



HERITAGE CHRISTIAN ELEMENTARY

1500 S. West Lane, New Berlin WI. 53146
262-432-0466, marn@hcsmail.org

Extended Care Parents,

All outside doors are locked to maintain a secure environment. In order to maintain that security and provide that environment, parents using extended care are needed to acquire a fob through the process outlined below.

To obtain a fob:

1. Complete this fob request form.
2. Email the completed form and copies of driver's license for each recipient of a fob to the church office at courtney.wieland@weatherstonechurch.org. These items must be provided prior to issuing your fobs.
3. A fob cannot be obtained without the church receiving the \$10 fee for each recipient of a fob. Please bring the exact amount in cash or check (made out to WeatherStone Church) the day you pick up your fob. No same day appointments are made.
4. You will need to contact WeatherStone Church directly to acquire your fob.

WeatherStone Church
1500 S West Lane
New Berlin, WI 53146
262-754-1122 / courtney.wieland@weatherstonechurch.org

How to use your fob:

1. The fobs will be programmed 3:45 pm-5:45pm, Monday-Friday. You will not be able to enter the building outside of those hours.
2. On the right side of the elementary entrance door frame, there is a small electronic black box.
3. Hold your fob in front of the black box. You will hear the door unlatch.
4. Open the door and enter.
5. If you lose your fob, please notify WeatherStone Church immediately. They will need to deactivate the fob so that it cannot be used by unauthorized personal. You will then have to order a new fob.

Printed names of each person receiving a fob.

Date of fob request

Deactivation date

Signature and date (upon fob pick up)