

SUNDANCE MONTESSORI SCHOOL VISITOR PROTOCOL

The following protocols must be followed, at all times, for visitors wishing to enter the school.

1. ALL visitors must first report to the school office, sign in and get a Visitor ID Badge, before entering the school grounds—NO EXCEPTIONS.
2. Anyone requesting to visit in a classroom must contact the school office at (916) 985-6034 to request a classroom visit. Requests to visit must be made 3 days in advance.
3. Faculty of the school will request to see verification of visitors at the school, to ensure they have acquired the proper clearance to be on the school grounds.
4. Visitors that have checked in at the school office will be issued a Visitor ID Badge to wear during their visit. They will return their badge to the office at the end of their visit.
5. Anyone who enters the school, or a classroom, without first checking in at the office, will immediately be asked to go to the office for approval.