**KEY FOB AGREEMENT**

The below key fob agreement is to be signed and returned upon enrollment.

Each key fob is a small, electronically programmed device that will be used to sign children in/out daily. Each family will receive one key fob per child. A hook is available in the parent mailboxes to hang your fob.

You agree to not loan your key fob to any unauthorized person nor misuse in any way. Additionally, if the key fob is misplaced or stolen at any time, please contact the Director immediately so the key fob can be deactivated.

Your key fob will be specific to your child; please do not switch your fob with anyone else.

If an authorized person is dropping off and/or picking up your child and does not have a key fob, please direct them to either defer to entering the pin code OR use the notebook below the computer to sign in/out. A staff member will likely be available in the office with the window just past the family mailboxes if assistance is needed.

Please return key fobs to one of the UCLCC administration offices on your last day at the center for deactivation.

 **Replacement of Key Fobs/Failure to Return**

* Key fobs not returned upon last day of attendance, a $25 fee per key fob will be assessed.
* A lost key fob will incur a non-refundable fee of $25 for a replacement.

Please provide full names of each child for who key fob is to be assigned:

First Name Last Name

1. \_

2. \_

3. \_

4. \_

Parent/Guardian Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_