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**Burrier Child Development Center
College of Health Sciences
Department of Applied Human Sciences**

Staff Handbook Acknowledgment

I, the undersigned, acknowledge that I have received an electronic copy of the Staff Handbook for the Burrier Child Development Center. While I understand that the Staff Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand that policies, provisions, and procedures contained in the Staff Handbook.

In addition, I understand that the contents of the Staff Handbook are subject to change. I acknowledge that the Staff Handbook will be revised in accordance within the rules or regulations of state, federal, and accrediting entities, best practices for child care service providers, or at the discretion of the Board of Regents of Eastern Kentucky University. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Staff Handbook.

I acknowledge that it is my responsible to stay informed of policy and procedure revision to the Staff Handbook, which will be posted on the Burrier Child Development Center website at . In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Staff Handbook upon require to the Burrier Child Development Center Director.

Moreover, I recognize that it is my responsibility to contact the Burrier Child Development Center Director for any questions that I might have about the contents of the Staff Handbook now and in the future.

Staff Name (Print)

Staff Name (Signature)

Date

