

DCDS VISITOR POLICY

7/10/2019 **Revised:** 08/31/2022

PURPOSE: Detroit Country Day School is committed to maintaining a safe and secure school environment. Controlling visitor access to facilities is a critical component in school security. This policy uses best practices to address alumni, parents and others visiting or using DCDS facilities. An alum is someone who has graduated from DCDS. A student who has left prior to graduation either voluntarily or involuntarily, does not qualify for access to any facilities. These include classrooms, performing arts venues, and athletic facilities, including the fitness center, gyms, etc.

POLICY:

- Visitors, including parents and alumni, are not allowed to enter school buildings **during the school day** unless they have an appointment made with a dean, director or member of College Counseling. Security will be notified of such appointments prior to the visit.
- Visitors who have prior permission must check in with security, be screened through the visitor management security system and present photo identification before entering the building and wear a visitor badge.
- Alumni who wish to engage in **social visits** with current employees must make appointments to do so outside of the school day.
- Alumni may bring a personal trainer to use DCDS facilities, one-on-one at no cost, but needs to be vetted through the Director of Athletics or the Associate Athletic Directors only and then scheduled with Director of Campus Operations Scott Stanley.
- Alumni who wish to use DCDS facilities with other friends who are not DCDS alumni, must arrange through Scott Stanley. All parties with the exception of the actual Alum must pay the rental fee.
- If an alumni has arrived with a trainer but has not made prior arrangements with Scott Stanley, they will be advised that they must be scheduled in advance during business hours and need to speak with Scott Stanley. Arrangements should be made at least 24 hours in advance so that the information can be added to the Daily Events list and provided to the Security staff.
- Any requests from individual DCDS coaches need to first get approval through the athletic directors before requesting scheduling through Scott Stanley.

DISTRIBUTION; All Employees, All Alumni, Website