**Policy:** To ensure the safety of children, NMCAA staff will monitor and track those who enter and exit the facility by utilizing the Classroom Sign In/Sign Out Log.

**Procedure:** All classroom visitors (e.g., ISD, Licensing, public school personnel, non-classroom NMCAA staff, etc.) will record their time in, out, and reason for visit. If visitors plan to volunteer such as parent/guardians, ISD (even if on C.I.R.), Mental Health Consultants, Foster Grandparents, etc., they must complete **APOT and PSOR requirements (See Volunteer Screening and Supervision Policy)** and follow **NMCAA Head Start Covid-19 Vaccine Policy and Procedure**.

**Classroom Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Staff Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Staff and VisitorFirst and Last Name** | **Title** | **Detailed Reason for Visit** | **Time** | **TEACHER COMPLETES FOR VOLUNTEER****APOT/PSOR Complete?** **YES NO** | **STAFF USE ONLY****IN-KIND TOTAL****(minutes/hours)** |
|  | **Print** |  |  | **IN** |  |  |  |  |
| **Signature** | **OUT** |  |
|  | **Print** |  |  | **IN** |  |  |  |  |
| **Signature** | **OUT** |  |
|  | **Print** |  |  | **IN** |  |  |  |  |
| **Signature** | **OUT** |  |
|  | **Print** |  |  | **IN** |  |  |  |  |
| **Signature** | **OUT** |  |
|  | **Print** |  |  | **IN** |  |  |  |  |
| **Signature** | **OUT** |  |
|  | **Print** |  |  | **IN** |  |  |  |  |
| **Signature** | **OUT** |  |
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| **Signature** | **OUT** |  |
|  | **Print** |  |  | **IN** |  |  |  |  |
| **Signature** | **OUT** |  |

**Distribution**: Original sent to DMT to enter in-kind calculations **Copy**: To be filed at the center and sent to supervisor (monthly)

**Prior to volunteering**, **the teacher will document that each volunteer (parent/guardian, ISD staff, Mental Health Consultant, etc.) entering the classroom has completed APOT/PSOR requirements and follows the NMCAA Head Start Covid-19 Vaccine Policy and Procedure. Staff will complete the in-kind total column for parents/guardians/families before sending to DMT. When necessary, continue to use the Volunteer/Donation form to document in-kind for guest speakers, volunteers, and donated classroom materials.**

**References**: HSPPS 1302.47 (a) (Caring for Our Children Basics), HSPPS 1303.4, Licensing R400.8110 (6), R400.8125, Volunteer Screening and Supervision Policy