

## **Preschool Visitor Procedures**

### **2023 - 2024 School Year**

To ensure the safety and security of all students, employees, and visitors to our buildings, the Audubon Preschool has implemented the following Visitor Procedures. All visitors are required to adhere to the outlined procedures listed below:

#### **1. Plan Ahead:**

- a. If you are planning to visit the school building during the school day, you should call the principal's office and schedule an appointment prior to the date of the visit. Unless there is an emergency requiring an immediate meeting, requests to meet with a teacher or staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements as necessary.
- b. Parents/guardians who are dropping off items for a student, and who will not be proceeding into the building, may do so without advance registration. A dropbox has been placed outside of the Main Entrance for your convenience. You may communicate with staff via the call button located at the main door.
- c. Main Office Contact Information:
  - i. Main Office - (856) 617-0918

#### **2. Parking:**

- a. Preschool parking is available in the large lot on School Lane. Do not leave vehicles parked or standing in fire lanes, bus lanes, or spaces not designated for parking. Do not park on the grass or in the street. Additional information has been provided in the enclosed letter.

#### **3. Entrance:**

- a. Use the entrance near the soccer field.
- b. Visitors should ring the bell, which is located next to the door at the Main Entrance.
- c. A staff member will greet you at the door to check your ID and assist you with the sign in process.
- d. You will then be escorted to your meeting location.

#### **4. Identify Yourself:**

- a. Identification is required at all times.
- b. You will be asked who you are here to visit and the nature of your visit prior to gaining entrance to the building. If you are requesting to see or remove a student from a school building, you must be an authorized parent or guardian or have authorization from a parent or guardian.
- c. The District reserves the right to deny an individual entry to any school building when there is reason to believe that such an individual's presence would be detrimental to the operation of the school and the learning environment.

**5. Photo ID:**

- a. Present your valid photo identification to a staff member. All visitors will be asked to verify their identity by showing district staff a government-issued photo ID. We will not check you in as a visitor or release a student to your care without verification of your identity.
  - i. Students will only be released to family members or contacts listed on the student record as a designated pick up person unless the parent/guardian notifies the school in advance.
  - ii. Please allow additional time to complete the sign out process.
- b. Individuals who are undocumented or refuse to provide an ID may not be granted access to the school. School administration will be notified to determine your access/entrance.

**6. Visitor's Badge:**

- a. You will be asked to sign into the building and you will be issued a visitor badge/lanyard. That lanyard is to be returned upon your departure.
- b. The visitor badge must be displayed and visible at all times during your visit. For the safety of students, employees, and other visitors, please be aware that our staff have been trained to approach and question visitors who are in the building and not wearing an ID badge.
- c. All visitors will be escorted to and from their destination within the building.

**7. Video CCTV:**

- a. The building is covered by recorded video CCTV systems.

**8. Packages and Bags:**

- a. We reserve the right to examine any packages or bags that are brought onto District property.

**NOTE:** Thank you for your patience and cooperation as we continue to enhance our safety and security procedures to better serve our school community.