



Church Address:

619 Main Street, St. Joseph, MI 49085
Phone: 269.983-5000 Fax: 269.983-8933

www.trinitystjoe.org

School and ECC Address:

613 Court Street, St. Joseph, MI 49085
Phone: 269.983.3056 Fax: 269.983.0037
ECC Phone: 269-983-0040

Dear ECC Parents:

Trinity Lutheran School and Early Childhood Center is secured by ADT Security Systems. The building has cameras and card readers to access the school and ECC. The card reader is located at the ECC entrance (lower level fire door by the awning). You are required to have your assigned access card to enter. You will receive one access card per child at no charge. If you need more cards we require a \$5.00 deposit per card. The deposit will be reimbursed as long as the card is returned in reusable condition. All cardholders must be listed on your child's emergency contact sheet.

Complete and return the bottom portion of this page, along with your deposit as soon as possible. If you have any questions or comments, feel free to contact Robyn Adams (Director) or Tracie Berghaus (Administrative Assistant) in the ECC office.

Joyfully serving the Lord,

Robyn Adams
ECC Director

Name of Child: _____

Card #1: _____
(name of cardholder)

NO CHARGE

Card #2: _____
(name of cardholder)

\$5.00 DEPOSIT

Card #3: _____
(name of cardholder)

\$5.00 DEPOSIT

= \$ _____
(Total Deposit)