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 <u>and</u> sound) by a staff person who is actively enrolled in the CBR.

Date	Full Name	Relationship to Program	Arrival Time	Departure Time	Name of the Person Supervising the Visitor
01/06/24	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 program (e.g. volunteer, repair person, guest, etc.); (b) Arrival and departure times; and required for CC/SC only: (c) Name of qualified staff responsible for monitoring the persons' presence and accompanying the individual while on the premises.