



Visitor Plan for Certified Child Care Centers

Rules regarding visitors:

414-300-0070 (10) Any visitor to the center or other adult who is not enrolled in the Central Background Registry may not have unsupervised access to children.

414-300-0070 (11) The center shall have a written plan to ensure that individuals who are not enrolled or conditionally enrolled in the CBR and are on the child care premises shall not have unsupervised access to children.

414-300-0070 (12) The center 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 center while child care children are present, excluding persons authorized to drop off and pick up a child care child.

How I will ensure visitors, who are not enrolled in the Central Background Registry (CBR), will not have unsupervised access to children, in the given scenarios.

Scenario	How I will ensure no unsupervised access to children will take place				Other:
	Staff Supervision	Teacher Supervision	Director Supervision	No Access Until CBR completed	
1. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Preparing food/in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Using the restroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Assisting a child in the restroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Changing a diaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. In the event of an emergency/natural disaster/evacuation drill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. On a field trip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Transporting children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. On a phone call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Having volunteers on-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. I am located in a larger building with other adults not associated with my program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Individuals from a contracted service is on-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Adult staff working on-site but do not work with children as part of their job (janitor, office staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional information:

Your licensing specialist will ask to see your visitor sign in/out log. They will ask to see your written plan and can help talk you through any additions that may be needed.