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Division of Operations

Take Our Children to Work Day

To: All Staff

From: Scott W. Washington  
Chief Operating Officer

The fourth Thursday in April of each year has been designated as Take Our Children to Work Day. The program was created as an educational experience for our children. It provides an opportunity for our children to become more aware of their parents' work day and encourages them to think about their futures. A student in our school system that is participating in this program will be considered to be on a field trip and will not be marked absent for the day.

Each year, the Office of Safety and Security receives numerous calls relating to participation in this event. To ensure the safety of students, staff and visitors, please adhere to the following guidelines:

- HCPSS employees must recognize that their first responsibility is the safety of students entrusted to their care.
- The age of the children brought to work is to be considered. A child brought to work must be at least eight years old and capable of sitting quietly during observation of the parent, without disrupting students or staff members.
- Parents may only bring one child to work on Take Our Children to Work Day. It is understandable that a parent is proud of what they do and would want to share it with their children. However, they should realize that it is not appropriate to bring all their children in on the same day. Parents are encouraged to alternate one child per year.
- For safety and liability reasons, employees may only bring their child to work on Take Our Children to Work Day. Neighbors, friends' children, or other relatives do not qualify. Participation is "*at your own risk.*" Supervision of the child is the parent's responsibility. HCPSS will not assume responsibility for a child's injuries.
- Children must stay with the parent, and not be allowed to wander.
- Parents wishing to bring their child to work for the day are encouraged to make a written request to their building administrator, prior to the date.

- Due to safety and liability concerns that arise out of the type of work performed, Custodial, Grounds and Maintenance personnel are prohibited from bringing their children to the worksite on Take Our Children to Work Day.
- Parents and children must comply with any HCPSS, county, state, and federal safety requirements.
- Parents are solely responsible for the transportation of their children. Children brought to work are not to be transported on school buses.

With the exception of the Take Our Children to Work Day, employees, while in the course of their employment, are not permitted to bring their children into their school or office.

We hope that you find these guidelines to be helpful. If you have additional questions pertaining to safety/liability concerns, please call the Office of Safety & Security at 410-313-6739.

SWW/PvG/vw