

Deer Park Child Care's Swipe Card Access Policy

Deer Park Child Care has swipe card access on both the front and rear doors of the building. Even though the back door is equipped for swipe card access it is for Staff use only, Parents are to use the front door only. The basement door can be used for exit only. Upon enrollment and/or the installation of the security system, all parents/ guardians are required to obtain at least one swipe card. The cost of the swipe card is \$10 and all cards are the property of Deer Park and must be returned upon request. The cost of the swipe card is full refundable should you withdraw from the program. The cost (\$10) will be paid to you in cash as long as the card is in "good" condition. It is the digression of the Supervisor to deem any card in "good" condition at the time of return. The card must be returned 3 days prior to your child's last day at Deer Park. Should any cards be lost or stolen, you must report the matter to the Supervisor immediately so they can be voided from the system. The cost to replace lost or stolen cards is \$15. If you card is lost or stolen then your original paid deposit of \$10 for your old card is not refundable upon withdrawal from the Center. It is recommended to get 1-2 cards per family. Cards are not transferable once issued. You may not give your card to anyone else (i.e. grandparents, friends). When visitors or authorized alternate pick ups arrive at the Center without a card they must ring the bell. A Staff will then open the door using an internal door release button. This is for visitors only. Parents are to obtain a card for daily use, as the main focus of the Staff is the children and not answering the door bell constantly. Should a parent use the bell several times (3) to gain entry, they will be required to buy a card for future use.

By signing below you are agreeing to the terms of the above policy. This policy may be changed at any time.

Deposit Paid: _____

Please attach payment for card(s) using CASH ONLY.

Parent's Signature

Date

Supervisor's Signature

Date

Office Use Only

Cards Issued: _____
