College of The Albemarle Procedure

Procedure Number: 2.1.1.2

Pages: 1 of 2

Title: Minors on Campus

Related Policy: Policy Number 3.4.10 - Visitors

Division of Responsibility: Operations

Purpose

The purpose of this procedure is to establish expectations for the presence of minors on College property to promote a safe learning and working environment, minimize disruption to College operations, and protect the health and safety of all individuals on campus.

Procedure

For purposes of this procedure, a minor is any individual under eighteen (18) years of age who is not enrolled in a College-sponsored academic program or activity.

The College is not intended to serve as a substitute for childcare. Employees and students are expected to make appropriate childcare arrangements whenever possible to avoid disruptions to instructional activities, work responsibilities, and College operations.

A. Supervision

Minors who are present on College property must remain under the direct supervision of a parent, legal guardian, or other responsible adult at all times. The supervising adult is responsible for the minor's safety, behavior, and compliance with all applicable College policies and procedures.

Minors may not be left unattended in classrooms, offices, hallways, common areas, parking lots, or any other location on College property.

Employees who bring a minor to campus under a temporary exception remain responsible for performing their assigned job duties and may not use the workplace as a substitute for childcare. Employees who are unable to meet their work responsibilities because of childcare needs shall follow applicable College leave procedures.

B. Temporary Exceptions

Brief, occasional visits by minors to administrative offices or other non-instructional areas may be permitted when accompanied by a responsible adult and when the visit does not interfere with College operations.

Faculty members may approve temporary exceptions allowing a minor to accompany a parent or guardian to class only when all of the following conditions are met:

The circumstance is temporary and unforeseen;
Alternative childcare is unavailable;
The minor remains under the direct supervision of the parent or guardian at all times;
The minor does not disrupt instruction or interfere with the learning environment; and
The presence of the minor does not create a safety concern.

Minors shall not be permitted to wait unattended in hallways, student lounges, libraries, or other campus locations while a parent or guardian attends class or performs work duties.

C. Restricted Areas

Minors are prohibited from entering laboratories, shops, construction sites, maintenance areas, mechanical rooms, equipment rooms, warehouses, or other hazardous or restricted areas unless participating in an approved College-sponsored program under appropriate supervision.

D. Illness

Minors who have a contagious illness or who are too ill to attend their regular childcare provider or school shall not be brought to campus.

E. College-Sponsored Programs

This procedure does not apply to minors participating in College-sponsored educational programs, dual enrollment, camps, tours, performances, or other approved activities. Such programs shall operate in accordance with their applicable College policies, procedures, and supervision requirements.

F. Emergency Situations

During emergencies, supervising adults shall follow all directions provided by College officials, Campus Security, emergency responders, or law enforcement.

G. Institutional Responsibility

Except as provided through approved College-sponsored programs or activities, the College does not assume responsibility for the supervision or care of minors who are present on College property.

June 13, 2023	August 17, 2026	August 17, 2026
Date Approved by President's Leadership Team	**Date of Last Review**	**Date of Last Revision**