

Program Guide Receipt and Acknowledgment Form

(Please complete this page and return to 4Cs) (MAY 2024)



I _____ acknowledge that I have received
PLEASE PRINT NAME

a copy of the Program Guide, and I have reviewed 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 the 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. I acknowledge to review changes (if any) by scanning the QR code or accessing the link located on the last page of the Program Guide that will direct me to the Program Guide Addendum. 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.

Provider Signature

Date

Email address _____

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