

Cornerstone Daycare Confidentiality Policy

1. Information that parents share with Cornerstone will be used solely for the education and management of the child or children enrolled at the daycare center. Information will not be shared with other parents or other institutions or agencies unless authorized by the child's parent.
2. All information pertaining to the admission, health, family, or discharge of a child and each personnel record is confidential. The center may release the children's records to the parent of the child in question. The center may also release information to the following:
 - Persons authorized by the Division of Family and Children
 - Child protective services personnel
 - Other agencies authorized by law
3. Staff will not refer to a specific child by name when speaking of behavioral issues or classroom problems with any other person that is not directly involved in that child's care or employed as supervisory or office staff. Then, the information may only be shared with those authorized personnel if they are requiring extra assistance or guidance concerning that issue. Information may be shared to assure consistency of childcare and mutual awareness of the child's progress, development and problems.
4. Information given to a staff member in a parental conference or discussion may be shared with others directly involved the care of that child, or supervisory and office staff. Information may not be shared with any other person who would not need that information to assist in the child's care.
5. Information given to the childcare staff by the child concerning any information or actions of the family while not on daycare premise is not to be discussed with any outside the direct care of the child, with the exception of supervisory or office staff if needed to provide exemplary care of the child. In the event that a staff members feels that a child is in danger physically or mentally Cornerstone Daycare and that staff person is legally bound to report any suspicion to the proper authorities.
6. Both parents or guardians are encouraged to sign the child's enrollment form. Only the signing parent can make changes to the enrollment form.
7. Cornerstone is required by law to notify the local police agency if any person insists on removing children from the care of the facility who a staff person suspects is intoxicated or otherwise impaired. In this case, the parent would automatically waive the right of privacy.

Media Release

- I give permission for my child's image to be displayed, in such as presentations and bulletin boards, on Cornerstone Daycare Learning Center's property.
- I give permission for Cornerstone Daycare Learning Center to allow my child's image to be released for use in promotional material for the daycare, or at cornerstonedaycare.com or Facebook. Any other use of my child's image out of the center, e.g. in the media, will require additional permission from a parent or guardian.

Signature _____ Date _____