

## Parent/Guardian Handbook Sign-off Sheet

Parent Handbook:

I understand that upon enrolling my child at Smith Mills Preschool & Kindergarten, it is my responsibility to be familiar with all the Policies and Procedures. I have received the Parent Handbook electronically and may also request a hard copy from the school at any time. A copy of the handbook will be placed in my child's cubby within 72 hours of the request.

At any point and time, I may request clarification of policy/procedures from the school administration, verbally or written. The Director will schedule a formal meeting to discuss policy/procedures within 48 hours of request.

Please ***initial*** the following:

\_\_\_\_\_ Yes, I understand how to obtain information regarding the Parent Handbook.

\_\_\_\_\_ I understand it is my responsibility to read the Parent Handbook.

\_\_\_\_\_ I understand the Smith Mills Preschool & Kindergarten Board of Directors reserves the right to change, adapt, or remove policies/procedures as it deems necessary. Any such changes will be communicated via newsletter/email.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_