

February 14, 2003

TO: The College Community

FROM: Dr. Milga Morales
Dean for Student Life

Dr. Edna B. Chun
Assistant Vice President for Human Resource Services

SUBJECT: Brooklyn College Policy for Children on Campus

We want to share with you the new Brooklyn College policy relating to children on campus, which was developed over a period of more than a year by an *ad hoc* presidential committee composed of representatives from faculty, staff, students and administration. Ms. Sau-Fong Au, Director of the Women's Center served as chair of the committee. In working to create a policy, which is responsive to the needs of the College and recognizes the many responsibilities employees and students face in providing childcare, the committee members conducted extensive research on similar policies within CUNY as well as at other public and private institutions.

The committee concluded its work and made its recommendations to the President. The President's Executive Committee accepted the recommendations of the Children on Campus Committee and has approved the attached policy. At this time, we would like to thank the Chair and all the members of the committee for their work.

If you should require clarification or additional information on the policy, please feel free to contact the Office of the Dean of Student Life at x5252 or the Office of Human Resources at x5131.

cc: President Christoph M. Kimmich
Provost Roberta S. Matthews
Vice President Steve G. Little
Vice President Jan Scott
Ms. Sau-Fong Au, Chair, Director of the Women's Center and
Chair of the Children on Campus Committee
Dean Milga Morales, Dear for Student Life
Denise Flanagan, Deputy Director of Personnel Services
Raymond Welch, Assistant Director of Legal Services
Charlene Kohler-Britton, Director of the Brooklyn College Childcare Services
Carol Korn-Burstyn, Associate Professor and Faculty Director, Early Childhood Center Programs
Jennifer Rubain, Director of the Office of Affirmative Action, Compliance and Diversity
Ursula Chase, Deputy Director of Campus and Community Safety Services
Christopher Dunbar, Professor, Physical Education and Exercise Science
Jeanne Theoharis, Assistant Professor, Political Science
Claudette Guinn, Campus Wide Student Affairs and Veteran Affairs
Heshla Ash, Coordinator of Student Activities (formerly graduate student)
Millicent Pascall, Program Coordinator, Community Partnership for Research and Learning (formerly
undergraduate student)

Children on Campus

Brooklyn College Policy and Procedures

The Brooklyn College Campus is host to a community of individuals - students, staff, and members of the faculty - who all contribute to a productive learning environment. As members of this community we recognize that the primary mission of the College is the education of our students and decisions made for all members should advance that goal. We recognize that members of this community shoulder many responsibilities in their lives, including for some, the responsibility of caring for children. When regular childcare is unavailable, parents or legal guardians of children are confronted with the difficult decision of whether or not to bring children to the campus. In adopting the following policy, allowing employees and students to bring children to campus under certain circumstances, the College is attempting to meet the needs of the parent or guardian while at the same time assuring that there will be no disruption to other members of the College community. The decision to allow a child to be brought to campus is largely based on the unique circumstances of the parent or guardian. Efforts should be made to allow children in offices or classrooms if the child can be given adequate supervision by the parent or guardian and will always be accompanied by the parent or guardian while on campus.

The College has always welcomed children to events and performances tailored for them. Children participate in many programs on campus during which they receive adequate supervision. The requirement of regular supervision stems from concerns for the safety and well-being of children left unattended in campus facilities or brought to class or offices for lengthy visits.

The following will serve to clarify campus policy and procedures for employees and students:

- 1. Employees** who have emergency childcare needs must first inform their immediate supervisor/chair/designee to obtain approval to bring a child to the workplace. The supervisor should base his or her decision on the following factors: the nature and safety of the office functions; whether or not the work environment offers a quiet and safe area in which the parent or guardian is able to supervise the child; the frequency of the employee's request; the duration of the accommodation; and, the age and needs and behavior of the particular child. The child must be signed into the campus by the parent/guardian at any of the security posts.
- 2. Students** who have emergency childcare needs must request permission from their instructor to bring a child to class. The instructor should exercise discretion in granting this permission by considering the following factors: frequency of requests; age and behavior of the child; duration of the class; nature of the teaching/learning content; and whether or not the classroom environment offers a quiet and safe area in which the parent or guardian is able to supervise the child. The child must be signed into the campus at any security post.

This policy and protocol will be distributed campus-wide and available in the following offices:
Office of Campus and Community Safety Services, Office of Human Resource Services, Division of Student Life