

Keyfob Policies and Order Form

- A keyfob is required to enter the building. Keyfobs are assigned to individuals and may be shared only by household members. Fobs may not be loaned to individuals outside of the household to whom the fob was assigned. Non-household members who are authorized to pick up and drop off children must have their own fobs.
- Fobs may be used at the entrance to the Learning Center (**Door #3**) for drop-off and pick-up.
- Children are not authorized to use keyfobs. At drop-off, adult will need to park and walk their child to the door.
- There is a non-refundable usage fee of **\$6.00** per fob. If a fob is lost, a new fob will be issued for an additional \$6.00.
- Keyfobs are the property of Tree of Life Learning Center. Fobs must be returned when when families leave our Learning Center or no longer need the fob to access the building.

Keyfob Order Form

Child's Name: _____

Adults Requesting a Keyfob:

Name: _____

First

Last

Name: _____

First

Last

Name: _____

First

Last

Total Number of Fobs: _____ x \$6 per fob = \$ _____

Office Use Only

Name	Classroom	Payment Date	Invoice Number