

CITATION REFERENCE
Official Title: Children on Campus
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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. Any action which interferes with this goal will not be permitted. Children under the age of sixteen (16) who are not a currently enrolled CCGA student must not be left unattended at any time on campus, including in campus building, on campus grounds, or in a vehicle, and must be under the direct supervision of a legal guardian at all times. Parents or guardians 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 College’s campus are covered by this policy.

Who Should Read This Policy

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

Contacts

Contact	Phone	E-Mail
Director of Human Resources	(912) 279-5740	hr@ccga.edu

Website Address for This Policy

<https://asp1.ccga.edu/is/Policies/AdministrativePolicies.asp>

<http://www.coga.edu/Policy/StudentAffairsPolicies.asp>

Related Documents/Resources

None

Definitions

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

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

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 work setting. To provide guidance on having children on campus, the following stipulations are provided:

I. Children Prohibited in Classrooms or Academic Buildings

Bringing children to the classroom or academic buildings when classes are in session is not permissible. Due to the nature of the equipment and the level of supervision necessary, underage children will not be allowed in college laboratories, computer labs, or in the Information Commons at any time unless part of a sponsored, pre-approved class AND the supervising teacher or paraprofessional is present.

II. Children in the Residence Hall

Residential students must adhere to specific guidelines laid out in the Residence Life Handbook regarding visitation procedures for children. At no time are residents allowed to babysit children in the residence hall or have children stay overnight. Children visiting students in the residence hall must be under the supervision of a legal guardian at all times.

III. Children in the Workplace

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

- a. Children Permitted in the Workplace. Children will be allowed in the workplace in the following situations:

- For short, occasional visitation by children who are accompanied by a responsible adult; and
 - For infrequent exceptions granted by a supervisor due to a temporary, unforeseen emergency and when the responsible employee is able to be present and attend to the care and welfare of the children.
- b. Children Not Permitted in the Workplace. Alternatively, children will not be allowed in the workplace in the following situations:
- As an alternative to procuring regular childcare provisions (e.g., infant care or childcare during summers, holidays or after regular school days);
 - When the child is too ill to be sent to the regular childcare location or school; or
 - When the presence of the child interferes with normal operations.

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

IV. Children at College Events

Unless specifically stated otherwise, all College events are only open to currently enrolled CCGA students, faculty, and staff. As such, 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, at all times; however, the child(ren) must be in the presence of a legal guardian.

V. Parental Responsibility

Parents and guardians are responsible for ensuring that children behave appropriately if children accompany the parent or guardian to the College campus in appropriate circumstances. Further, parents and guardians are responsible and liable for any and all injuries or damages sustained to or by their child while on the College campus.

VI. Enforcement

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. Further, 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 disciplinary action.

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. 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 Assistant Vice President for Student Life (for students in violation of the policy).

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