

## Acknowledgement of Policies and Procedures Signature Form

By enrolling your child into the program, Sunflower Academy, we acknowledge that we have received a copy of the Parent Handbook Policies and Procedures Book for our reference. Our signature below indicates that the enrolling parents are responsible for reaching the information, policies and procedures contained in this Parent Handbook and abiding by them.

In addition, we understand that Sea Stars reserves the right to change, amend, edit, add or delete any policy or procedure within this parent handbook. Should a policy or procedure be changed, amended, edited, added or deleted, parents will be communicated with a timely manner through Center emails, parents' letters, etc. Enrolled parents will then receive an updated parent handbook in a timely fashion. Enrolled parents are not required to sign in a new acknowledgement form should they receive a new handbook during their time in care. Though enrolled parents are not required to sign the acknowledgement form, enrolled parents are responsible for any new information. New parent handbooks are distributed personally from the office or via email.

Please return this form to the office within 5 business days of receiving this form.