

## Program Guide Receipt and Acknowledgment Form

(Please complete this page and return to 4Cs)

I am a \_\_\_\_\_ Parent  
\_\_\_\_\_ Provider

I, \_\_\_\_\_ acknowledge that I have received  
**PLEASE PRINT NAME**

a copy of the Program Guide, and I have gone over the contents of the handbook with a 4Cs representative. I understand that it is my responsibility to read and become familiar with the contents of this handbook.

I understand that it is my responsibility to refer to the Program Guide and that any questions I may have regarding its contents should be directed to a designated 4Cs representative.

I understand and agree that my child care services with the agency will be governed by the policies contained in this guide and that the agency reserves the right to change, amend, add, modify, supplement or discontinue any policy or procedure at any time. In addition, the agency may deviate from policies and procedures as deemed necessary. I understand that the agency has a right to request additional documentation to verify need and/or eligibility for program participation, that may not be listed in the handbook, as well as verify all documents that are received.

I understand services are subject to available funding.

I understand that this Program Guide supersedes any previous Program Guide.

_____	_____	_____
<b>Print Parent/Provider Name</b>	<b>Parent/Provider Signature</b>	<b>Date</b>

**Email address** \_\_\_\_\_

_____	_____	_____
<b>2nd Parent (if applicable)</b>	<b>2nd Parent Signature</b>	<b>Date</b>

Please inform a 4Cs representative if you require an explanation of any area covered in this program guide or in any other language.