



## New Campus-Wide ID Badge Policies and Procedures

### **WHY**

As part of ongoing enhancements to Barry Family Campus security, the Day School and the Barry Family Campus Corporation (BFCC) have collaborated to produce new ID badges for all Day School parents, faculty, and administration. Individuals staffing the front desk at the front (south) entrance have been instructed to ask everyone entering the building to present photo identification.

### **WHO**

All visitors to the Barry Family Campus must present some form of photo identification. The Day School issues photo IDs to parents and guardians at no charge (\$5 per replacement if lost or destroyed). ID badges may be produced for other regular caregivers (nannies, grandparents) upon request, at a cost of \$5 per card. These charges will be billed to your Day School account.

### **WHEN and WHERE**

Photo IDs are issued to new families at the start of their first year of enrollment.

**New HMJDS families** (enrolled in HMJDS for the first time in the 2009-10 school) year may pick up their IDs

- in the HMJDS Dining Room on the first two days of school (August 31 and September 1), from 7:30 to 9:00 am
- in the HMJDS Office after September 1

**Returning HMJDS families** will be issued new photo IDs as well. These will be available for pick-up

- in the HMJDS Dining Room on the first two days of school (August 31 and September 1), from 7:30 to 9:00 am
- in the HMJDS Office after September 1

Badges for **returning HMJDS families** will be created using the photo we have on file. If we do not have a photo on file for you, your name will be on a "photo needed" list in the front office. Aaron Lichtov will be available on an on-call basis during the first two weeks of school to take your picture; you may also contact him at 952.381.3522 or [alichtov@HeilicherJDS.org](mailto:alichtov@HeilicherJDS.org) to arrange a specific time.

***Thank you very much for your cooperation with our new ID badge policy.  
We appreciate your willingness to support this important BFC security measure.***