

Visitor Plan for Certified Family Homes



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 fully enrolled in the CBR (not conditionally enrolled).

Program:

Date:

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 staff 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
During outside time		
The Provider is preparing food/in the kitchen		
A staff member must step away to use the restroom		
Assisting a child in the restroom		
Changing a diaper in the other room when a visitor is present		
In the event of an emergency/natural disaster/evacuation situation or drill		
On a field trip		
Transporting children (if applicable)		
The provider needs to take a phone call		
On another level of the home/ groups of children are in separate spaces		
A houseguest will be staying over		
Individuals from a contracted service is on-site		
Notes or other situations:		

Rules regarding visitors: [414-350-0090 \(4\)\(e\)](#); [414-350-0090 \(6\)](#); and [414-350-0090 \(7\)](#)

Additional information: Your licensing specialist will ask to see your visitor sign in/out log at each visit. They will also ask to see your written visitor plan and can help talk you through any additions to the scenarios above that may be needed for your program.

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the DELC at 503-947-1400.