

Building Access Policy

1. Notification upon entry: Before or upon entering the building, visitors must notify the school of their presence via:

- doorbell,
- email (kingofkingsschool@gmail.com),
- text (732.233.3471),
- phone call (732.671.0220),
- or in-person check-in < walk down to their office >

2. Designated entry point: All entry must be through Door #2, located by the church office.

3. Sign-in/sign-out: Visitors must sign in upon arrival and sign out when leaving. The sign-in book is located at Entrance #2.

4. “Visitor” identification:

Identification badges must be worn at all times while the visitor is in the building.

Non-Congregant

- The name of the visitor & date will be written on visitor label, and must be worn while visiting in the building.

Congregant

- Security badges will be offered to congregants who require consistent access to the building. These badges must be worn in lieu of a visitor badge.
- Congregant badges will include a photo.
- Badges will be provided with a lanyard to be worn around the neck or pinned holder. (a work in progress)
- Even with the badge, sign-in/sign out is still required.

5. Escort requirement: All non-congregation visitors must be escorted while in the building, including upon entry, throughout the building, and upon exit. No non-congregant should be left unattended at any time.