# Little City Foundation

## Policies & Procedures

| Subject: Visits to the ChildBridge Center for Education | | | Policy # CFE 06 |
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| **Approved:** | **Issued:** 03/16 | **Last Revised:** 03/23 | **Page:** 1 of 1 |

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**PURPOSE**

To provide guidelines for visits to the ChildBridge Center for Education.

**SCOPE**

This policy applies to the ChildBridge Center for Education.

**POLICY**

It is the policy of Little City Foundation and the ChildBridge Center for Education to allow access to the Illinois State Board of Education and the school district of residence of any enrolled student with or without notice. All other visitors must arrange a mutually agreed upon visit time with a member of the ChildBridge Center for Education team.

**PROCEDURE**

Upon arriving on campus, all visitors will proceed to the Administration Center. The visitor will be escorted by a member of the ChildBridge Center for Education team to the school building. If a visitor comes directly to the school, a member of the ChildBridge Center for Education team will direct them to the Administration Center to sign-in. All visitors must have a visitor badge and be escorted by a member of the ChildBridge Center for Education. At the conclusion of the visit, the guest must return the visitor badge to the Administration Center and sign-out. In the event the visitor does not sign-in at the Administration Center the ChildBridge Center for Education will have a sign-in sheet and visitor badges available.

If the visitors are guests of another department and/or program, the ChildBridge Center for Education requests 24 hours prior notice to the visit whenever possible and that a representative of the host department participate in the visit.

In the event that visits are needing to be arranged for the purpose of admissions, all necessary parties need to work with the admissions coordinator to solidify arrangements accordingly.