

# Authorized Pick-Up Persons and Visitor Entrance Policy

ST. JOSEPH ACADEMY

Department:	Reception
Number:	150.1
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- I. Policy: When unaccompanied by a SJA staff member, authorized pick-up persons and visitors shall only enter the 2 main entrances of the building. All people entering the building must identify themselves and their purpose to the receptionist on duty before moving past the lobby.

**Authorized pick-up person:** someone who is allowed to pick-up or drop-off any child enrolled in the ECEC or school.

**Visitor:** Anyone other than a person authorized to drop-off or pick-up a child enrolled in SJA.

II. Procedures:

- A. Reception staff will only allow authorized pick-up persons and visitors to enter the 2 main doors. If someone tries to buzz in through the back doors, 16<sup>th</sup> street doors, or the 17<sup>th</sup> street doors with the exception of known delivery drivers, the receptionist on duty will direct them to enter through the main entrance.
- B. Before unlocking the main entrance doors, the receptionist on duty will determine if she or he recognizes the individual. If the individual attempting to gain access is unknown, the receptionist will use the intercom system to ask the person to identify him or herself and disclose the reason for his or her visit. The receptionist will then use his or her best discretion to allow or deny entry. **No one may enter the building for the sole purpose of using the restrooms or facilities in general.**
- C. The receptionist will greet everyone entering the building. If the authorized pick-up person enters the building outside of regular drop-off and pick-up time, the receptionist will ask the person if they can help them with anything before the person is allowed to pass through the lobby.
- If picking up or dropping a child off, the authorized pick-up person will use the time clock to punch the child in or out if they are enrolled in the ECEC or they will sign the child out with the receptionist using the yellow St. Joseph Academy binder located at the reception desk. **This step will be completed before the person goes to the child's classroom. The receptionist will check and make a copy of the photo I.D. of anyone that they do not recognize who is attempting to pick-up a child enrolled in the center.**
  - All visitors shall state their purpose upon entering, sign-in on the visitors' or volunteer log and be directed to their intended location or shall be instructed to wait in the lobby for the appropriate person to escort them to where they are going.

Approved by: \_\_\_\_\_

President/CEO

Date: \_\_\_\_\_