

Security Key Identification & Request Form

ECC utilizes a security key system to gain entrance to our facility. Every family enrolled is required to use a security key. We ask that parents not permit individuals they do not know to enter the building. When the buzzer rings an administrator can see and or speak to the individual to determine whether to permit them entrance to the building. You will need to buzz in until your keys are made. This is generally done within a few days of enrollment.

Every family enrolled is required to have a minimum of one (1) security key. You will need to complete the information below and attached payment to order your security keys. Please order keys for those individuals who will bring or pick up your child on a regular basis.

Families who habitually buzz the door to gain entrance will have a new key issued and will be expected to pay for the key. It is not an option for parents or caregivers to not use their key to enter the building.

**Please complete the following information to order your security door key(s).
Keys are \$10.00 each, payment must be attached to this form.**

Parent's name: _____ Date: _____
(Please print first and last name)

Child's name: _____

The initial key is to be issued to: _____
(Please print first and last name)

To request additional keys we must have the information listed below for each key.

Please **print** the name of the individuals who will use these keys. A different name for each key is required.

1. _____
2. _____
3. _____
4. _____
5. _____

Office use only: First Day: _____ Class Assignment: _____ Key(s)made: _____ Key(s)invoiced: _____

You will be notified when your keys are ready for pick up at the front desk.