

## Visitor Access to Centers

- Staff will ask individuals to identify themselves and show valid identification (classroom door to remain closed and locked when verifying ID).
- Staff will ask the purpose of visit to determine if individual can be let into building/classroom area.
- If individual is deemed **“not authorized”** staff will not let individual in and will ask them to leave the premises.
- If individual does not leave the premises, 911 will be called.
- Supervisor will be notified; if Supervisor is unable to be contacted Manager will be notified.
- Parent 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.