

DATA PRIVACY

Herein you will find information about the data you provide to Holy Nativity Christian Child Care Center. The information which we request in our admission process is important for us to be able to serve your child in the best way possible.

Certain information, such as emergency and health information, is required by the Minnesota Department of Human Services for licensed programs to have on file in order to serve a child. Other requested information is helpful to us to best serve your child, but may not be legally required.

In addition, if you request that your day care costs be subsidized, fully or in part, we are required to allow access by the founders of your services for your records. This may include information such as identifying information, attendance records, payment information, health information, or any other records that may be maintained at the Center.

In addition to the information provided by you, your child's screening and assessment results will be kept in confidence and made available within our program to:

- Staff who work with your child (in order to best work with your child);
- The Director of the program (in order to determine if Program improvement is needed);
- Any member of the Center's Board of Directors who may be involved in compiling reports, billing, or resolving problems (in the event there is a grievance by a parent);
- The Program's MN Department of Human Services licensor (as access to our records may be requested by the MN Department of Human Services to assure our compliance with licensing requirements); and
- Any legal parent and/or guardian of the enrolled child (the Center will abide by all court-ordered custody or visitation arrangements. Please share those orders with the Director when appropriate. She will ensure all staff members are aware of the limits around access to the children. If, however, there is no such order, the Center must remain neutral on all issues relating to the custody dispute, and—by law—we cannot restrict access to the child or their records from either parent).

All children's files are kept in the Director's locked office and are available to the aforementioned parties only when there is a clear need. Screening and assessment results are used in determining whether or not Program and/or curriculum improvement is needed and what areas of concern and strength are apparent.

If you fail to provide required emergency and/or health information we will not be able to serve your child. You may refuse to provide other information not required by law. The Director will make the determination if your omission of information will prevent us from serving your child.

Parent/Guardian Signature: _____ Date: _____

Center Director Signature: _____ Date: _____