

**LITTLE GREEN SPROUTS PRESCHOOL
FAMILY HANDBOOK ACKNOWLEDGEMENT FORM**

This is to acknowledge that I have been given ample time to read, understand, and familiarize myself with Little Green Sprouts Preschool's 2024/2025 Family Handbook.

I have read, understand, and will adhere to Little Green Sprouts Preschool's 2024/2025 Family Handbook:

Student's Name: _____

Student's Date of Birth: _____

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

In addition, I acknowledge that I have read and understand the following sections of the Family Handbook (please initial each section):

Delinquent Accounts (page 7)

A late payment charge of \$25 per week will be applied to your account beginning on the 6th day of the month for any balance that is past due, until tuition is paid in full. _____

Schedule Change Requests (page 7)

All changes in the child's schedule require a 30-day written notice and approval from the Director. Schedule Change Request forms are available at the sign-in table. _____

Withdrawal Notice (page 7)

Withdrawal from LGS requires a 30-day written notice to the Director and completion of an LGS Withdrawal Form. If written notice is not given, tuition will be due and payable for the following month. _____

Late Pick-up (page 10)

Late pickup after 3:30 will be considered after-care and a charge of \$15 will be applied to your account. _____