



UNATTENDED CHILD POLICY

I. Purpose

Responsibility for the welfare and the behavior of children using the library rests with the parent, guardian, or responsible caregiver. Staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

II. Supervision

- A. The library's definition of supervision is within sight and sound of a child.
- B. Children age 7 and under must be supervised at all times by a responsible caregiver. Caregivers are expected to supervise children attending library programs unless otherwise noted.
- C. Older children able to maintain proper library behavior may use the library unattended; otherwise a parent, guardian, or responsible caregiver should adequately supervise them. Please refer to conduct policy.

III. Staff Intervention

- A. Staff may, as needed:
 - 1. Offer snacks to children, particularly after school.
 - 2. Meet with older children to discuss proper library behavior.
 - 3. Notify parents, guardians, or responsible caregivers whose children need additional supervision.
 - 4. Make arrangements with parent or guardian to remove inadequately supervised children and their caregiver.
 - 5. Inquire about school-age children in the library during school hours.
 - 6. Contact partner organizations serving youth to assist library staff and young patrons in successfully using the library.
 - 7. Contact Sun Prairie Public Safety and Emergency Services to assist when the safety of unattended children is in question.

IV. Library Closing

If a child is waiting for a parent or caregiver at the time of closing, staff will contact the Sun Prairie Police Department to wait with the child until their parent or caregiver arrives. Staff will wait until an officer or the child's parent or caregiver arrives, whichever occurs first.

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