

Privacy/Confidentiality Policy

It is the policy of my program to protect the privacy of the families in my care. I will do so by following these procedures:

1. I will abide by our state's privacy law. I will only share information with our state's child care licensing department that I am required to share.
2. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. The following situations are exceptions to this general rule:
 - I will occasionally post photographs of your children around my home and in photo albums that may be seen by prospective clients to my program.
 - Your child's name may appear on artwork, cubbies, or on other objects around my home.
 - I will use an electronic monitor to listen in on a sleeping baby.
 - If I see members of your family in a public setting (park, school, church, shopping mall, etc.), I will feel free to initiate contact that acknowledges our business relationship.

I ask that you also respect the privacy of my family by not sharing any information you learn about my family with others, without my written permission.

Parent

Date

Provider

Date