

**CREATIVE EARLY LEARNING CENTER, INC
SECURITY ACCESS SYSTEM ORDER & DEPOSIT FORM**

Dear Parents,

Creative Early Learning Center, Inc. has a security access system. All staff and parents will need a security FOB to enter the main entrance. This is a computerized system which will take time to process information into the computer. A security deposit of \$10.00 is required for each FOB. You will receive a **refund** your last week of enrollment with proper notice of withdrawal, submitted in writing to the office and the return of your FOB. Each parent is responsible to sign for their own security FOB. If your FOB is lost or damaged, you will be charged \$10.00 for a new FOB. Parents will still be required to sign in/out your child daily.

We are also in the process of updating our billing system to EZ Care. We need your help by providing us with your email address so you can receive payment statements directly.

Please complete the attached form and return it along with your deposit to the office to receive your FOB. We appreciate your cooperation. If you have any questions, please call the office.

Sincerely,
Creative Early Learning Center, Inc.

EMAIL INFORMATION:

PARENT NAME: _____

EMAIL ADDRESS: _____

FOB ORDER FORM:

Return to office with deposit to receive your FOB

Child's Name: _____ How many FOB's needed: _____

Please print information:

Name: _____ relationship to child: _____

Name: _____ relationship to child: _____

Name: _____ relationship to child: _____

Name: _____ relationship to child: _____

Record of FOB return

Signature: _____ FOB #: _____ Date: _____

Signature: _____ FOB #: _____ Date: _____

Signature: _____ FOB #: _____ Date: _____