

Parent Contract & Handbook Implementation Checklist

At Enrollment

- Review the contract **clause by clause** with the family.
 - Provide the **Family Handbook** and highlight key sections.
 - Allow time for parents to **ask questions** and provide answers.
 - Document that parents received both the contract and handbook (signed acknowledgment).
-

Annual Updates

- Review contracts and handbooks each year for accuracy.
 - Update language for **compliance changes, fee adjustments, or new policies**.
 - Require families to sign:
 - Updated contract.
 - Handbook acknowledgment form.
-

Staff Training

- Train staff on the **content of contracts and handbooks** so they can answer parent questions consistently.
- Use policies as part of **new staff onboarding**.
- Reinforce key policies during ongoing training or staff meetings.

- Ensure staff know where to find updated copies of policies and handbooks.