

Liberty Learning Centers Inc.

Staff Door Code Policy

Staff Name: _____

Interior Door code of your choice: _____ (Up to 4 digits Orting)
(Up to 6 digits Graham)

Exterior Door code of your choice: _____ (Up to 6 digits) Orting only (if applicable)

Alarm code of your choice: _____ (Up to 4 digits) Orting only (if applicable)

Office Door code of your choice: _____ (Up to 4 digits) (Management only)

Door Code Policy:

*I understand that the door code above is unique to me. **I understand that this code is not to be given to anyone else, including other staff members, friends or family.** This is for the safety of the children enrolled in the center. (Authorized pick up's will wait in the lobby for a staff member, or use the phone to call back to a classroom.) If anyone other than you use this code, you will be asked to change your code. **Please do not allow anyone to "tailgate" you into the center area,** again for the safety of the children. We appreciate your understanding and help with the continued safety of the children!*

Signature

Date

Office Use Only:

Interior Door
Position _____

Exterior Door
Position _____

Alarm Position _____