

## PARENT'S LETTER OF UNDERSTANDING

I understand that Sue Tregerman (HKCC Executive Director), and other members of the HKCC Administrative Team are available to answer my questions about Hutch Kids' policies, procedures, philosophy, program, and facilities.

I have read the following documents provided to me for my review:

- Parent Handbook (revised Spring 2015) which includes the following:
  - Enrollment and admission requirements
  - The fee and payment plan
  - Hours of operation
  - Meals and snacks served, including guidelines on food brought from the child's home
  - Signing in and signing out requirements
  - Family Access/Open Door Policy
  - Child abuse reporting law requirements
  - Behavior management and discipline
  - Nondiscrimination statement
  - Transportation and field trip arrangements
  - Practices concerning an ill child
  - Medication management
  - Medical emergencies
  - Disaster preparedness plan;
  - Diapering
  - Toilet training
  - Snacks, Lunch & Feeding (infants)
- Pesticide Policy
- Health Care Policy

I understand that these documents are available to me on the Hutch Kids website, [www.hutchkids.org](http://www.hutchkids.org), as well as in hard copy form upon request to a member of the administrative team.

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Parent's Name (please print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date