



Key Code Access (Camp Hill & Hershey Centers)

Dear Parent,

Tender Years, Inc. uses a key code access system for entry into our Camp Hill and Hershey centers. 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 code that is specific to your family. (You will choose your own four-digit code upon completing your registration paperwork.)

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.

With the access system, you will be able to open the door any time during normal hours of operation, Monday through Friday, 6:30pm - 6:00pm. Staff members are not expected to assist parents in accessing the facility; parents and guardians should consider the use of the four-digit code as their only means of entrance.

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 door code. They may ring the doorbell and check in at the front desk. If it is someone's first time at the facility, they will be required to show identification. Upon proof of identification, the Center Director or Assistant Director will allow them admittance to the center.

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

----- (Please detach and return to office) -----

In order to provide a safe environment for our students and staff, each family has their own pin code to gain access to the building. Please complete this form and return to the office.

Name: _____

4 digit PIN: _____