

JORGE O. ELORZA
Mayor

CHRISTOPHER N. MAHER
Superintendent



Providence Public School District
Office of Human Resources
797 Westminster Street
Providence, Rhode Island 02903
tel. 401.456.9100
fax 401.456.9284
www.providenceschools.org

Memorandum

To: All Principals and Central Office Supervisors/Managers
From: Jennifer S. Lepre, Chief of Human Capital
cc: Christopher N. Maher, Joseph DiPina, Tom Flanagan, Dorothy Smith, Susan Chin, Gina Picard, Marc Catone, Nkoli Onye, Michael D'Antuono, Heather Tow-Yick
Date: 8/28/2017
Re: Children in the Workplace

At no time should a staff member bring a child to the workplace without the principal's or manager's prior knowledge and consent. While the Providence School Department understands the importance of remaining sensitive to the needs of its working parents when a family emergency arises, as an employer the Providence School Department cannot routinely allow staff to provide childcare at the worksite.

Please make certain to inform all faculty and staff of this procedure regarding children in the workplace during your yearly staff orientation day. In the event a staff member brings his/her child to the worksite without your prior knowledge, as a building principal and/or manager it is your responsibility to discuss and resolve the matter with the staff member in question at the earliest opportunity. If it is your determination that the staff member needs to remove the child from the workplace, he or she must do so as soon as practicable. If the staff member refuses to comply, it is then your responsibility to contact the appropriate Zone Executive or Level Director, or your higher level Director or Chief, for further action. If the problem persists and the staff member continues to ignore the request to remove the child from the workplace, he or she will be subject to disciplinary action.

Please do not hesitate to call me or e-mail me if you have any questions and/or concerns.