

Policy Title: Children at CMCC

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	April 25, 2024	Effective date:	April 25, 2024
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	April 25, 2024
Date of Mandatory Review (expiry date):	April 2029	Date of last revision of Procedures:	April 25, 2024

1. POLICY

1. Employees and students are not to bring their children to CMCC except in exceptional circumstances.
2. CMCC recognizes that from time to time, exceptional circumstances may arise where parents/guardians need to bring their child to work/school and in those circumstances parents/guardians must ensure the following:
 - a. That proper permission is approved prior to having a child brought on site.
 - b. That children are fully supervised while on site.
 - c. Their presence does not disrupt the normal operations of employees and students.
 - d. Health & safety rules are adhered to at all.
 - e. Time on site is kept to a minimum.
3. CMCC is not to be used as an alternative to regular childcare, and bringing children to campus on a frequent basis, such as during school breaks or before/after school is not permitted.
4. Children of employees/students are not permitted in any area where patients are receiving care, both at internal and external clinics.
5. A child who is ill and thus unable to attend school or day care is not permitted at CMCC.

6. Children are never permitted in areas where there are designated health and safety risks or hazards, such as where dangerous equipment is operated and/or where chemicals, solvents, or any hazardous products are stored or used. This includes, but is not limited to, the Human Gross Anatomy Laboratory, Pathology Laboratory (Blood Lab), Clinic Radiology Laboratory, and all athletic facilities.
7. Permission to bring children to CMCC's premises is at the sole discretion of CMCC management and CMCC retains the right to revoke permission at any time. Notwithstanding the exceptions provided by this policy, management has the authority to deny the presence of children on the premises and may revoke previously granted permission (e.g., the child's presence is later determined to be disruptive to the workplace).
8. Parents/guardians will assume full control of and responsibility for the child while on CMCC premises and will indemnify CMCC in the event of injury to the child or property damage.

2. PURPOSE

To establish a consistent approach to children at CMCC that strikes a balance between the needs of the parent/guardian under exceptional circumstances, the safety of the child, and the expectation of all employees and students regarding their work and learning environment.

3. SCOPE

All CMCC employees and students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A.

5. RELATED POLICIES (not a comprehensive list)

- Communicable Diseases
- Health and Safety
- Code of Conduct
- Accommodation

6. DEFINITIONS

A child is defined as a minor under the age of 16, who is under the care of a CMCC employee / student.

Exceptional circumstances are unexpected instances that are beyond parent/guardian control and for which there was no opportunity to prepare in advance.

New Policy Approved (date):	April 1, 2010
Policy Revision History (dates):	August 30, 2018 April 25, 2024

7. PROCEDURES

1. The presence of children at CMCC is discouraged and should only occur exceptionally, and in low-risk work/learning areas and where their presence does not disrupt the normal operations of the CMCC community. Examples include:
 - a. Brief social visits by parents with newborn babies or young children to speak to colleagues.
 - b. Accompanying their parent/guardian to specific ceremonies or events, whether public or private, not involving hazardous activities, areas or equipment
 - c. Accompanying their parent/guardian to CMCC on a brief visit, for example, when visiting for short periods to pick up work or carry out a short term, low risk activity.
 - d. Accompanying their parent for short periods due to childcare difficulties or similar until alternative arrangements can be made, but only at the discretion of the relevant manager/instructor and with their prior permission.
 - e. Where a parent has arranged for their child to come in for the purposes of nursing.
2. Parents/guardians are fully responsible for the behaviour and actions of their child while on CMCC premises. At no time should colleagues be asked to do interim childcare at the expense of concentrating on their regular working/learning tasks.

Students

1. On occasion a student may need to bring a child to class. This would only be permitted occasionally, for the convenience of the student due to a family emergency or in an exceptional situation. The student must obtain permission from the appropriate Director(s) of Education/Graduate Studies prior to the commencement of the class(es).
2. Directors of Education/Graduate Studies will consult with applicable instructors and consider whether the request should be permitted or denied. Factors would include available seating in classrooms and if there has been any previous difficulty in that class with the child or the parent/guardian exercising responsibility for the child's behavior.

3. If complaints from other students arise, the instructor may refuse or withdraw permission for the child to be present. Instructors may, in their discretion, ask a parent/guardian and child to leave class, whether or not another student has complained about the child, and must notify the Director of Education/Graduate Studies of this decision, at the earliest opportunity.
4. Management and instructors are to discuss the frequency of such occurrences with the student if they begin to occur frequently.
5. Confirmation of approval must be documented and provided to the Dean, Undergraduate and Graduate Education.

Employees

1. Children may be allowed to visit the workplace for a specific event (e.g., a “take your child to work” day) when invited by CMCC.
2. A child may visit the workplace for a short time when there is an unexpected disruption to school attendance or childcare arrangements. In that situation, the child should be confined to a safe area of the workplace, until the parent/guardian is able to make alternative arrangements.
3. A child may arrange to meet the employee parent/guardian at the workplace before going to a medical or other appointment. The employee concerned will need to have made a prior arrangement for time off work.
4. A manager may allow an exception to the policy for temporary, unforeseen emergencies. Factors to be considered by the manager include the age of the child, how long the child needs to be in the workplace, the work environment in the employee’s area, and any possible disruptions to the work of the employee and others.

New Procedure Approved (date):	April 1, 2010
Procedure Revision History (dates):	April 25, 2024

8. ATTACHMENTS

None.