

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](http://www.providenceschools.org)

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 p