

At our Pleasant St. site, there are two main entry doors – one for families and one for visitors, deliveries, etc. Both main doors are kept locked at all times.

Parents will be issued a “key fob” which will allow them to unlock the family door. Staff will unlock an outer set of doors in the morning, allowing general access to the vestibule. In that vestibule there is a camera with real-time monitoring on a screen in the office. Once in the vestibule, people with key fobs can let themselves in. Someone without a fob can ring a doorbell in the vestibule that also functions as an intercom to the office or to the classrooms. The phone system is set up to allow staff to buzz people in once identified. Visitors and deliveries should come to the office door (also kept locked) and will be let in once identified.

Please complete this form and return to the payment box at Children First (either location – pre or school-age) so that we can program your family into the system. There is a \$10.00 deposit for each fob, returnable when a fob is turned back in to the Center. FOBS MAY ONLY BE GIVEN TO PEOPLE ON YOUR CHILD’S EMERGENCY PICK-UP LIST. However, having a fob in their possession does not automatically give someone the right to pick-up a child. All regular policies regarding pick-up will be followed.



Child(ren)’s name(s): _____ Pre _____ School-Age

Fob’s requested for the following individuals:

Name	Address – street, town, zip	Relationship to child	On Pick-Up List?	\$10.00 Deposit Included (each)

**LOST FOBS MAY BE REPLACED WITH AN ADDITIONAL \$10.00 DEPOSIT.