



## ADMINISTRATIVE PROCEDURE

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**TITLE: Children on Campus**

**ADMINISTRATIVE PROCEDURE # 3504**

**RELATED TO POLICY # 3504 CHILDREN ON CAMPUS**

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### **A. Scope**

Students under the age of 18 who are officially enrolled have the same rights, responsibilities, and privileges of any other student in the classroom and on college properties.

This procedure applies to children under the age of 18 who are not officially enrolled in classes or employed by the College.

### **B. Permissible presence of children on campus**

Accompanied children may:

1. Attend the childcare/elementary school facility on campus, as enrolled children or as facility visitors, under adult supervision.
2. Attend public events, such as concerts and basketball games, under adult supervision.
3. Accompany adults who are accessing student services.
4. Participate in classes at the request of the instructor.
5. Attend a summer camp or an instructional program (credit or non-credit) as an enrolled student.
6. Use the library if they follow all rules and create no disturbance.
7. Register for classes.
8. Use the public pool under supervision of an adult.
9. Attend special events (events held by other organizations on the College's property) under adult supervision.

### **C. Restricted Areas**

1. Children cannot be allowed in areas where their presence is disruptive or where health, safety, and liability risks are identified. Areas in which children are NOT permitted include but not limited to:
  - a. Testing centers
  - b. Classrooms (when the Instructor determines that the presence of children would be unsuitable)
  - c. Laboratories and laboratory preparation areas
  - d. Scientific, technical and maintenance workspaces
  - e. Fine or performing arts workspaces or studios
  - f. Areas that contain hazardous chemicals, machinery or equipment
  - g. Commercial kitchens and other food preparation areas
  - h. Fitness centers
  - i. Workspaces without prior authorization from Human Resources
2. Other areas of College premises may be identified as unsuitable for children as a result of a risk assessment. Supervisors of the respective areas should inform staff and students of requirements or restrictions.

### **D. Transportation**

Children are not permitted as passengers in any form of College transportation (including but not limited to golf carts, vans, cars, trucks, maintenance vehicles, and buses) unless they are registered in the class or program for which the transportation is being used. When children are involved in field trips and transported as part of a college program or class, the responsible College personnel must ensure that all federal and state child restraint regulations are followed.

### **E. Unaccompanied Children**

Any College employee who finds an unaccompanied child on College properties should immediately inform Security of the location of the child.

### **F. Removal of Children From the Premises**

College administrators and security personnel have the authority to direct the removal of a child if there is a determination that:

1. The child's health or safety is at risk;

2. The child is presenting a health, safety, or liability risk to property or others; or
3. The child's behavior is causing undue disruption to the work of students or staff.
4. The presence of the child is unsuitable.

**RESPONSIBILITY:**

The Director of Facilities and Security is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2029 - 2030**  
**DATE OF ADOPTION: 4/7/2020 by CC**  
**DATE(S) OF REVISION: 3/1/2023 by CC**  
**DATE(S) OF PRIOR REVIEW:**