Visitor Log

Any visitor/volunteer on site during child care hours who is not actively enrolled in the Central Background Registry (CBR) must be signed in/out on the visitor log (except when dropping off or picking up a child). While on the premises and in the childcare space, visitors must be directly supervised (within sight and sound) by a staff person who is actively enrolled in the CBR. Regular visitors like custodians, can be signed in once per log page rather than every time they walk through the space.

Date	Full Name	Relationship to Program	Arrival Time	Departure Time	Name of Person Supervising
3/23/23	Sally Stevenson	Volunteer, Visitor, Repair person, etc.	2:15pm	4:35pm	Penelope, Program Leader

Certified Center Rule 414-300-0070(12) and **Certified Family Rule 414-350-0090(7)** and **Registered Family Rule 414-205-0040(11)** state: The provider shall maintain a log of arrival and departure times of all individuals 18 and older who are not enrolled or conditionally enrolled in the CBR and enter the home while child care children are present, excluding persons authorized to drop off and pick up a child care child.

Certified School-age Center Rule 414-310-0280(6) states: A school-age center must have safeguards in place to prevent a visitor's unsupervised access to children, including a sign-in and sign-out process that captures: (a) The individual's name and relationship to the center (e.g. volunteer, vendor, guest, etc.); (b) Arrival and departure times; and (c) Name of qualified staff responsible for monitoring the persons' presence and accompanying the individual while on the premises.