

## **POLICY ON CHILDREN AT WORK**

### **Purpose:**

To promote volunteerism and program awareness for children and families. To ensure consistency in practice agency wide. To ensure safety and comfort in the educational setting.

### **Procedures:**

1. Children may be used as volunteers in classrooms according to the following criteria:
  - A. Volunteers in the classroom should be 15 years of age to be considered as a volunteer. In our licensed centers volunteers must be 15 years of age and must meet the requirements of Teacher's Aid or Teacher in order to be considered in the child to staff ratio.
  - B. If staff's own children are to be used as volunteers in a classroom they must meet the above criteria for a volunteer. Staff's own children shall volunteer in a classroom/center other than in the one their parent works. This also needs to be cleared a week in advance with the staff's supervisor who will then clear it with the Education Director.
  - C. Children other than staff's children (ie older siblings of enrolled children) must also meet the criteria for volunteers and must be cleared a week in advance, first with the Teacher and second with the Education Director.
  - D. In authorizing the use of volunteers in the classroom the Teachers and the Education Directors will consider the qualifications of the volunteer, the appropriateness of the use of volunteers given the activities and curriculum of the day, and the specific needs of the children in the classroom.
2. Children may be used as paid staff for childcare purposes for parent meetings, parent education classes, etc. according to the following criteria:
  - A. Children doing childcare must be 18 years of age to be left alone with a group of children.
  - B. Children under 18 and older than 15 may provide childcare if an adult is also in the room with them.
3. Children who do not meet the criteria for a volunteer may be in the classroom according to the following criteria:
  - A. Staff may bring their children (3 years and older) to work and/or the classroom during "Bring Your Child to Work Week" in April. Arrangements

need to be made with the staff's supervisor. Staff can bring their child for ½ day one time during that week.

- B. Children who are under 15 should not be in the classroom with the exception of pre-authorized educational and Youth Investment experiences.
- C. Siblings of enrolled children may visit the classroom when they are accompanied and supervised by their parent.
- D. Staff will discuss siblings visiting the classroom with parents on the 1st home visit.
- E. In authorizing un-enrolled children in the classroom the Teachers and the Education Directors will consider the appropriateness of un-enrolled children in the classroom given the activities and curriculum of the day, and the specific needs of the children in the classroom.