

**Ridgewood Nursery School & Kindergarten
865 East Glen Ave. Ridgewood, NJ 07450
(201) 445-2643**

Dear Parents,

The Ridgewood Public Schools have upgraded building security in all of the district's schools. These security upgrades change the way the staff, students, and parents enter the building. As consistent with all the district schools, the Glen School staff will be wearing picture Ids that will also be used to activate the entrance boxes.

Since Glen School is unlike the district's other schools in terms of the need for parents to enter the building, the district is offering parents the opportunity to purchase swipe cards that will activate the entrance boxes for their child's respective program. The cost of each swipe card is \$5.00 per card and this non-refundable fee covers the cost of the card and activation. The parent card will not carry a picture, but will have the name of the person who owns the card. It is suggested that parents order a card only for people who consistently need to enter the building to either pick-up or take their child to school. If you only need to enter the building on limited occasions, you may ring the doorbell to request entrance into the building.

Since these swipe cards are individualized to the person who wears it, once the card is no longer needed, it should be returned and then will be destroyed. A lost card must be reported immediately so the district may deactivate the card. Lost cards may be replaced for a \$10.00 fee.

Please fill out and return the form below to order cards. If you have any questions, please call Ridgewood Nursery School @ 201-445-2643.

Sincerely,

Diane Brown

SWIPE CARD ORDER FORM

Student Name _____ Program Ridgewood Nursery School

I request a swipe card for the following people (please list name as you want printed on card):

I have enclosed the non-refundable fee of \$5:00 for each card. Checks should be made payable to **Ridgewood Public Schools**. Cash is acceptable.

Parent Signature _____ Date _____