

Visitor Access to Centers

- Staff must ask individuals to identify themselves and show valid identification (classroom door to remain closed and locked when verifying ID).
- Staff must ask about the purpose of visit to determine if individual can be let into building/classroom area.
- If individual is deemed “not authorized” staff must not let individual in and must ask them to leave the premises.
 - If individual does not leave the premises, 911 must be called.
 - Supervisor will be notified; if Supervisor is unable to be contacted Manager will be notified.
 - Parents and staff will be notified of the incident as necessary.
- Past Promise employees are not permitted entrance to classrooms without prior written approval of Executive Director.
- Family members of Promise employees, children, and spouses are not allowed in classrooms/playgrounds during program hours of operation.
- If staff has a family member interested in volunteering, please contact Human Resources.

