

Children on Campus Policy – for Employees

LaGuardia Community College is committed to creating and maintaining a welcoming environment for all, including children brought to the campus. The College is dedicated to providing an environment that delivers successful academic and occupational activities performed by students, faculty, and staff. We understand that our employees have educational and family responsibilities, and we strive to be sensitive to their work-life balance needs.

In general, employees are not permitted to bring children to the workplace. However, the College acknowledges that there may be unavoidable occasions where family responsibility conflicts with work commitments. For these exceptions, the College has established the following guidelines concerning children in the workplace.

EXCLUSIONS

These Guidelines do not apply to children visiting campus to attend University/College-sponsored events, camps, and programs intended for children and families, community events, to use the Library, or to obtain information regarding college services. These types of visits fall under the visitor's policy.

These guidelines do not apply to children enrolled in elementary, middle, and high schools located on CUNY property; children registered in CUNY Childcare Centers, or children enrolled in CUNY College Now or other educational programs from being in authorized areas of the University with proper adult supervision.

PURPOSE

This policy is meant to ensure the safety and quality of life of all parties on campus. The intent is to minimize the risk of injury and promote a safe work and learning environment

RESPONSIBILITIES

Employees Responsibilities:

- Upon entrance to the college, employees will be asked to sign in for their children in the **Children on Campus Visitor Log**. Upon exit from the college, employees must sign out for their children.
- Employees must ensure direct supervision during the entire time and take full responsibility for the safety and behavior of their children. Children should not be left unattended.
- Employees should not expect other employees or another person to supervise their children.
- Employees must escort children to and from designated areas if attending a program or event.

- Employees must understand that regular visits by child/children are not permitted.
- Employees must ensure their children behave appropriately in the classroom and on campus and not disrupt other students or community members, damage college property, or create a safety hazard.

Managers Responsibilities:

- Managers are encouraged to grant leave or other options to employees who need to make emergency childcare arrangements.
- Managers are responsible for addressing disruptions to co-workers in the workplace if the situation arises.
- Managers are responsible for ensuring guidelines outlined in this policy are followed.
- Managers reserve the right to request that the employee leave the work area if the children become disruptive or are unsupervised at any time.

HAZARDOUS AND IDENTIFIABLE AREAS

- Children are NOT permitted in high-risk areas. This includes areas defined as hazardous or identifiable restricted areas.

(*)DEFINITIONS

Children: Minors under 18.

Employee: This policy refers to the employee who is the caretaker responsible for the child.

Hazardous Locations: Hazardous locations include, but are not limited to, laboratories, animal areas, workshops, carpentry shops, warehouses, commercial kitchens, laundry areas, construction areas, mechanical rooms, roofs, confined spaces, maintenance areas, and janitorial rooms,

Identifiable Restricted Areas: Identifiable area is a location currently not deemed restricted but can become dangerous due to construction or other unforeseeable activities. These areas include but are not limited to a pool and pool area, theaters, and recreation facilities.

The College reserves the right to ask an employee to leave the campus if the employee is not adhering to the above policy.

Approved by the College Senate on March 29, 2023