

Entry Procedures

1. Unami's exterior buzzer is located on the right-hand side of our main entrance, by the garden.



2. Have ID ready and press the silver button once to ring the bell. Wait to be greeted. We will be able to see you on camera.



3. Once greeted, hold up your ID and state the purpose of your visit. Please do not press the silver buzzer button to talk.

4. Upon entry you may leave any drop off items on the table in the vestibule. Make sure to place your child's first and last name on the item. Post-its will be provided on the table. The secretary will bring the item inside.



5. Should you need to enter the building, go to the second buzzer door. Keep your ID out so that we may print you a badge if you need to leave the office after entry.



6. Please return to the office before exiting the building to check out.