

Dear Parents/Caregivers:

Community Child Care Center strives to maintain the safest environment that we can for the children and families that we serve by taking security precautions and measures. If someone other than a primary caregiver is going to pick up your child, and this person is not written on the sign-in sheet when the child is dropped off, a primary caregiver must call and notify a staff member of the change in pick-up. At the bottom of the page you will find a spot for the primary caregivers of your child to tell us a security code to keep in our files. This code will be repeated to us whenever you call to notify us of a change in who will be picking up your child, so that we can verify your identity. We recommend that this code be a driver's license or a student identification number so that you can always look it up if you need to. However, if you do not have either of these forms of I.D., you may choose another code that you will not forget.

Thank you,  
CCCC Staff

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Child's Name \_\_\_\_\_

a. Primary Caregiver's Name \_\_\_\_\_

Security Code \_\_\_\_\_

b. Primary Caregiver's Name \_\_\_\_\_

Security Code \_\_\_\_\_