

**ADMINISTRATIVE PROCEDURE 3840 CHILDREN ON CAMPUS**

I. The Peralta Community College District is committed to providing a physical environment which enhances teaching and learning while supporting the personal safety of all members of the District community.

II. Bringing children on a college campus while attending classes is not permitted. The only exception are children who are enrolled at Laney's or Merritt's Children's Center or other instructional programs/classes in the District through special admission at a college (see AP 5011: Admission: Special Admission and Enrollment of High School and Other Students).

III. Children referenced in this procedure are defined as under the age of 18 years old or not emancipated from the care of parents or legal guardians. Excluding Restricted Areas (cited in Section VII below), children accompanied by a parent or guardian are allowed on District/College sites occasionally if participating in a District or College-authorized event, or while accompanying an adult who is receiving College or District services (i.e., filing a Financial Aid application, registering for classes, scheduling a counseling session).

IV. Employees may not bring children to their worksite. Occasional exceptions to this procedure may be made for good cause and with the approval of the employee's supervisor or administrator. The employee shall provide adequate continuous supervision for such child or children and ensure that there is no disruption of services as a result of their being on site.

V. Parents and guardians are responsible for the safety of the children in their care. No liability will be accepted by the District/College, or any of its agents or staff, for the consequences of children being on a College campus. Children at no time may be left unattended or unsupervised. It is not appropriate to request that staff supervise the children of students or co-workers except when their job assignment relates to a formal program designed for children or is officially registered in a college class. Otherwise District/College employees are not permitted to supervise children at any time.

**VI. Unaccompanied Children:**

Under no circumstances may unattended or unsupervised children be on District/College property, including playing, roaming, and occupying grounds or buildings. Leaving a child unattended may violate penal codes regarding child abandonment and child endangerment. Any District/College employee who finds an unaccompanied child on district/college property shall immediately contact the Peralta Police or a Security Guard at Berkeley City College.

**VII. Restricted Areas:**

Children are not allowed in areas where their presence is potentially disruptive and/or where health and safety risks are identified, including, but not limited to:

- a. Testing centers
- b. Laboratories and laboratory preparation areas
- c. Scientific, technical and maintenance work spaces
- d. Fine or performing arts work spaces or studios
- e. Areas that contain hazardous chemicals, machinery, or equipment
- f. Commercial kitchens and other food preparation areas
- g. Wildlife grounds
- h. Maintenance/construction areas
- i. Library
- j. Classrooms (unless registered in that class)

**VIII. Transportation Services:**

Children are not permitted as passengers in any form of District/College transportation, including but not limited to golf carts, vans, or maintenance trucks.

**IX. Classroom Settings:**

Children are not allowed to participate in activity classes, laboratory sessions, studio work, or other standard classroom instruction, except when children are formally enrolled in the Laney or Merritt Children's Center or other instructional programs/classes at a college in the District (as per AP 5011: Admission: Special Admission and Enrollment of High School and Other Students).

**X. Settings Outside the Classroom and Outside Restricted Areas (cited in Section VII above):**

- a. Children may occasionally accompany a student or employee to a District/College facility for a brief visit. They must remain under the continuous supervision of the adult responsible for them and their presence should in no way obstruct or disrupt services or work duties in the area.
- b. An administrator/manager or appropriate designee may request that children or visitors leave the area should it be deemed necessary or appropriate.
- c. Visitors to all District/College facilities and events are subject to all relevant District policies and regulations.

References:

Welfare Institutions Code 625  
Penal Code Section 270 and 273a  
State of California Education Code sections 32210 and 3221  
BP 3480 Children on Campus  
AP 5011 Admission: Special Admissions and Enrollment  
AP 4070 Course Auditing and Auditing Fees

Approved by the Chancellor: May 6, 2016

Revised and approved by the Chancellor: March 28, 2018