



Passwords

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 your child off and lasts all the way until you pick your child up.

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 children off at the front door. The class 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. Once the instructor gets to know you, you will not need to supply the password every time, but every "new face" that comes to pick up your child will have to supply the password. There are no exceptions to this. Even if the child says s/he know the person picking them up, the child will not be released until the pickup password is given. A parent or legal guardian must pickup every child from camp that is under the age of 12.

The parent or guardian must come into McKenzie Towne Hall and sign the child in and out every class.

Tips for the Pickup Password

- Choose a password that is easy to remember, but hard to guess.
 - The password must be one word, and contain no numbers.
- Introduce yourself to your child's instructor so s/he can become familiar with you.
- Make sure that if someone else is picking your child up, they know your pick up password. This includes other family members, or friends.
- The only people that will have access to the pickup passwords are the instructor, recreation programmer, and 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 new 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 further questions or concerns please contact Marlee Higginson, Recreation Programmer at rec@mtcouncil.com or by calling 403-781-6612 ext.3.