

## **Important Parent Security Information**

FBC Garland has a security system in place for all of the daily programs that take place inside the building. The Willow staff wants to reassure parents that their children are safe and secure while attending our programs.

An information form is attached so that “Pass Cards” can be created for each CDC family. Please return this form as quickly as possible so you may receive your “Pass Cards”. Each “Pass Card” number is linked to an individual. If you lose this card, please tell us immediately so we can deactivate it. \*Please do not put your name or the CDC or Church name on the card.\* Treat it like you would a credit card. Lost card fees are \$10.00 per card.

With this “Pass Card”, you will have access into The Willow at 6:45 a.m.–6:45 p.m., Monday–Friday. Our hours of operation are 7:00 a.m.–6:00 p.m. As a reminder, late pick up fees are \$1.00 a minute per child. You will only be allowed to enter The Willow doorways with your “Pass Card”.

Classroom doors will be unlocked from 7:00–8:00 a.m. and 5:00–6:00 p.m. This will allow you to enter your child’s classroom to put their things away in the morning and to pick up their belongings in the afternoon. If a classroom door is locked during this time, please knock on the door and wait for a teacher to greet you.

If for some reason you do not have your “Pass Card” with you to enter the building, you may have to wait 10-15 minutes to get inside. Since the office staff helps teachers throughout the day, there may be no one in the office to let you inside.

If you have any questions, please contact Kristen or Debbie in the CDC office.

# Security Pass Card Information Form

Please complete this form and return it to the CDC Office so your Pass Card can be created for you.

Each family receives two Pass Cards. Please take the time to think about who needs to have the card(s) to pick up your child(ren).



Pass Card #1

Name of cardholder \_\_\_\_\_

Relationship to child(ren) \_\_\_\_\_

Pass Card #2

Name of cardholder \_\_\_\_\_

Relationship to child(ren) \_\_\_\_\_

Names of child(ren)

---

---