



## St. Thomas the Apostle Introduces LobbyGuard



For the continued safety of our children and staff, we are introducing LobbyGuard, a visitor management system and tracking solution that heightens school safety.

LobbyGuard is a self-serve kiosk that will streamline the admittance procedure while running instant background checks to protect our school.

- **Every individual adult must sign in and out using a current driver's license or federal/state ID**, now required. Your ID will be scanned and used to print your non-transferrable ID badge. The LobbyGuard kiosk will also take a face photo that will be included on your badge.
- LobbyGuard will be located in the front entrance foyer of the school.
- The LobbyGuard kiosk is a touch screen and self-serve; just follow the on-screen prompts. Badges are printed immediately, are non-transferable and will expire.
- You must also sign out by running your ID badge under the LobbyGuard kiosk scanner as you exit the building.
- A phone will be located next to kiosk if assistance is needed to communicate with office.
- LobbyGuard will also be used for students' late arrival, early pickup or early dismissal.
- LobbyGuard provides visitor information as to who is in building in case of emergency, lock down or fire.