Balancing work and family issues can present challenges to working parents, particularly when it comes to child care during work hours.

WORKlife Programs' resources and referral service and Sick, Emergency and Back-up Care Program are available to assist JHU parents find child care for an on-going or emergency need. To respond to unexpected needs, parents/guardians are advised to work with the WORKlife Programs' staff to identify in advance a plan for emergency child care should the need arise. When such plans fail or are inappropriate for the immediate need, the University encourages supervisors to be flexible in responding to the employee's child care emergencies. Staff are reminded that it is their responsibility to make child care arrangements that will enable them to meet their JHU obligations.

As a rule, it is inappropriate for children to be in the workplace on a regular or sporadic basis, such as after school each day, on holidays when day care is not available, or when children are ill. In the rare instance when there are no other alternatives, and a staff member must bring a child to the workplace, advance approval should be obtained from the supervisor and the duration of the child's visit to the workplace should be kept to a minimum. It is essential that parents provide close constant supervision of their children while they are in the workplace. Because of child labor laws, under no circumstances should a child be allowed to perform work for the University.

It is important to note that due to some work environments and the duties of the parent, children cannot be permitted in the work area at anytime. There are many areas of Johns Hopkins University where hazardous materials or equipment are located, or where hazardous operations are conducted. These include laboratories, shops, animal holding areas, power plants, etc. The risk of accident or injury in these areas is increased for those who are unfamiliar with safety requirements. Therefore, children under 18 are not allowed in these areas. Exceptions may be granted for guided tours or other reasons if appropriate precautionary measures are taken, including written consent of parent or guardian, and direct adult supervision.

Special occasions that are university-sanctioned, such as "Take Your Kids to Work Day," should be coordinated and approved in advance. The staff member's schedule for that day should take the child's presence into consideration to eliminate unnecessary hazards.

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