

## **VISITORS**

**Adult Visitors and Tours:** Playschool Child Care, Inc. welcomes those interested in our programs to tour the facility with a staff member. We receive many types of requests for visitations and work to accommodate those needs. It is a policy requirement that all visitors or scheduled tours must check in with the Director at your scheduled time.

- ❖ **Parents of Enrolled Children:** Playschool Child Care, Inc. has an “open door” policy and invites parents to visit or observe the program at their convenience. It is advisable that you check first with your child’s teacher or with the Director prior to your visit.
- ❖ **Special Education Observations:** Playschool Child Care, Inc. welcomes teachers, social workers, parents or supportive community organizations to schedule opportunities to observe a child of concern. It is our policy to make available opportunities to observe a child and support programming that may be helpful for any child. Please contact the Director to coordinate an appropriate time.

## **NON-ENROLLED CHILDREN AND TEEN-AGE VISITORS**

- *A child under the age of 16 years who has attended a kindergarten program is considered a “school age child” and cannot be present in the child care center according to Minnesota State Rule 3 day care licensing standards.* The only exceptions are when the child accompanies the parent or staff person into the classroom to drop-off or pick-up an enrolled child.
- **Teenagers over the age of 16:** Prior approval from the Director is required. They must wear a name tag and be written in the weekly staffing schedule.
- **Preschool Age Child:** A child who has never attended kindergarten is defined as a preschool age child by MN State Licensing standards. Visits must not exceed ½ hour and must have prior approval of the Director. The parent must **accompany** and **supervise** the child at all times because the child is not legally enrolled.

*Playschool Child Care, Inc. reserves the right to deny any visitation to any person or persons for the purpose of protecting the rights of the children within our care, our parents and staff.*

