



Key Card Access (Mechanicsburg)

Dear Parent,

Tender Years, Inc. uses a key card access system for entry into our Mechanicsburg center. This system is exclusive to staff and family members who are enrolled in our programs. In order to gain admittance, you will be required to use a coded key card that is specific to each individual.

The security system is in place to provide the best possible security for your child/children and our staff. Unauthorized individuals will not be able to gain admittance to the center. It also allows you independent and efficient entry when dropping off and picking up your child(ren) each day. The system will track and monitor the exact times you are coming and going from the center. However, **YOU ARE STILL REQUIRED TO SIGN YOUR CHILD IN AND OUT DAILY.** For your convenience, there is a sign in and out sheet in your child's classroom.

With the access system, you will be able to open the door any time during normal hours of operation, Monday through Friday, 6:30am - 6:00pm. Staff is not expected to assist parents in accessing the facility and parents and guardians should consider the use of the key card access as their only means of entrance. The only exception is at 6:00pm, when staff will open the door for you due to automatic lock-out. (Late fees will be applied as stated in the Family Handbook.)

Each family has been issued 2 key cards and you are responsible for paying a \$10 deposit paid to Tender Years, Inc. The deposit will be refunded to you upon termination of your "Agreement" and return of the key cards in good condition. The Deposit for the key cards is due **NO LATER** than your first day of enrollment and can be included with your tuition check.

If a key card is lost, broken, damaged or stolen, you will be responsible for immediate notification to the Center Director, and a \$5.00 replacement fee (per key card) will be charged. Replacement cards will not be issued until the fee is paid.

Individuals listed as "Persons to Whom My Child May Be Released" on your Emergency Contact Form may need to access the facility from time to time. We ask that you please do **NOT** give them your key card. They may check in at the registration office and will be required to show identification if it is their first time at the facility. Upon proof of I.D. the Center Director will allow them admittance to the center. Temporary "visitor" cards can also be issued for special circumstances.

Thank you in advance for your cooperation as we strive to provide the safest of environments for you and your family!