

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 a card entry system that is activated in the early mornings and late afternoons. Each family is limited to two access cards (exceptions may be made for special circumstances at the discretion of the director). You will need to complete the attached security agreement and bring it back to the early childhood office along with a refundable \$10 deposit. If I am not in the office please leave the security agreement and deposit with your child's teacher. 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 door, if it is locked between 6 AM and 6 PM. The outer door will be unlocked when the center is open. The front door is typically locked from 6 AM – 7:45 AM and from 4:00 PM – 5:45 PM
- On the right hand side of the inner door there is a little black box.
- Hold your access card up near the black box and the lock will release, allowing you to open the door.
- You will always be able to exit the building without your access card.
- 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 early childhood 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.
 - Inform the early childhood 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 early childhood office 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 early childhood office. 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.