# Memorandum

To: Mililani Presbyterian Staff Members

From: Preschool Oversight Committee, MPP Administration

CC: Pastor Jane

The following is an addendum to the Mililani Presbyterian Church Policy Handbook and the MPP Employee Policy and Procedures:

Employees will not be allowed to babysit students at any time, including during breaks when the school is closed.

NAEYC Code of Ethics states:

P-2.11 – … We shall not use our relationship with a family for private advantage or personal gain or enter into relationships with family members that might impair our effectiveness working with their children.

P-2.13 -- … We shall maintain confidentiality and shall respect the family’s right to privacy, refraining from disclosure of confidential information and ***intrusion into family life***.

Also, from a legal standpoint, if anything should happen to the student while under your care, the church could be brought into any claims that the parents may assert against you, a church employee.

Lastly, there may be complications of the babysitting relationship becoming problematic and spilling back on the preschool relationship. Or there may be accusations of favoritism made by other parents.

Therefore, to avoid any conflict of interest, we have determined that the rule stated above will be adopted as of this date.

Sincerely,