

*Children First Center* has three main entry doors. As you are looking at the building, the locked center door (on the small white portion of the building at the front) is for staff, visitors, deliveries, etc. Parents will be issued a “key fob” which will allow them to unlock either of the two family doors (one at the “East Wing” on the left and one at the “West Wing” on the right). Every morning, staff will unlock the outer set of doors, allowing general access to the vestibules. The vestibules each have 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 (glowing blue light on left wall) 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 DO NOT ALLOW OTHER PEOPLE INTO THE BUILDING USING YOUR FOB.**

Please complete this form and return to the black payment box located in the east lobby 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): \_\_\_\_\_

Fob’s requested for the following individuals:

Full Name	Address – street, town, zip	Relationship to child	On Pick-Up List?	\$10.00 Deposit (each)	Code (office use)	Number (office use)

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

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