

ATTENTION PARENTS: KEYPAD ENTRY!

Dear _____

St. John's United Methodist Church has a **keypad door entry** system on the southwest door, the same door used by our PDO/Preschool program. This system allows you to gain entry by punching in an individualized five-digit access number followed by the # sign. This door will be **locked** at ALL times. Therefore, in order to enter the building, you will need **to use your code at all times rather than buzz in**. Your code will be effective **8:58 to 9:45 a.m.** and **2:15 to 2:45 p.m.** If you are regularly picking up your child after lunch time and have informed me, your code will work from 12:15 to 12:45. If you need to pick up your child at any other time during the day, please ring the top, black Vtech doorbell. Myself or a staff member will let you in. If you do not receive a response with the Vtech doorbell, you may push the "airphone call" button above the keypad so our office manager can buzz/let you in. For those of you signed up for early and late care, your 5 digit code will let you in at 8:00 a.m. and again at 3:30 p.m.

We ask that you:

Please DO NOT share your code with anyone except those authorized to pick up your child.

Please DO NOT let anyone you do not know in the building at any time.

Please DO NOT leave the door open or prop open the door to let others in.

Thank you for your patience, understanding, and cooperation in assisting us to provide a safe environment for all of our children.

Because we continue to strive to provide the safest and most secure environment for our families, we are requiring that you sign the attached agreement and return to the PDO/PS office. Once returned, your code will be effective.

We appreciate your cooperation with our security system. If you have any questions or concerns, please see me, call at 816-523-6792, or email at jamie.sink@stjohnsumc.org.

Thank you!

Sincerely,
Jamie Sink

Your access code is

I have read the keypad code policy and will only use the code given to my family. I will only share the assigned code with those authorized to bring and/or pick up my child/children and will not let anyone without a code into our building.

Signature

Printed
Name
