



**Door Access Card Request**

**Access Cards - Information**

- Access Cards are available for parents/guardians in addition to certain individuals who have been authorized to pick a child up on a regular basis.
- ***Each card is \$25.*** This non-refundable fee will be billed to the Procure account associated with the cardholder. The card fee can be paid via check/money order (*made payable to Becky Gates Children's Center*), ACH payment, or credit card (*we accept all major credit cards except for American Express*).
- Access cards will be activated to have access to the front doors of the Becky Gates Children's Center Monday through Friday between the hours of 7:30 a.m. through 5:30 p.m.
- Please allow 2-3 business days for your card to be activated. Once activated, you will be notified that the card is ready for pickup at the front desk.

**Date:** \_\_\_\_\_

**Name of Person Requesting Access Card:** \_\_\_\_\_

**Cardholder Name** (*if different than above*): \_\_\_\_\_

**Cardholder Status** (*please circle one*):

Parent/Guardian | Authorized Pickup | Staff Member | Other: \_\_\_\_\_

**Reason for Request** (*please circle one*):

New Parent/Guardian | New Authorized Pickup | Lost Card | Other: \_\_\_\_\_

**Name(s) of Child(ren) Enrolled at BGCC** (*if applicable*): \_\_\_\_\_

**\*For Center Use Only\***

Access Card # Assigned: \_\_\_\_\_

Billed on: \_\_\_\_\_ Activated in Keyless: \_\_\_\_\_

Deactivated: \_\_\_\_\_

