

**ACKNOWLEDGEMENT OF STAFF RECEIPT
OF
CENTER POLICIES**

Name of Facility: _____

By signing below I acknowledge that I have received a copy of the child care facility's handbook outlining the center's policies. It has been explained to me and I have an understanding of the policies based on the information received. I agree to read the handbook thoroughly and after reading the handbook, if there is any policy or provision in the handbook that I do not understand I will seek clarification from the Director. I understand that this document replaces and supersedes any and all prior policies, notices, memos and employment-related practices.

I ACKNOWLEDGE RECEIPT OF THIS HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____

**To be placed in employee personnel file*