



# Visitor Plan for Certified School-age Centers

This plan applies to any visitor/volunteer/repair person, etc. who is not actively enrolled in the Central Background Registry (CBR). While on the premises and in the child care space, visitors must be directly supervised (within sight and sound) at all times by a staff person who is actively enrolled in the CBR.

**Program/Site:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classroom or Group:** \_\_\_\_\_.

**As each visitor arrives and departs, the visitor log is filled out by** \_\_\_\_\_.

**Visitors will be supervised at all times by** \_\_\_\_\_.

Discuss the scenarios below with your team to ensure an individual not enrolled in the CBR is never left alone with any child(ren). Notes may be added, if desired. Mark X if discussed or N/A if not applicable.	X or N/A
A visitor/volunteer is in the classroom with the children	
A high school student is in another part of the building completing a volunteer project	
The program is located in a larger building (such as a school) with other adults who are not associated with program	
There is a volunteer onsite working with a small group of children	
At a public park or playground shared with other groups of children/adults	
There is an emergency at the program, or evacuation is necessary	
A repair person is present working on the premises	
A visitor is accompanying the group/children on a field trip	
The group is outside, a child is inside using the restroom, and the visitor with the group needs to go inside	
Other scenarios:	
Notes:	

**School-age Center rules regarding visitors**

**414-310-0170(1)(g)** A plan to ensure that any visitor or other adult not enrolled or conditionally enrolled in the CBR does not have unsupervised access to children;

**414-310-0240(5)** A school-age center must have a visitor log to document all adults, excluding persons authorized to drop off and pick up a child, that includes name, relationship to center (e.g., volunteer, vendor, guest, etc.), and recorded time in and out of the center.

**414-310-0280(6)** 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.