

Saint Gabriel's Day Care Center

4319 Sano Street

Alexandria, Virginia 22312

703-354-0395

Please write your pin _____#

Agreement:

- Parents and Staff, you will be able to choose a pin number that will allow you access to the Center. This number will be activated beginning the school year in September until the end of the month of July or termination of the contract.
- For the safety of your children the pin # is **only for the parents/staff** of the children. Sharing of pin # is prohibited and anyone found in violation of this will have attention drawn to them.
- The pin # is a combination of four numbers that you will choose, which you will remember with ease. **Note: When you enter the pin on the keypad you will have to enter the four number combination of your choosing followed by the pound sign (ex. 1234#).** The door will then make a clicking sound meaning you may enter. Please **do not** continuously pull on the door until you hear the click.

The following applies:

- Door will be locked at all times.
- All visitors will be buzzed into the school. Simply by pressing the button to call the front office.
- **Parents:** In the case a parent cannot pick up their child and chooses to send someone, who has written permission to pick up their child, they will have to buzz into the center. This adult must stop by the office to provide an identification card or driver's license so that we may check whether or not they are authorized to pick up the child.
- The pin# will not be used during Holidays, vacations or days when the Day Care is closed.

Please drop off at the office or send via regular mail to Saint Gabriel Day Care Center, 4319 Sano Street, Alexandria, VA 22312.

The Parent/Guardian/Staff has read and agrees to the Terms and Conditions.

Child's Name _____

Parent/Guardian Name/Staff _____

Signature _____

Date _____

Parent/Guardian Name _____

Signature _____

Date _____