

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Children at Work

Policy:

Staff will be able to allow their child to be with them after the school day ends. Children cannot be disruptive while staff finish their day. Children will not come to work with staff on school closures (ex. workday, pre-service, other training days, sick child, etc.). The definition of a staff child is the child who lives with them and is their own, step, or foster child. Staff cannot have their nieces, nephews, or grandchildren with them after school day ends for children.

Procedure:

1. Staff members must have their child in their vision at all times.
2. Staff members must be considerate of their co-workers and not allow their child to be loud and disruptive.
3. Staff members' children cannot be outside unattended.
4. If a child/ren is or becomes disruptive then the staff members will have to find another option for childcare.
5. If staff members have other options for their childcare in the afternoon, then those arrangements must be made.
6. If staff have the option of letting their public-school age child ride the bus to their center in the afternoon after school that would be the best option.
7. If the staff member has to leave to pick up their child from school, then they will need to track that time and come back and make it up every day.
8. This is a privilege to help relieve stress on staff. The privilege can be revoked if it is being abused or other staff complain that they cannot get their work complete.