

CITATION REFERENCE

Official Title: Children On Campus Policy

Abbreviated Title: Children

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Responsible Office: Human Resources

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Policy: Children on Campus

Policy Statement

It is the goal of the College of Coastal Georgia to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty and staff. Any action which interferes with this goal will not be permitted. At no time may a child who is not a currently enrolled CCGA student be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus. Parents, legal guardians, or responsible adults of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

Reason for Policy

The purpose of this policy is to provide guidance to all members of the College community on when children may be present on the College's campus.

Entities Affected By This Policy

All faculty, staff, students, and visitors seeking to bring children onto the campus are covered by this policy.

Who Should Read This Policy

All faculty, staff, students, and visitors seeking to bring children onto the campus should be familiar with this policy.

Contacts

Contact	Phone	E-Mail
Director of Human Resources	(912) 279-5740	hr@ccga.edu
Dean of Students	(912) 279-5815	mbutcher@ccga.edu
Campus Police	(912) 258-3133	bsipe@ccga.edu

Website Address for This Policy

http://www2.ccgga.edu/Policy/Files/Children_on_Campus_Policy.pdf

<http://www2.ccgga.edu/Policy/StudentAffairsPolicies.asp>

Related Documents/Resources

Faculty and Staff Handbooks

<http://www2.ccgga.edu/Policy/Resources.asp>

Residence Life Handbook

<http://www2.ccgga.edu/ResLife/files/ResidenceHallHandbook.pdf>

Definitions

These definitions apply to these terms as they are used in this policy:

Child/Children: The term “Child/Children” refers to an individual(s) who has not yet reached sixteen (16) years of age.

Legal Guardian: The term “Legal Guardian” refers to a person named in a will or assigned by a court who has the legal responsibility for providing the care and management of a minor child.

Responsible Adult: The term “Responsible Adult” refers to a person 21 years of age or older to whom the parent or legal guardian has given temporary responsibility for providing the care and management of a minor child.

Overview

The College acknowledges that family needs and responsibilities may in some circumstances require the presence of a child on the campus for a limited amount of time. At the same time, any individual who makes the decision to bring a child onto the College campus should be aware and respectful of the needs of others to have a quiet educational and/or work setting. Except in very limited circumstances, no child who is sick is permitted on campus. Persons who bring a child onto campus shall comply with the specific policies and procedures set forth below.

I. Children in Classrooms or Academic Buildings

The College must provide a safe and effective learning environment for all students. Paragraph IV below governs the presence of faculty and staff children in the workplace. The following regulations shall guide the presence of children of students in classrooms and academic buildings:

- a. All children must be in the presence of and under the direct supervision of a parent, legal guardian, or responsible adult at all times. Children may not be left unsupervised in the classrooms, hallways, or common areas of academic buildings at any time.
- b. Due to the nature of the equipment and the level of supervision necessary, children will not be allowed in college laboratories, or the fitness center at any time unless part of a sponsored function, pre-approved by President or their designees and the supervising teacher or paraprofessional is present.
- c. For classrooms and faculty offices, children are allowed at the discretion of the instructor. Permission should be granted only for rare occasions due to a temporary, unforeseen emergency or circumstance. Children are not allowed in the classroom in the following situations:
 - As an alternative to procuring regular childcare (e.g., infant care or childcare during summers, holidays or after regular school days); or
 - When the child is too ill to attend regular childcare or school
- d. Any student whose child is considered disruptive or unsupervised will be asked to remove the child immediately.

