

**ACCESS CARD REQUEST FORM FOR
LA TROBE UNIVERSITY COMMUNITY CHILDREN'S CENTRE**

To ensure that only authorised individuals can gain entry to the Children's Centre, an electronic access system to the building has been installed. The access system is activated by your La Trobe University Staff or Student Card.

Important: When obtaining your staff or student card, please tell the person assisting you that you will require a card with a number as you will require access to the Children's Centre.

If you are neither a student nor staff member of La Trobe University or you require one "Other" access card for another family member to bring in or collect your child, please fill in the "Other" section of the form. The University charges \$22 for the use of this card.

**RECEPTION AREA IS UNATTENDED AT TIMES.
YOU CANNOT GAIN ACCESS TO THE CENTRE WITHOUT A CARD.**

"Other" Cards **must be returned** when no longer required.

If your card is **lost** please notify the Centre immediately so that the card can be deactivated. This is imperative for the security of the Centre.

Please fill in the form below so that arrangements can be made to put your card on the system.

CHILD'S NAME: _____ **CHILD'S ROOM** _____

STAFF CARD

Name _____

Access No (above photo or on back of card) _____

Access Duration Date: From _____ to _____

Day Contact _____

STUDENT CARD

Name _____

Access No (above photo or on back of card) _____

Access Duration Date: From _____ to _____

Day Contact _____

OTHER

Name _____ \$22.00 PAID DATE _____

Day Contact No _____

Access Duration Date: From _____ to _____

APPLICANT'S SIGNATURE _____ Date _____

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Authorised by
Director _____