

*Adopted:* August 3, 2008

*Reviewed:* June 2020

**Twin Cities International Schools**  
CHILDREN IN THE WORKPLACE (400A)

**I. PURPOSE**

The presence of children in the workplace with the employee parent during the employee's workday is to be avoided, except in emergency situations. This policy is established to avoid disruptions in the job duties of the employee and co-workers and reduce the liability for the School.

**II. GENERAL STATEMENT OF POLICY**

- A. In certain circumstances (i.e. an emergency situation), an employee may have their child accompany them to work for a brief period of time, however, the employee must obtain permission from the Director. Factors the Director will consider are how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-worker's work. Consideration will not be given to allow a child with an illness to come to work with the employee. A child brought to the workplace will be the responsibility of the employee parent and must be accompanied and under direct supervision of the employee parent at all times.
  
- B. If the child occurs any expenses while at the School (i.e. meals, admission to field trips, etc.) the employee parent will cover all expenses occurred from the child.