

**Rules regarding visitors:**

* Any visitor to the center or other adult who is not enrolled in the CBR may not have unsupervised access to child care children
* The center shall have a written plan to ensure that individuals who are not enrolled or conditionally enrolled in the CBR and are on the child care premises shall not have unsupervised access to children.
* The center shall maintain a log of arrival and departure times of all individuals 18 and older who are not enrolled or conditionally enrolled in the CBR and enter the child care center while child care children are present, excluding parents who are dropping off or picking up their children.

Importance to children, families and programs:

It is critical to children’s basic health and safety to restrict unsupervised access by individuals who are not enrolled in the Central Background Registry (CBR). Clear guidelines for all staff to follow as well as a log documenting individuals who are on-site, assists in maintaining a secure environment for children and staff. Recording individuals who are on-site will demonstrate your diligence in assuring that children are only cared for by individuals who are enrolled in the CBR.

Description of how it’s different from previous rules:

Rules written prior to September 30, 2018 do not allow individuals who are not enrolled in the CBR to have unsupervised access to children. Rules written prior to September 30, 2018 also require a center to have a written plan for volunteers who are not enrolled in the CBR. The new rules require the facility to keep a log of all visitors and individuals not enrolled in the CBR who are on site.

Examples of how this might look:

A standard sign in/sign out system to track individuals not enrolled in the CBR who enter and exit the facility should include, at a minimum, name, relationship to the facility (e.g. volunteer, vendor, guest) and a recorded time in and out.

A written plan should consist of standards regarding:

1. No unsupervised access to children
2. Sign in and out procedures
3. Someone assigned to stay with the individual at all times
4. Procedures if the event of an emergency that would ensure no unsupervised access

Additional information:

At your first renewal visit, or monitoring visit after September 30, 2018 your licensing specialist will ask to see your sign in/out log. They will ask to see your written plan and can help talk you through any additions that may be needed. USDA food program representatives and CCR&R representatives are not required to be signed in.

*This document is designed to assist programs in understanding some of the revised regulations. Please refer to the revised rule book for a complete set of regulations and specific rule language.*