

# 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 **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 nonrefundable 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 families leave our Learning Center or no longer need the fob to access the building.

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## Keyfob Order Form

**Child's Name and Grade Level:** \_\_\_\_\_

**Adults Requesting a Keyfob:**

**Fob 1 — Name:** \_\_\_\_\_  
(one name only)                      First    Last

**Fob 1 — Name:** \_\_\_\_\_  
(one name only)                      First    Last

**Fob 1 — Name:** \_\_\_\_\_  
(one name only)                      First    Last

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

Office Use Only

Name	Activation Date	Access Level	Payment Information