

RETURN THIS PAGE TO
LISA UZAREWICZ



JCYS George W. Lutz Family Center Key Card Policy and Order Form

1	Key cards are not transferable; holders will be assigned a specific key card number.
2	Key cards may only be assigned to individuals listed as parents, guardians or authorized pick-ups as assigned by parents or guardians.
3	All individuals to enter the building must: <ul style="list-style-type: none"> • Enter with their assigned key card or • Show a photo ID to verify authorized entrance
4	In order to gain entrance to our building, an individual without a key card (including key card holders who have forgotten their cards) must: <ul style="list-style-type: none"> • be listed as an authorized pick-up • AND must present a photo ID prior to entering.
5	If a person is known to us but forgets his or her key card, we will still ask that they present their ID.
6	If you would like someone other than your family's key card holders to pick up your child, please call the center at 847-433-6001 ext. 0 to let us know. Please advise this individual to have appropriate identification on hand. A camera station at our front door will allow us to verify identification prior to an individual entering the building.
7	Authorized key card holders may not hold the door open for others, even if they are known to them.
8	Lost or stolen key cards must be reported immediately, even if after hours. Email Lisa at luzarewicz@jcys.org (or Micky if after hours at micky.baer@jcys.org) to report missing key cards. You may purchase a replacement key card for \$10
9	Key cards are active only during our center's business hours and will be deactivated upon your child's completion of his or her current program.
10	Any visitors must call ahead to schedule a tour and will be required to present a photo ID to enter.

It is critical that all of our families understand and adhere to these policies. If we do not follow these procedures consistently, they become ineffective. Please refrain from letting others follow you into the facility when you've opened the door with your key card.

I understand and agree to abide by these policies _____
Signature Date

Name(s) of Child/ren at Lutz _____	
Key Card #1 First and Last Name: _____	Relationship _____ \$10
Key Card #2 First and Last Name: _____	Relationship _____ \$10
Key Card #3 First and Last Name: _____	Relationship _____ \$10
Total \$ Enclosed: _____	

KEEP THIS PAGE FOR
YOUR RECORDS



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