



DOOR PAD ACCESS SYSTEM **& SECURITY SYSTEM INFORMATION**

Bright Beginnings has a security system installed by 1st Responders Alarms. The security system was chosen specifically with the safety of our children, staff, and families in mind. We ask that you honor the following procedures:

- Since our Door Pad Access System is in place for the safety of our children and staff, **Children are NOT permitted to activate the Red Exit Button!** Please reinforce this rule.
- As of **July 3, 2023**, we are discontinuing Key Fobs. Please return rented Key Fobs to receive your \$20 deposit.
- We will be converting over to an access code. The Family's access code is going to be the last 4 digits of One (1) of the Parent's social security.
- We are working on implementing the Food Program (CACFP). When the Food Program becomes available, we will be using the social security number the parent provides on the CACFP paperwork (Food Program). When punching in your access code (last 4 of SS) then press the pound (#) key.
- **Your Family Access Code is NOT to be shared with ANYONE.** This Access Code is for the Legal Guardian (Mother/Father) listed on the Emergency Contact Form. Parents that are divorced or separated may fill out their own Access Code Acknowledgement form. ***Emergency Contacts (Extended Family/ Friends) MUST ring the doorbell for access.*** A Bright Beginnings staff member will verify the reason for any Visitor and/or Emergency Contacts to enter our center. **All these precautions for releasing students are to ensure children's safety.**
- All Children must be in the building no later than 10am. Please be advised that the door **MUST** be closed completely behind you, even if there are other parents behind you, every person must Enter their own Security Code to gain access into the center. If someone behind you does not have a security access Code, do not let them in. Please direct them to ring the doorbell.
- If you are late making your childcare tuition payment for two weeks, the center will deactivate your security access code. You will have to make an appointment with the owner to reinstate your security access code after full payment has been made.

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ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have received, read,
(Print name)

understand, and I will abide by all of the information in the Bright Beginnings Preschool and Daycare Door Pad Access & Security System Policy and Procedure.

I will **NOT** share my Code with anyone. I will communicate any policy information necessary to **ANY individual dropping off or picking up** my child (parent, guardian, emergency contact etc.).

The Last four numbers of my Social Security that I am providing for access are:

Print Child(ren)'s Name

Parent Signature

Date