

VISITING INFORMATION

Permission Needed!

We need your signed note of permission!

A note of permission from the parent/guardian is **required** if anyone other than the parent/guardian is coming to Carrolltowne Elementary to have lunch with their child. This practice ALSO applies to volunteering in the classroom and visiting the school for any other events. The note can be sent in with the child or sent via email from an email we have on file. The note should include: date, student's name, teacher / grade, name of individual or individuals that are allowed to visit, and the timeline in which they are allowed to visit. One day? Anytime over the course of the school year? Let us know... This information will be placed on file. ***All visitors still need to follow the visiting protocols found below.***

A parent/guardian permission form for visitation can be found at the bottom of this page, on our website, and will be included with your emergency cards when you receive them. Please fill out and send in with your child.



Visiting Carrolltowne?

Leave Time for Our Visitor Entry Protocol!

All CCPS schools have an electronic security system to help provide a safe environment for our students. The following safety protocols will be followed at every school within CCPS. We wanted to inform you in advance so that all families would be aware and prepared to show a Driver's License/State ID and allow time for the security protocols when they plan on visiting the school. Here are the protocols:

- All exterior doors will be locked in the morning after student arrival.
- All visitors must ring the main entrance buzzer to request entry. The door to the far right will then be unlocked.
- Prior to allowing anyone to enter the building, the staff member who monitors the door may ask for the visitor's:
 1. Full Name
 2. Reason for visiting
 3. Visitors will then be allowed to come into the main office to sign in
- Visitors, including volunteers, are required to present their driver's license/State ID to sign in on the visitor system.
- All visitors must be issued a visitor's badge (Except employees with a CCPS badge).
- Contractors and service provider's paperwork should be reviewed and verified.
- Visitors must return their badge to the main office and check out with staff when leaving.

Permission to Visit

Date _____

Student Name(s) _____

Teacher / Grade _____

Parent Name _____

Visitor Name(s) _____

Has permission to visit:

single day _____ anytime throughout the school year

This note of permission is required from the parent/guardian for any non parent/guardian who is visiting a student at Carrolltowne (example: aunt has lunch with your child) or volunteering in the classroom (example: grandma volunteers in your child's classroom). Please note that during special occasions like Play Day and 5th Grade graduation, we will be requesting a list of guests and NOT referring to this day-to-day permission. All visitors must report to the office.