

# The RIDGEWOOD PUBLIC LIBRARY

## Child Safety Policy & Children's Center Guidelines

The Children's Center welcomes children, parents, caregivers, teachers and students who visit to select materials, attend programs and consult with youth services staff. The term "parent" in this Policy includes any Adult Caregiver who is responsible for a child.

### Child Supervision

Ridgewood Library staff cannot be responsible for the safety, care or transport of any Library visitors. Parents are responsible for their child's safety and well-being at the Library.

**To help protect the safety of your child, the Library requires that:**

1. **Younger Children: Age eight (8) and younger** must remain within eyesight and under the direct supervision of a parent while visiting any area of the Library. Parents of young children must also stay readily available within the Children's Center, if their child is attending any Library Program. Parents must promptly pick-up and sign out their children at the designated end time of any program.
2. **All Children: Age ten (10) and younger** must have a parent in the Library throughout the child's visit.
3. **Mature Children: Age eleven (11) and older** may visit the Library without Parental Supervision, if the parent is certain that they are mature enough to follow Library Rules and observe proper conduct.
4. If Library Staff becomes aware that a child of 10 or fewer years is unattended while visiting:
  - A. Initially, a Library employee will attempt to contact the child's parents to pick up the child.
  - B. Thereafter, if a parent is unavailable to pick up the child promptly, the Library Staff is required to ask the Ridgewood Police to attend the child until a parent arrives.

### Conduct and Discipline

The Library's Rules of Conduct, attached, were developed to help ensure that all visitors will enjoy pleasant and productive use of the Library. Visitors of all ages are subject to the same rules, and the same consequences apply, including being asked to leave a Library program or exit the Library.

### Adults in the Children's Center

All adults who visit the Children's Center must be actively caring for a child or using Children's Center resources for the benefit of children. Adults who have no related reason to use the Children's Center must use other Library areas, and will be asked to leave the Children's Center.

Serious or ongoing violations of Library policies may result in further action, including but not limited to suspension of Library privileges and legal measures. Such action will be taken as deemed appropriate by the Ridgewood Public Library Director on behalf of the Library Board of Trustees.

Approved by the Library Board of Trustees 10/27/2020