II. Children in the Library and Campus Center

The Library and its technology resources and the Campus Center and its technology and student resources are intended for use by the College faculty, staff, and students. The following regulations shall guide the presence of children in the Library and Campus Center:

- a. Children are allowed in the Library and Campus Center but must be in the presence of and under the direct supervision of a parent, legal guardian, or responsible adult at all times. Children may not be left unsupervised in the Library or Campus Center at any time.
- b. The parent, legal guardian, or responsible adult, not the Library staff, is responsible for the child's use of the Library. Children may not use the technology resources in either the Library or the Campus Center. No student may use his or her User ID to log into a computer so that a child can have access to and use of it. No other person may use a student's User ID to log into a computer so that a child can have access to and use of it.
- c. The parent, legal guardian, or responsible adult of a child who is considered disruptive or unsupervised will be asked to remove the child immediately.

III. Children in the Residence Hall

Residential students must adhere to specific guidelines in the Residence Life Handbook regarding visitation procedures for children. Children visiting students in the residence hall must be under the supervision of a parent, legal guardian, or responsible adult at all times.

IV. Children in the Workplace

The College must provide a safe and effective working environment. Accordingly, the following regulations shall guide the presence of children in the workplace:

a. Children Permitted in the Workplace. Children are allowed in the workplace in the following situations:

- For occasional visitation by children who are accompanied by a parent, legal guardian, or responsible adult other than the employee; and/or
- For rare exceptions granted by an immediate supervisor due to a temporary, unforeseen emergency, such as illness, and when the responsible employee is able to be present and attend to the care and welfare of the children. Alternative arrangements must be made as quickly as possible so that the presence of the child is as brief as possible.

b. Children Not Permitted in the Workplace. Children are not allowed in the workplace in the following situations:

- As an alternative to procuring regular childcare (e.g., infant care or childcare during summers, holidays or after regular school days);
- When the child is too ill to attend regular childcare or school, ~~except as stated in paragraph a. above;~~
or
- When the presence of the child interferes with normal operations.

c. Parents, legal guardians, and responsible adults are prohibited from asking any college employee to supervise a child during normal working hours. College employees are prohibited from supervising a child of another College employee, student, or visitor during normal working hours.

d. Any faculty member or staff member whose child is considered disruptive or unsupervised will be asked to remove the child immediately.

V. Children at College Events

Unless specifically stated otherwise, all College events are only open to currently enrolled CCGA students, faculty, and staff. Children are only permitted at events designated as "Open to the Public" and designated family programs sponsored by the College. Outside of specific events, children are

allowed for short periods of time on campus, including lunch in the dining hall, shopping in the bookstore, visitation in the residence hall, at all athletic events, and in outdoor public areas. However, all children must be in the presence of a parent, legal guardian, or responsible adult at all times.

VI. Parental Responsibility

Parents, legal guardians, and responsible adults are responsible for ensuring that their children behave appropriately while on campus. Parents and legal guardians are responsible and liable for any and all injuries or damages sustained to or caused by their child while on campus.

VII. Enforcement

1. Notice. All College supervisors shall inform subordinate staff members of this policy and that failure to comply with it may be grounds for appropriate disciplinary action. The Office of Student Affairs shall ensure students are informed of this policy and that failure to comply with it may be grounds for appropriate judicial action.

2. Reporting.

a. The monitoring and enforcement of this policy is the responsibility of all faculty, staff, and students. Each member should consistently and politely bring any infraction of this policy to the attention of the person or persons observed violating it. If they are uncomfortable discussing it with the person, it should be reported to the next level supervisor or Human Resources. Should the infraction continue, the behavior shall be reported to the Director of Human Resources (for faculty and staff in violation of the policy) or the Dean of Students (for students in violation of the policy) as soon as possible.

b. Anytime a child is discovered on campus in a dangerous situation or is unsupervised and the parent, legal guardian, or responsible adult cannot be identified and located in a reasonable time, Campus Police shall be immediately notified.

Responsibilities

The responsibilities each party has in connection with this policy on children on campus are:

Party	Responsibility
Office of Student Affairs	Ensure all students comply with this policy.
Human Resources Department	Ensure all faculty and staff comply with this policy.
All Faculty, Staff, and Students	Ensure compliance with this policy.

Forms

None

Appendices

None