



CHECK-IN PROCEDURES

Upon arriving at the school, all visitors, volunteers, and chaperones must check in at the front desk in a divisional office before going anywhere on campus, including their child's classroom. Safety is a primary concern for all parents and staff; part of keeping our campus safe includes knowing who is visiting during the day. Visitors will be issued an identification badge that will help staff and students quickly recognize that a non-Haverford School staff person has checked in appropriately.

If you are a visitor, parent/family visitor, volunteer, or chaperone, please follow these procedures upon arriving at the school:

- Report to the front desk in a divisional office.
- Present a valid driver's license that will be entered into our background checking system, KeepnTrack. KeepnTrack records all visitor traffic details, runs instant background checks, and prints ID badges. With a check of local, state, and national databases, KeepnTrack denies entry of unauthorized visitors and automatically notifies appropriate personnel. For those who are frequent visitors, once you have entered your license the first time, the administrative assistant can type your name into the system to produce a badge.
- Wear your badge in a visible location during the entirety of your stay.
- When you are done visiting, return to the office and check out with the administrative assistant.

Thank you for your attention to these important procedures, and in helping to make The Haverford School a safe, secure learning environment for all of our students and employees.