

Family of Christ Child Development Center

675 Baptist Road ♦ Colorado Springs, CO 80921

P.O. Box 1010 ♦ Monument, CO 80132

(719) 481-0796

Dear Parents,

Family of Christ is equipped with multiple card entry systems. You will need to complete the attached security agreement and bring it back to the Child Development Center office along with a refundable \$10 deposit for each card requested. If nobody is in the office please leave the security agreement and deposit in the tuition box. After all the information has been processed and approved you will receive your card(s).

Please be prepared and *carry your access card with you at all times* that you enter the building.

How the security system operates:

- Parents of full time children will be issued access cards that will open the inner doors on both the east and west entrances and the main CDC hallway. Parents with Toddlers or Early Preschoolers will also need their card to enter the classroom.
- Hold your access card up near the black box and the lock will release for a few seconds, allowing you to open the door.
- You will always be able to exit the building without your access card. In the event that the motion detector does not sense your presence push the Green to Exit button to temporarily release the lock.
- In the event that we become aware of a threat to the children from outside the building, Family of Christ Child Development Center will be locked down. In a lock-down, all windows and doors to the building are locked. Entry to the building is limited to those persons who have authority to be on the premises. Due to the need to keep the phone lines open, staff members will NOT call parents during a lock-down.

The safety of the children and the staff is very important to us. If you have any questions about this security system please do not hesitate to stop by the Child Development Center office or give me a call.

Sincerely,

Amy Janisse

Amy Janisse
Director

Family of Christ Child Development Center Security Agreement

To ensure the safety of all the children and staff in the center we ask that you abide by the following rules:

- Do not let anybody “piggyback” in behind you as you enter the building. This includes other families that have children enrolled in the center or staff members. They must use their own card to gain access into the building.
- Do not let anybody in the building, as you are exiting. This includes other families that have children enrolled in the center or staff members. They must use their own card to gain access into the building.
- Never prop any door open.
- Do not loan your card to anybody not authorized to pick up your child.
Persons authorized to pick up my child: _____

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- Protect this card at all times. Keep cards away from cell phones and computers.
 - Inform the Child Development Center office immediately of any lost or stolen card so your card number can be voided in the system. You will forfeit your deposit for that card and will need to make a deposit on a replacement card.
 - Inform the Child Development Center immediately of any changes in persons authorized to pick up your child.
 - At the end of your child’s enrollment at Family of Christ Child Development Center, you must turn the card back into the Child Development Center office within one week to receive your refund. If the card is in good condition and your tuition account is paid in full, you will receive your refund. You must contact the director regarding refunds; other staff members may not dispense the refunds.

The rules listed above are for the safety of the children and staff. Failure to abide by all the above-mentioned rules may result in immediate dis-enrollment of your child from the center.

I have read and understand the rules in Family of Christ Child Development Center’s Security Agreement and agree to abide by them.

Child’s Name

Class # Of Access Cards Requested

Parent/Legal Guardian’s Signature Date

Parent/Legal Guardian’s Signature Date

We must have a signature for each person who will be the primary user of each card issued.