

COMMUNITY ACTION TEAM
CHILD & FAMILY DEVELOPMENT PROGRAMS

Staff's Children Policy

It is the policy of Child & Family Development Programs that staff will not bring their children to work with them. The following guidelines will be followed for nursing mothers, employee's children as volunteers and emergency occasions when staff children must attend during working hours

1. The nursing mother, immediate supervisor and Center Manager will work out a schedule to insure that the baby is not disruptive to the routine of the center or at any time disruptive when at the work site.
2. Nursing babies will be allowed to attend trainings and meetings with mother if the infant is under six months of age. Other arrangements will need to be made if the baby is disruptive or distracting. Childcare should be provided, if possible, by mother/parent.
3. Nursing mothers will be allowed to nurse during work hours if the baby is brought to the work site. The immediate supervisor and Center Manager will assure that paid hours are worked.
4. Older children may volunteer occasionally in the center performing tasks, with Center Manager approval.
5. Duties for the volunteer must be planned in advance and approved by the immediate supervisor. If the child will be in the classroom, teachers must be consulted.
6. Children may, on rare occasion, be at the center for short periods of time with the approval of the Center Manager.
7. At no time will there be sick children brought to the centers. The exclusion Policy 3-19 (Exclusion of Children from School) will be followed by staff.
8. No staff children allowed on home visits.