



# EMAIL AGREEMENT

Please complete this form and **KEEP A COPY FOR YOUR RECORDS.**  
**RETURN TO YOUR CHILD CARE RESOURCE AND REFERRAL AGENCY (CCR&R) listed below.**

- I AM THE PROVIDER  
(complete only the provider section)
- PLEASE SEND CORRESPONDENCE VIA THE U.S. POSTAL SERVICE (NOT EMAIL)
- NEW EMAIL ADDRESS
- I AM THE PARENT/GUARDIAN  
(complete only the parent/guardian section)
- CHANGE MY EMAIL ADDRESS

### CHILD CARE PROVIDER INFORMATION (please print clearly)

### PARENT/GUARDIAN INFORMATION (please print clearly)

Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

SSN/FEIN: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Case #: \_\_\_\_\_

Provider: \_\_\_\_\_

Email: \_\_\_\_\_

By signing this agreement, I certify that:

- \* I agree that I am responsible for all notices, letters, and/or forms sent to me by the program, regardless of how those correspondences are sent to me;
- \* I agree that the program will not send most notices, forms, and/or letters through the U.S. Postal system. Instead I understand that most program correspondence will be sent to me at the working email address that I have listed above;
- \* I will update my contact list so correspondence doesn't accidentally go into my SPAM folder;
- \* I will not receive "paper copies" of the email correspondence from the U.S. Post Office;
- \* All email or regular mail that I send to you will be accurate, complete, and binding; and
- \* I understand that it is my responsibility to ensure the email address I provide is valid and accurate. In the event that email correspondence is returned as "Undeliverable" to the program, it will be my responsibility to submit an updated and valid email address.

Child Care Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CCR&R:**