



## Security Cards:

Dear CCA Parents:

Our buildings are equipped with the latest security technology and you will need a security card to enter. This card is programmed to open the doors during our operational hours (CCA 7:00 am—6:00 pm). The main doors upstairs and downstairs are keyed for these sensor cards. You will need a card to enter the building between 4:00 pm - 6:00 pm, as the office is closed.

To obtain a card, please come to the CCA office to have your picture taken during regular office hours (8:00 am - 4:00 pm during the school year and 9:00 am - 1:00 pm during the summer). It will take approximately one week to generate your card. Cards must be picked up at the CCA office as your signature is required. You may sign for your spouse.

Each family is given 2 cards. If you require additional cards, there will be a \$10.00 charge per card.

If your card is lost, please notify the office as soon as possible so that we can disconnect it. There is a \$10.00 charge for lost or broken cards in a 12-month period.

If you have any questions regarding your security card, please contact the CCA office.