

VISITING CARROLLTOWNE?

Leave Time for Our Visitor Entry Protocol!

All CCPS schools have an electronic security system to help provide a safe environment for our students. The following safety protocols will be followed at every school within CCPS. We wanted to inform you in advance so that all families would be aware and prepared to show a Driver's License/State ID and allow time for the security protocols when they plan on visiting the school. Here are the protocols:

- All exterior doors are locked.
- All visitors must ring the main entrance buzzer to request entry.
- Prior to allowing anyone to enter the building, the staff member who monitors the door may ask for the visitor's: 1. Full Name 2. Reason for visit 3. Visitors will then be allowed to come via the entry door with the "1A" on it and must come to the main office to register their visit
- Visitors, including volunteers, are required to present their driver's license/State ID to register in our visitor system.
- All visitors must be issued a visitor's badge (Except employees with a CCPS badge).
- Contractors and service provider's paperwork will be reviewed and verified.

We need your signed "Permission to Visit"!

NEEDED EACH SCHOOL YEAR: A note of permission from the parent/guardian is **required** if anyone other than the parent/guardian is coming to Carrolltowne Elementary to have lunch with your child or volunteer in your child's classroom. Please fill out the below "Permission to Visit." IF we do not have this on file, a note written the day of either emailed or sent with student (visitor CAN NOT bring in the letter of permission) will suffice. **All visitors still need to follow the visiting protocols found above.**

Fill out below and email in or send in with your student. Questions? Call 410-751-3530

Permission to Visit

Date _____

Student Name(s) _____

Teacher(s) / Grade(s) _____

Parent Name _____

Parent Contact # _____

Visitor Name(s) _____

Has permission to visit:

☐ single day _____ ☐ anytime throughout the school year

*This note of permission is required **from** the parent/guardian for any non parent/guardian who is visiting a student at Carrolltowne (example: aunt has lunch with your child) or volunteering in the classroom (example: grandpa volunteers in your child's classroom). **Please note that during special occasions like Play Day and 5th Grade graduation, we will be requesting a list of guests and NOT referring to this day-to-day permission. All visitors must report to the office.***

Submit this form to the office: send in hard copy or email JulieAmicone@carrollk12.org