



Christ the King Catholic Montessori School INFANT IN THE WORKPLACE POLICY

It is the policy of Christ the King Catholic Montessori School (CTK) to provide a positive work environment that recognizes parents' responsibility to their jobs and to their infants by acknowledging that when an infant is able to stay with a parent, this benefits the family, the employer, and society.

CTK allows parents (nursing mothers) to bring their infants to work with them until the infant is independently mobile (crawling), or until the presence of the child is no longer conducive to the effective and efficient functioning of the workplace, whichever comes first. The infant may be in the environment up to 6 months from birth.

Participation in the CTK Infant in the Workplace Program is a privilege and not a right. CTK expressly reserves the right to refuse participation in the Program for any reason. The parent or school may cancel the Infant in the Workplace Program at any time. CTK expressly reserves the right to change or revise this policy with or without notice.

Eligibility

Parents: Eligibility will be determined by the Pastor, Parish Business Administrator, the Principal, and any other adults working with the parent when involving a school employee. This eligibility will be determined on a case-by-case basis, heavily dependent upon the employee's job responsibilities. Specific requirements include:

- The employee has a defined workspace that is safe for and conducive to the presence of an infant.
- The employee has had consistently strong performance evaluations.

Infants: Infants unable to crawl and whose comportment/temperament are conducive to the workplace are eligible for the program, subject to the provisions of these guidelines.

Alternate Care Providers: Parent must select other CTK employees to provide temporary backup care for the infant in the space designated for the child or in the parent's workspace. These persons must agree ahead of time. The parent must sign a permission/hold harmless waiver. The purpose is to have backup care for employee restroom breaks or emergencies.

Parents are required to have backup daycare arrangements made in the event that the Infant-at-Work program is not a good fit or work conditions change rendering the parent's work responsibilities or workspace inappropriate for the presence of an infant.

Requirements for Care Providers

The parent will accept complete responsibility for the safety of the infant. If the parent's duties require that they leave their primary work site, the parent will take the infant with them.

The parent must provide all supplies and equipment needed to care for the infant at the work site and ensure that the area is kept in clean and sanitary conditions. Nursing mothers are required to wear an appropriate cover during feeding.

Termination of Eligibility

Parents have the right to terminate their individual agreement at any time. CTK has the right to terminate an individual agreement at any time. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create office or classwork disruptions.

This agreement may also be terminated if the parent becomes involved in disciplinary action, if the parent does not comply with the terms and conditions of this individual plan, or when complaints have been made that cannot be resolved.

Eligibility may also be terminated at the sole discretion of CTK. When eligibility is terminated, the infant must be removed from the workplace.