Policies and procedures regarding visitors to the Club.

Visitors are encouraged at the Club and the ED and other staff will regularly tour donors, inspectors and others around the Club. However, the expectation is that visitors will be chaperoned by a staff at all times unless they are Police/Sherrif/CPS or a CASA worker/social worker/tutor meeting with a specific member with prior approval of parent/guardian.

Social workers/CASA/tutors MUST be added to the member’s authorized pick-up list so that the Club can be reassured that the parent/guardian permits the member to be alone with the visitor unchaperoned.

Visitors must sign-in at front desk and wear a visitor badge. The exception is visitors who are here in a work capacity who are wearing, and visibly displaying, a work identification badge. LTUSD maintenance staff are encouraged to check-in at the office so that we know they are on-site.

CASA/social workers/tutors may ONLY meet with the child in their care. They may not meet with any additional children and should not enter shared spaces. Private space should be found for them to meet with the member.

Community service workers should only be present prior to the arrival of Club members and must sign in and out of the Club. Club volunteers and new employees MUST be chaperoned by a member of staff until they have passed their background check.

Family members meeting with a member on-site may be permitted with prior approval from parent guardian, but the visitor is not permitted into public areas of the Club without a staff chaperone and the family member MUST be on the member’s approved pick-up list to ensure that they can be left alone with the member. In custody issues and other sensitive situations, we strongly encourage that the family utilize the services of parent-to-parent instead of the Club.

Visitors to other organizations based at Al Tahoe, or to watch sports on the fields, are actively discouraged from entering the Club and should use the entrance for the c-wing or stay entirely out of the property.

During public events/fundraisers/group visits etc it is recommended that the event by held in the MPR and access restricted to just that area and the rest room. If another room is being utilized, then staff should chaperone the guests in areas where there are also members present.

Other visitors, such as Board Members, should be under the direction of the ED or Club Director and chaperoned if entering areas where members are present.

These policies and procedures are designed to protect our members and staff.