



## TWCC Security Key Card Agreement

Please be aware of the following guidelines for the proper use of the key card:

1. TWCC will issue 2 Key cards per Family.
2. Your key card is for your admission.
3. Do not allow others to enter on your scan. Do not hold the door open for others.
4. You must show the pictured key card to the teacher when picking up your child.
5. Know that every scan is logged on the office computer.
6. The key card will function 6:30am – 6:00pm on school days.
7. The key card will activate both the front and playground doors when holding in front of black sensor.
8. There is a \$20.00 fee for each lost key.
9. Any lost cards must be reported immediately.
10. You must request a pick up permission slip when entering without your card.  
After five continued, times your key will be turned off and you will be charged \$20.00 for a new key card.
11. On your last day, both key cards must be returned. If not, \$20.00 each will be charged to your account.

Your cooperation and assistance is greatly appreciated. Please remember that the security of the building and the safety of your children are dependent on the proper use of the key card.

I do hereby acknowledge receipt of one key card to TWCC

Child's name \_\_\_\_\_

(1)Parent printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(2)Parent printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office use only**

(1)Key # \_\_\_\_\_ Returned (Y) \_\_\_\_ (N) \_\_\_\_ Date \_\_\_\_\_

(2)Key # \_\_\_\_\_ Returned (Y) \_\_\_\_ (N) \_\_\_\_ Date \_\_\_\_\_

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