

VISITORS POLICY

This policy applies to the Trinity Lutheran Church and School facility when either Trinity Lutheran School and/or the Trinity Childcare and applies to the areas of the facility being used to serve children on a regular basis which are secured from the hours of 6:30am till 6:00 pm. Visitors will be limited to those providing a service and must be approved by staff. Parents will not be allowed in the upstairs at drop-off.

- A. Visitor access (including parents and guardians) to the school and childcare center secure area is limited to the Reception area entrance.
- B. Parents with children in the infant room of the Trinity Childcare may access the facility using the infant room door and will be buzzed in by the staff if they are authorized users of the center.
- C. All individuals including parents of children being served are required to register before being allowed to access the secure area of the building during the hours of 7:45am to 3:00pm.
 - 1. Sign in at the Reception Desk or the Infant Room in the visitor log.
 - 2. Individuals will be buzzed into the secure area of the building.
 - 3. Individuals who are not expected will register and be escorted to the destination by a staff member.
- D. Individuals requiring access to the secure area of the building before 7:30am and after 3:00pm must be preauthorized and will receive a security badge that will allow them to gain access to the secure area of the building.
- E. Individuals picking up school children during the hours of 7:45am to 2:45pm will not be allowed access into the secure area of the building and will need to sign out the children they are picking up in the school office.

Individuals picking up childcare center children will be allowed access into the secure area of the building and will need to sign out the children they are picking up in the classroom.

- F. Parents or guardians who are registered sex offenders and are picking up or dropping off their children may be allowed on campus at the collective discretion and under the collective direction of the Principal and Childcare Director (or designee in their absence). Such parents must inform the school and childcare administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building, must leave premises immediately upon conclusion of business, and may not visit while school or childcare is in session.
 - 1. If the registered sex offender has a child who is enrolled in the childcare or school, per-visit notice to the school administration is not required, but the registered sex offender must instead provide notice to school and childcare administration at the beginning of

each academic school year, when the child is first enrolled in the childcare or school, or upon being designated as a register sex offender, whichever occurs first.