



Keycard Entry Policy

As part of our constant improvement in the safety of the children in our care, we utilize a keycard entry at our childcare entrance. Each childcare family is issued a keycard to “show” to the card reader at the door. The reader is located on the building next to the door handle and is made of a grooved plastic. This reader is able to read your card even at a distance several inches away and through layers, such as a purse, pocket or wallet.

Each enrolling family is assigned a keycard and must make a deposit of \$5 for the card. This deposit is refunded to the family following their child’s withdrawal from our program and the return of the card. If your family would like an additional card, one may be requested at the same charge of \$5 per card.

Our keycard entry is our first protection against unnecessary visitors in the building. Because of this, we ask that parents not allow anyone else to follow them into the building “behind their swipe,” unless that person/s is recognized as being a parent or family currently enrolled in our program. If you are not sure, just ask! We also ask that parents honor the intent of the keycard entry and keep their card in a secure location that will not enable the card to be lost or stolen. Finally, please refrain from handing your card out to people who are not on your list of approved escorts. Each card is assigned to a specific person in our database so that we can track all entries made into our building.

Any visitors to our building need to call ahead to schedule a tour of the childcare program, enter in the church doors during church office hours (Mon. through Fri., 9 – 1), or call the childcare number to be received at the childcare entrance by a staff member. This last option is to be used by visitors only, and parents will not be able to rely on a staff member opening the door for them upon pickup or dropoff. Staff members may not always be able to reach the phone or door in a timely manner. If you have lost your card, please call *ahead* of your pickup or dropoff so that a staff member will be able to meet you at the door and please plan on paying \$5 to replace your card immediately. Teachers and staff will not be held liable for parents who have lost their card and are waiting at the door without calling ahead.

Of course, our keycard entry system is just one aspect of our cumulative safety measures utilized to ensure the safety of all the children in our care. We also ask parents to sign their children in and out in the “Sign-In Binder” each day, we utilize our Safe Escort Lists and Policy, and teachers always sign each child in and out on their classroom Attendance Trackers, keeping a running attendance at any given time.

Your keycard will be assigned upon enrollment into our program and the payment of your \$5 deposit.

I verify that I have read and agree to follow the policies listed above regarding the proper use of the New Horizons Learning Tree Childcare Ministry’s Keycard Entry. Furthermore, I recognize that failure to follow the above procedures may result in the termination of my child/ren’s enrollment in the childcare program.

Parent Signature _____

Date _____