



Greene's Family Daycare

ENTRY CODE POLICY

Entry Codes, will be provided to parents ONLY as a courtesy while attending Greene's Family Daycare and will be terminated when your child no longer attends or when usage is abused or neglected.

The protection and security of the children in attendance and our staff is very important. The code is for **MOM and DAD ONLY**. If a relative or friend is picking-up/ dropping-off your child, they are **REQUIRED** to ring the bell. **DO NOT GIVE OUT YOUR CODE**. All codes will be active from **7:30am** until **5:30pm** M-F. The code will not work before opening or after closing. The code will **ONLY** allow you to open the side garage door. You will still need to ring the bell to gain entry into the house. The lock will lock automatically after 5mins. Please make sure you open and close the door immediately behind upon leaving and/or entering. This will help keep the cold out. You can lock the door behind you by pressing the SCHLAGE logo once on the keypad.

Once you enter your code into the key pad the camera will automatically start recording who's entering and send a notification saying who unlocked the door. All data is saved in the cloud.

Violations of the security procedures or leaving the door open after you leave 3 times will result in your code being deactivated. **Protect Your Entry Code** from discovery by any person.

If for any reason your **Entry Code** is discovered by anyone, it is your responsibility to notify us immediately so that the code(s) can be cancelled and a new code(s) issued.

I have read the above "**Entry Code Policy**" and agree to adhere to its requirements.

Code: _____ (4 to 6-digit number code)

Print Name: _____

Signature: _____ Date: _____