

Augusta Preschool Academy  
97 Augusta Street  
Irvington, NJ 07111

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## **SCHOOL VISITOR PROCEDURES**

**Attached are the procedures for all visitors:**

1. All visitors must enter and exit the building **using the main entrance**. This includes all District employees (Maintenance, Supervisors, Directors, Technology Coaches, Consultants, etc.) and report to the Security Desk for sign in instructions.
2. Parents dropping their children off between 8:30 and 9:05 am will subsequently proceed to the multipurpose room and sign their child in at their designated table.
3. Parents of students arriving after 9:05 am, must sign in at the Security Desk, get a pass and report to the main office. A staff member will then escort the student to class.
4. When parents leave, they will report back to the security desk to sign out and return the visitor's pass.
5. All visitors must state the purpose of their visit and **show photo ID at the Security desk. They will subsequently be given a color-coded pass** that they must carry to and from their destination (i.e. nurse, registration, main office, etc.).
6. Security guards will greet guests as follows:
  - a. Good morning/afternoon.
  - b. Welcome to Augusta Preschool Academy.
  - c. May I see a picture ID?
  - d. How may I assist you?
  - e. Please sign in.
7. Visitors will record their name, time and destination in the sign in book located at the security desk in the front lobby.
8. A Security Guard will issue a visitor pass with visitor's name, destination, and date. The security guard will communicate the following:
  - Please keep your pass displayed throughout your visit.

- When you leave, please return to the security desk and return your pass to me and sign out.
  - Please report to the Main Office.
  - Enjoy your visit.
9. Security will inform office staff that a visitor is on his/her way to the main office.
  10. Security will observe as the visitor enters the office.
  11. Office staff will greet the visitor within 60 seconds of arrival.
    - a. Good morning/afternoon. How may I help you?
  - 12.** If the visitor requests to interact with staff or students, office staff will request photo ID and confirm visitor's identity against the student's Emergency Release Form. If the visitor cannot be confirmed, the visit or removal of student will not be allowed.

**Types of visits:**

- Meeting with teacher – The teacher will confirm the appointment and teacher will meet the visitor in the guidance counselor's conference room or available office.
  - Visit the class – The teacher will confirm the appointment and office staff will wait for a security guard to escort the visitor to the requested class. The teacher will call for security to escort the visitor back to the main office or security desk at the conclusion of the class visit.
  - Meet with a student – Office staff will ask about the nature of the visit and call security to escort the student to the office, after visitor is confirmed.
  - Outside agency request to visit or sign out student - ID must be produced and copied. Contact administrator for permission to proceed.
  - Sign a student out – The office staff will confirm the visitor, inform the teacher, and request security to escort the student to the Main Office for dismissal. The visitor must sign the student out in the Student Sign Out book.
13. If visitors are ever unaccompanied in the halls, a security guard must ask the following:
    - Good morning/afternoon. How may I help you?
    - Please wait while I confirm with the office.

- *Security will inquire via walkie talkie and make sure that the visitor remains with her/him.*
- If the visit is confirmed, the security guard will escort the visitor to her/his destination.
- If the visit is not confirmed, the security guard will escort the visitor from the building.

14. There will be no visitor-teacher conference during instructional time. A copy of the teacher's schedule is available upon request from the main office.
15. Parent/Guardians who desire to observe a class must speak with the principal to arrange an appointment 24 hours prior to the visit.
16. A visitor's 'point of contact' must accompany all visitors **at all times** while they are in the building.
17. Should there be a fire evacuation, the point of contact will accompany the visitor out of the building and to the evacuation point.
18. **All classes** will report to the multipurpose room for **regular dismissal at 2:50pm**. Parents are to report to the multipurpose room and sign their child out at their designated table.
19. When the visitor leaves, he/she must report to the security desk to sign out and return visitor's pass.
20. Sign out sheets for each class will be located on the designated tables in the multipurpose room.
21. Students must be signed out before departure from the building and parents must include the time in which the child is leaving.
22. Upon dismissal, security, teachers and support staff will be available to monitor parent's departure from the building.