Visitor Log

Any visitor/volunteer on site during child care hours must be signed in/out on the visitor log (except when dropping off or picking up a child). While on the premises and in the childcare space, visitors must be directly supervised (within sight and sound) by a staff person who is fully enrolled in the CBR (not conditionally enrolled).

Date	Full Name	Relationship to Program	Arrival Time	Departure Time	Name of Person Supervising
11/23/23	*Sam Stevenson ~ SAMPLE*	*Volunteer, Visitor, Repair person, etc.*	*2:15pm*	*4:35pm*	*Charlie, Program Leader*

A child care program must have safeguards in place to prevent a visitor's unsupervised access to children, including a sign-in and sign-out process that captures: (a) The individual's name and relationship to the center (e.g. volunteer, vendor, guest, etc.); (b) Arrival and departure times; and (c) Name of qualified staff responsible for monitoring the persons' presence and accompanying the individual while on the premises.