

Special Notes and Action Required:

Per Comm. 204: "CONFIDENTIAL INFORMATION: Under state law, information about a person in a child care center or the relative of a person in a child care center is confidential. Anyone who acquires such information through the operation of a child care center may not disclose it, directly or indirectly, except upon inquiry before a court of law or with the written consent of the person. In the case of a child, written consent must be obtained from the parent or guardian or as otherwise specifically required or allowed by law."

The director, on-site supervisor and staff should take special care to demonstrate confidentiality and respect for privacy in all communications with parents/guardians. Confidentiality of records and shared verbal information must be maintained to protect the child, family, and staff. The information obtained by the center should only be used to plan for a child's safe and appropriate participation in the center's programming. Families should be guaranteed that all information will be kept confidential.

The director, on-site supervisor and staff should not disclose or discuss personal information regarding children and their families with any unauthorized person. Confidential information should be seen by and discussed only with staff members who need the information in order to provide services.

The director is seen as a leader. They are expected to follow the rules and regulations as staff look to them as an example. The director must ensure that she follows all rules in regards to confidentiality. The director, on-site supervisor and all staff must review the center's handbook to ensure they understand the rules/regulations established in the handbook.

Consultant's Signature:

Date:

09/25/2013

Handwritten signature of Herb Brown in cursive script.