



BERNARD ZELL

ANSHE EMET DAY SCHOOL

בית ספר אנשי אמת ע"ש ברנרד זל

New Security Badge Information

How do I submit a photo for my new security badge?

- Many parents have already submitted an acceptable photo online or attended a parent photo opportunity at school within the last few months. If you did not receive an email on November 5 asking you to submit an acceptable photo, we have your picture on file, and no further action is required.
- If you received a notification on November 5 that you still need to submit a photo, please stop by the front desk during Parent Teacher Conferences to have your photo taken, but note that your badge will not be ready on that evening.
- Alternately, you may [upload a photo from home](#). Those who upload an acceptable photo by noon on Thursday, November 14 will have their badges available for pick-up during Parent Teacher Conferences.

When can I pick-up my new security badge?

- Parent and caregiver badges will be distributed during Parent Teacher Conferences on November 25 and 26. When you arrive, or before you leave, please pick-up your badge at the front desk. You may collect badges for other members of your own household at Parent Teacher Conferences, but not for other households.
- Please turn in your existing badge when you receive your new one.
- If you do not pick-up your badge at Parent Teacher Conferences, you may retrieve your badge at the front desk the next time you are in the building.
- If you still need to have your badge created, your photo can be taken at the front desk, but badges will not be available for same-day pick-up.

How do I use my new security badge during the school day?

- Your parent badge will grant you access to the school grounds at the pedestrian gates on both Grace Street and Broadway during the school day.
- When you arrive in the new building's entry vestibule, you must "tap in" by touching your security badge to the card reader on the security desk. While you do not need to tap out, every time you enter through the front door you must tap in again.
- You do not need to tap in when picking up at the Cummings entrance, however, you will not have access to the school past the security desk.
- When coming to school for a game on the Field of Dreams, please wear your badge at all times, as security will be on-site and monitoring spectators on the benches, bleachers and entry plaza. If you need to enter the building, you will be required to "tap in."

What happens if I forget my badge when I come to campus, or when I'm bringing a visitor like a grandparent who doesn't have a badge?

- As a parent, please make every effort to remember your security badge each time you visit campus, doing so helps with the flow of people through the front door and is a crucial element of ensuring the security of our community.
- If you or your guest do not have a security badge, they will need to drop off a driver's license or state-issued photo ID at the front desk. In exchange, they will be given a temporary badge and lanyard. When exiting the building, the badge and lanyard should be returned to security in order to retrieve the relinquished photo ID.

Are there any exceptions?

- For high volume events, such as games in the fourth floor's Pritzker and Pucker Gymnasium, we may scan your driver's license or take a photo if you do not have your parent badge. We recognize that certain situations may be unique and all are evaluated by our Director of Security for the appropriate security procedures.

What happens if a member of my household, or my caregiver, loses their ID badge?

- First and foremost, immediately email idbadge@bernardzell.org so that the lost badge can be deactivated. Lost badges can be reactivated later if found. Note that households are limited to four badges; additional badges or replacement badges will incur a \$25 fee.
- If your caregiver changes, immediately email idbadge@bernardzell.org to have the badge deactivated, and complete the [Authorized Caregiver Change Form](#).

Does my badge expire?

- Please hold onto your parent badge from school year to school year, as they do not require annual replacement. You will receive an email when it is time to renew.