Sejong Academy
Child at Work Policy

I. GENERAL STATEMENT OF PURPOSE

Sejong Academy is committed to a positive work environment that recognizes parents' responsibilities to their jobs and to their infants and children by acknowledging that, when an infant or older child is able to stay with a parent, it benefits the family (satisfaction, morale) and the school (productivity, retention).

Sejong's Child at Work Policy a) encourages new mothers or fathers to return to work sooner by allowing the new parents to bring their infant to work with them, and b) accommodates staff's older children's school breaks by allowing older children to spend time at Sejong when it is in session.

II. PROCESS AND POLICY

For babies, Sejong Academy will allow full-time employees to bring their baby to work under the following conditions:

- Staff must have worked for Sejong Academy for at least 700 hours during the 12 months prior to the request, and have had a satisfactory score on their last evaluation
- Baby must be no older than nine months of age and not yet crawling
- Baby must be accompanied by a babysitter
- Baby cannot be disruptive to the work/learning environment (this will be determined by the Executive Director)
- Staff is responsible for bringing necessary equipment for baby (e.g., pack and play; diaper changing surface, etc.)
- The staff member accepts complete responsibility for the infant's safety. If the staff's duties require they leave the primary work site, staff will take the infant with them
- Staff will notify the main office in advance of when their child will be at school

For older children, Sejong Academy will allow full-time employees to bring their child to work under the following conditions:

- Child must be older than 8 and able to play/read/interact independently
- The child must be healthy, and attending because their own school is out of session
- Child cannot be disruptive to the work/learning environment (this will be determined by the Executive Director)
- The child may read, study, or be on the computer independently while the school day is in session. The child may also help in classrooms where appropriate (e.g., supervising an activity, reading to students, etc.)
- The staff member accepts complete responsibility for the child's safety. If the staff's duties require that they leave the primary work site, staff will take the child with them
- Staff will notify the main office in advance of when their child will be at school

III. RESPONSIBILITY FOR ENFORCEMENT OF POLICY

The Executive Director shall have the responsibility of ensuring compliance with this policy.

HISTORY

Approved & Adopted 5/30/2017