

Unattended Children Policy



POLICY STATEMENT

The Le Mars Public Library welcomes the use of its facility by children of all ages.

The Le Mars Public Library does not assume responsibility for unattended children. For the protection, safety and well-being of the children in our community, Le Mars Public Library abides by the following policy:

- Children age 8 and younger must be accompanied by a parent/guardian/caretaker (12 years of age or older).
- A child may attend a program in the program room by him/herself, however, the caregiver must be ready to meet the child when the program is ended.
- Staff does not monitor the arrival or departure of any child from a program or the building.
- Children 9 and older may be left unattended, provided they follow library rules and observe proper conduct. Children are subject to the same rules of behavior as other patrons, and with the same consequences including being asked to leave the library if they are disruptive. In such cases, parents will be contacted. If a parent is not available, the police will be contacted.

PROCEDURES FOR DEALING WITH UNATTENDED CHILDREN

- If the parent is not in the building, staff will attempt to contact parent and request that the child be picked up.
- If a parent or guardian can't be contacted or doesn't arrive within 15 minutes, or by closing time the staff member will notify the police.
- Under no circumstances will the staff transport a child to another location or take the child from the building.
- Both staff members must remain at the library until the unattended child is picked up by caregiver or by a police officer.
- Staff should email the details of the incident to the e Library Director as soon as possible.