



## Passwords Policy

Every season, our main priority is to keep your child(ren) safe and secure while they are attending a program here at McKenzie Town Hall. This starts from the second that you drop off your child and lasts all the way until you pick up your child. Parents are encouraged to remain within the Towne Hall if their child is under 7 years of age while attending a class or program.

Every time you drop off or pick up your child from a program, you will need to come into McKenzie Towne Hall and sign the attendance sheet. Please do not drop off children at the front door. The class's instructor is not responsible for your child until s/he is signed in. When picking up your child, you are required to sign them out before taking your child. On top of this, you will need to tell your child's instructor your pickup password, which you will supply the instructor with on the first day of class. Your child will not be released to you unless you supply the instructor with the pickup password. There are no exceptions to this. Even if the child says s/he knows the person picking them up, the child will not be released until the pickup password is given. The doors of the class will remain closed until the parents pick up their children. A parent or legal guardian must pick up every child that is under the age of 12. Please note that even if your child's class is a parented one, you still have to sign in and out your child every time.

### Tips for the Pickup Password

- Choose a password that is easy to remember but hard to guess.
- Introduce yourself to your child's instructor so s/he can become familiar with you.
- Make sure that if someone else is picking up your child, they know your pickup password. This includes other family members or friends.
- The only people that will have access to the pickup passwords are the instructor, the recreation programmer, and the customer service representative.
- If you forget the pickup password, only the person who registered the child will be given the password again.
- Please remember that this policy is intended to keep your child safe and should not be looked at as an added hassle.

By providing a password, you agree to the pickup password policy, and realize that your child will not be released to anyone picking up your child if they do not know the pickup password. There are no exceptions to this. You also understand that it is your responsibility to inform anyone picking up your child of the pickup password. If a parent or guardian is late and the instructor must leave, your child will remain with the Customer Service Representative at McKenzie Towne Hall's front desk and you will be contacted.

If you have any questions, please contact the Recreation Programmer at [rec@mtcouncil.com](mailto:rec@mtcouncil.com) or by calling 403-781-6612 ext.3.

Please sign below that you agree to the rules and conditions of MTC. This form must be signed and returned to the Recreation Programmer at [rec@mtcouncil.com](mailto:rec@mtcouncil.com) prior to the start of the class or it must be left with the instructor on the first day of the class.

Parent's Name

Date

Parent's Signature