

Visitors and Parents/Guardians on Campus

For safety and security reasons, all parents/guardians and visitors must check in at the Front Desk upon arrival. The doors to all school buildings remain locked after 8:15 a.m. each morning. When you arrive at Green Hedges, please ring the doorbell to be granted access to Kilmer Hall, then proceed directly to the Front Desk to check in.

During the course of a normal school day, parents/guardians should call ahead to the Main Office if they need to come to campus. Parents/guardians who need to deliver items, including lunch or snack, to their child(ren) during the school day should leave those items, clearly marked with the child's name, at the Front Desk.

New this year, all parents/guardians and visitors who will spend any amount of time on campus will be asked to provide a **Driver's License**, which will be scanned by our visitor management system. You will also be asked to enter your phone number and indicate who you are visiting on campus. The system will then take a photo and print an adhesive visitor badge, which must be worn for the duration of your time on campus.

When you are finished with your visit, please return to the Front Desk and use the same system to check out.