

**Foster Parent Card Protocol:**

When a foster parent wished to gain entrance to the building using the back door they will do the following:

1. Complete the request for ID card form and email it to Mikie Franklin, Stacey Jones and Kristy Baker. (Form is attached to this document).
  - a. An ID card will be issued and left at the 3<sup>rd</sup> floor front desk for the foster parent to retrieve during their next visit to the office. You will be notified via email when the ID card is ready.
  - b. When a foster parent wants to use the back door to gain entrance they will show their ID card from the door. In turn the person manning the door will buzz the foster parent into the building.
2. A licensee/non-primary will be issued one ID card. If that ID card is lost, stolen or otherwise misplaced they will have to pay a \$5 replacement fee.
3. Foster parents will sign an agreement to not provide their ID card to anyone else.

## Foster Parent ID Card Request

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

By signing below I am acknowledging I have read and understand the protocol to using my ID card as follows:

When I want to use the back entrance to the building I will show my ID card to the WCDSS staff at the main front desk through the glass door. I understand if that person is assisting someone else, this may take a few moments. That person will buzz me into the building. I understand this ID card will not allow me to gain entrance using the locking device. I understand I will be provided with only one ID card and that if lost, stolen or otherwise misplaced I will need to pay a \$5 replacement fee. I agree to not share my ID card with anyone else and if it is lost I will notify WCDSS within 24 hours.

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*Place a copy of driver's license here*