**Confidentiality Statement and Guidelines**

1. All information obtained regarding any family/child (ren) is considered confidential.
2. Information obtained and collected by the program can be shared with other staff on a “need to know” basis. Please remember that students, kitchen staff, volunteers, etc. are not to be included in discussions of children and families, except for information which is relevant in order for them to complete their jobs. Sensitive information must not be shared with everyone, only those persons who are directly involved. No information can be shared with an outside agency without written consent from the legal guardian. The decision to share information will be made by administrative staff, including :( supervising teacher, lead teacher, director, and assistant director).
3. All confidential materials must remain in a locked filing cabinet in the center.
4. If any materials appear to be missing, notify administrative staff immediately.
5. Do not discuss families or children in the presence of other families or children.
6. If a family begins discussing another family or child, quickly inform them that you cannot proceed further with the conversation because of confidentiality.

I hereby acknowledge that I have read and understand the above Confidential Statement and Guidelines. I agree to abide by all of the rules set forth and acknowledge that disciplinary action or termination my result if these guidelines are not adhered to.

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*(Employee/Student Signature) (Date)*