



## Door Use Acknowledgment

Name of Child: \_\_\_\_\_ School Year: \_\_\_\_\_

The door to our school is equipped with an electronic keypad system. To ensure the safety and security of our children and staff, the following rules for use of the keypad system apply. Please initial by each rule, indicating your understanding and acceptance of the terms of use.

- \_\_\_\_\_  
(initial) Each family is provided with a unique security code. This code is to be used by parents and primary caregivers only.
- \_\_\_\_\_  
(initial) Door codes will be operational between the hours of 8 am and 5 pm. Families that have pre-arranged for early drop and/or late pickup will be granted access for those times.
- \_\_\_\_\_  
(initial) The code must not be shared with any other person(s) other than the ones specifically listed below. (List located at bottom of document).
- \_\_\_\_\_  
(initial) The list of parents/primary caregivers must be updated to maintain accuracy at all times. It is your responsibility to report any changes in the listed individuals as soon as the change occurs, so that the records can be updated.
- \_\_\_\_\_  
(initial) The individuals on the list must also be listed on your child(ren)'s enrollment forms as authorized pickup persons, and must match the information provided in the Brightwheel app.
- \_\_\_\_\_  
(initial) If someone other than one of the listed persons is coming to pick up your child(ren), you must notify us in writing beforehand. The person must ring the doorbell to be granted entrance to the school. Do not share the door code with them. Our school's pickup policy for identifying authorized pickup persons still applies (see Authorized Pickup section of the Parent Handbook for specific details).
- \_\_\_\_\_  
(initial) Parents are never permitted to leave the door propped open, or hold the door open for unfamiliar people to enter into the building. It places all students and teachers at risk.
- \_\_\_\_\_  
(initial) If it is found that your door code has been given to an unauthorized individual, or you have been leaving the door propped open, you forfeit the right to utilize the code system. Your code will be removed, and you will be required to ring the doorbell to gain access to the building each time.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Door Code: \_\_\_\_\_ Date Entered into System: \_\_\_\_\_

Early Drop? ☐ Yes ☐ No

Code Removal Date: \_\_\_\_\_

Late Pickup? ☐ Yes ☐ No