



Community Learning Center

ELECTRONIC SURVEILLANCE AND KEY FOB ACCESS CONTROL

DEPOSIT	
Cash	\$ _____
Check	\$ _____
Check #	_____

The purpose of this policy is to establish and implement procedures for electronic surveillance and key fob control access to the buildings located at 1234 Lincoln Ave. Port Washington, WI

Through this policy, Community Learning Center seeks to achieve reasonable security measures for all persons relying on the building access system for the wellbeing of children, staff and parents. Electronic Video Security Cameras are located in each building and will electronically store all access made to the buildings.

- Electronic key fobs will allow access to the building through main doors only. All other door are for emergency exit only.
- Electronic key fobs are the sole property of Community Learning Center and are issued to eligible families and staff on a need to have basis. The individual key holder is personally responsible for the fob.
- You will need a \$10.00 cash deposit for each fob when you come to the office. This cash deposit will be refunded upon termination from the program.
- Fobs are issued to one individual and you are prohibited from loaning the fob to any other person.
- Key fobs will activate the main entrance doors to the building allowing access for times that your child is enrolled.
- For everyone’s safety, lost or misplaced fobs must **be reported immediately** to Community Learning Center to be deactivated from the system. In the event that the fob is found, it can be reactivated. Failure to **report** lost fobs can result in disciplinary action up to and including termination from the program.
- Lost or missing fobs can be replaced at a fee of \$25.00.
- Defective, damaged or seriously worn fobs should be returned to the office for replacement prior to activation of a replacement fob.
- Families and staff who terminate from Community Learning Center must turn in their fob within 24 hours to receive their deposit refund.
- Electronic data from fobs and surveillance video will be monitored and stored electronically.

I have received a written copy of Community Learning Center’s electronic surveillance and key fob access control policy and agree to abide by them. I understand that Community Learning Center’s control and surveillance system will record the in-and-out access of my issued key fob and keep a record of any and/or all activity.

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective upon approval.

Signature

Print Name Clearly

Date

Representative of Community Learning Center

Date

