



300 Madison Ave, Mankato, MN 56001

## ELECTRONIC KEY APPLICATION

Little Stars Early Learning Center, LLC employs facility Access Control and Video Surveillance Systems to ensure a safe and secure environment for our children, parents, families, and staff. These security systems operate 24 hours a day.

Electronic Key Fobs are issued to all parents, family members, and staff that require regular access to the facility. The Key Fob allows entry to the facility and generates an electronic record each time it is used to access the facility.

A non-refundable fee of \$15.00 will be charged to your account for each Key Fob issued. This fee will also be charged for each Key Fob that is issued to replace a lost, stolen, or defective Key Fob.

Please fill in the information on this form so that we can issue an electronic Key Fob for the purpose of accessing the Little Stars facility. Field names with a "\*" are required. Your electronic Key Fob may take up to 48 hours before it is available for your use. You will be admitted by the reception staff during the waiting period for your Key Fob. Identification may be requested by the reception staff at any time whether using your Key Fob or not.

Please adhere to the following rules:

- 1) Do not loan your Key Fob to anyone else or exchange Key Fobs between family members.
- 2) If your Key Fob is lost or stolen, notify Little Stars immediately so that we can deactivate that Key Fob in our system and prevent unauthorized access to the facility. Little Stars will issue another Key Fob to you (Non-refundable fee applies). You may have to wait up to 48 hours for the new Key Fob.
- 3) If your Key Fob becomes defective, bring it to Little Stars as soon as practical. Little Stars will issue another Key Fob to you (Non-refundable fee applies). You may have to wait up to 48 hours for the new Key Fob.
- 4) Please return your Key Fob when you no longer need to access the Little Stars facility.

The information on this form will be kept on file until your access to the Little Stars facility is no longer required. At that time the form will be destroyed and the information will be removed from our Access Control System database.

Last Name:		First Name:		Middle Name:	
Street Address:			City:		State: Zip:
Home Phone:		AND < > OR	Mobile Phone:		
Email Address (Required if you are a payee):					

Complete below for each child you have enrolled at Little Stars

Child #1 Last Name:	Child #1 First Name:	Child #1 Date of Birth (mm/dd/yyyy)
Child #2 Last Name:	Child #2 First Name:	Child #2 Date of Birth (mm/dd/yyyy)
Child #3 Last Name:	Child #3 First Name:	Child #3 Date of Birth (mm/dd/yyyy)

*Signature:	*Date (mm/dd/yyyy):	Your signature certifies that you have read, understood, and will comply with these Key Fob policies.
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### INFORMATION BELOW FILLED IN BY LITTLE STARS

<input type="checkbox"/> Parent	<input type="checkbox"/> Day Staff	<input type="checkbox"/> After Hours	<input type="checkbox"/> Executive Staff
Key Fob Number:	Payment Received Date (mm/dd/yyyy):	Key Fob Ret Date (mm/dd/yyyy):	

## ELECTRONIC KEY APPLICATION





(Continued)

Please enter the Little Stars Early Learning Center Main Reception area from the parking lot via the exterior double doors. Once inside, you may use your Electronic Key Fob to enter the main Commons area through the double doors located in the Main Reception area.



ELECTRONIC KEY FOB

Access to the Little Stars Early Learning Center facility requires that you present your Key Fob to the Reader on the left side of the interior double doors in the Main Reception area. Place your Key Fob within one inch of the center of the Reader. The Reader LED indicator and beeper will behave as follows:

LED STATE	DESCRIPTION
 Off	The reader is not powered. The door will not open.
 Amber	The reader is ready to read a Key Fob. The door is locked.
 Green	The Key Fob is accepted. The Reader beeps. The door is unlocked.
 Red	The Key Fob is rejected. The Reader beeps. The door stays locked.



KEY FOB READER

If the Reader is in the Ready state (Amber), but does not respond with an LED color change or beep, then your Key Fob has become defective. Notify Little Stars Early Learning Center personnel as soon as possible so that a new Key Fob can be issued (Non-refundable fee applies).

If the Reader rejects your Key Fob, notify Little Stars Early Learning Center personnel as soon as possible. They will determine the reason for rejection and assist you in resolving the problem.

If your Key Fob is lost or stolen, notify Little Stars immediately so that we can deactivate that Key Fob in our system and prevent unauthorized access to the facility. Little Stars will issue another Key Fob to you (Non-refundable fee applies). You may have to wait up to 48 hours for the new Key Fob.

Your Key Fob can be attached to your vehicle key ring. When presenting your Key Fob to the Reader make sure that there are no metal objects (keys, metal tags, etc.) between the Key Fob and the Reader. These metal objects obstruct the RF signals transferred between the Key Fob and the Reader.

The Key Fob is relatively sturdy but may break if stepped on or otherwise exposed to excessive forces.

Please return your Key Fob when you no longer need to access the Little Stars facility.