



## **Employee Training Handbook Acknowledgement Form**

The Discovery Point Employee Training Handbook describes important information about Discovery Point. It contains recommendations of "best practice" to raise the quality of care and education for each child we serve.

I understand that this handbook is not a "stand alone" but must be reviewed in conjunction with a copy of the State Rules and Regulations, local Coalition guidelines, and the Discovery Point Employee Handbook – Personnel Policies.

I have reviewed the Discovery Point Employee Training Handbook and I understand that it is my responsibility to read and follow the practices outlined in this handbook. I understand that it is my responsibility to discuss any questions or concerns related to this handbook, my job description or training plan with the Center Owner or Center Director.

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_