



Classroom Sign In/Sign Out Log

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