
Division of Finance**NATIONAL TAKE YOUR CHILD TO WORK DAY**

To: All Staff

From: M. Brian Hull
Chief Financial Officer

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

Each year, the Office of Risk Management receives numerous calls relating to participation in this event. In an effort 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 child 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/guardian, without causing a disruption to students or staff members.
- Parents/Guardians may only bring one child to work on Take Your Child to Work Day. It is understandable that a parent/guardian 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/Guardians are encouraged to alternate one child per year.
- For safety and liability reasons, employees may only bring their own child to work on Take Your Child 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/guardian's responsibility. HCPSS will not assume responsibility for a child's injuries.
- Parents/Guardians 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.

- Children must stay with their parent/guardian and not be allowed to wander.
- 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 National Bring Your Child to Work Day.
- Parents/Guardians and children must comply with any HCPSS, county, state, and federal safety requirements.
- Parents/Guardians are solely responsible for transportation of their child. Children brought to work are not to be transported on school buses.

With the exception of the National Take Your Child 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 Risk Management at 410-313-6739.

MBH/PvG