office of Human Resources  
Re : Children in the Workplace Policy

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The College has an obligation to its students, staff and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of Higher Education. There may be exceptional circumstances when brief visits by minor children accompanied by Faculty or Staff occur. Minor children are children under the age 18. Below are guidelines governing children visits to the campus.

1. Minor children may visit College offices and facilities for limited periods of time at the discretion of the supervisor of the same office or facility where destination of the parents, guardians or caretakers. However, children are not permitted in classrooms during instructional periods and not in laboratories even when classes are not in session.
2. Minor children will be subject to the same conditions as any other visitor to the College. Parents or caretakers must sign-in their children at the security desks and indicate the purpose of the visit and its expected duration.
3. Regular, repeated visits by children are not permitted. For example: a parent who brings his/her child to work every day between 4 p.m. and 5 p.m.
4. Children are not permitted in high risk, high security and possibly dangerous areas.
5. Children are not permitted in the classroom during regular class/testing sessions.
6. Children of faculty and staff are not permitted in advisement/counseling sessions for students.
7. The supervision of accompanied children on campus remains the sole responsibility of the parents, guardians or caretakers of said children.
8. During periods of high peak elementary and middle school closings, limited consideration may be extended at the discretion of the supervisor, with the exceptions of 4, 5 and 6 above.