



Statement of Nature's Classroom Institute Security Policy

Nature's Classroom Institute of Wisconsin, Inc. (NCI) is aware of the need for the highest level of security for its participating students and teachers. To ensure the security of our facility and visitors, we have the following security and risk management protocols in place:

- All staff employed by NCI have undergone security background checks through Hartland Hire.
- The staff of NCI performs an emergency drill with every group that participates in our program within an hour of their arrival. A surprise drill follows this emergency procedure within twenty-four hours. These drills include information on fire, tornado and electrical emergencies. Our fire drill procedure and alarm systems are evaluated twice yearly by the local fire department.
- Every NCI staff member is required to carry high-powered two-way radios while out in the field. Our administrative staff and/or medical personnel are required to monitor the two-way radios during all program times.
- No visitor, prior to checking in at the main NCI office, is permitted contact with the students.
- No parent, guardian, relative or friend is permitted to visit any child unless written school permission is given prior to the arrival of the parent, guardian, relative or friend. Telephone consents from either the principal of the school or the permission given by the on-site school representative (lead teacher) may substitute in cases of emergency.
- All medical procedures must be coordinated through our medical staff. No student may participate in the NCI program unless they have submitted the following forms through our Online portal:
 - Emergency Medical Authorization, Youth Waiver & Release of Liability
 - Medication Permission and Administration Form
 - Student Home and Health Information

Disclaimer- National Background Checks has not done our staff background checks since 2004. Hartland Hire now do all staff background checks.

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