**Security Key Identification & Request Form**

The ECC utilizes an electronic security key system to gain entrance to our facility. Every family enrolled is required to use a security key. We ask that parents not permit individuals they do not know to enter the building. When the buzzer rings, and administrator can see and speak to the individual to determine whether to permit them entrance to the building. You will need to buzz in until your keys are made. This is generally done within a few days of enrollment.

Every family enrolled is required to have a minimum of one (1) security key. Keys are assigned to specific individuals. If you have multiple individuals that will be picking up or dropping off consistently, they will each need to have their own key assigned to them.

**Please use this form to indicate who to assign keys to:**

**Initial Key (1 required):**

Additional Keys (Optional):

Each key is $10.00 and will be added to your family billing ledger. In the event that your key is missing or lost, please alert the admin team right away so that we can deactivate the key. Replacement keys can be issued for $10.00. Individuals that habitually buzz for entry will be issued and charged for key. Thank you for your cooperation in keeping our facility and children safe.