

Evergreen Immersion Academy

Privacy/Confidentiality Policy (Also link with Contracts/Policies)

Evergreen Immersion Academy is committed to keeping confidential information about your child and your family. I will not release any information unless I am required to do so under state law or if you give me permission to do so. Contact information will never be shared, last names will never be used in public, and I will never sell any photographs or information about your child.

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

- a) I will abide by our state's privacy law. I will only share information with our state's childcare licensing law enforcement agencies, child protection agencies, and government health officials that I am required to share.
- b) If a family transfers to another program I may be contacted by the prospective program for certain information about the child's enrollment and whether the child would be accepted back for care.
- c) I will keep all records and information about your child and your family private and confidential unless I have your permission to reveal specific information the following signatures are exceptions to this general rule:
- d) Your child's photograph may appear in childcare areas and photo albums that may be seen by prospective families and other visitors.
- e) Your child's name may appear on artwork, cubbies, in portfolios, in newsletters, and on other objects around the childcare area.
- f) Your child's photograph may appear in portfolios, in newsletters, advertising materials and professional development material.
- g) Your child's photograph and or first initial may appear on my website and my childcare, business accounts on Facebook, X, or Instagram.
- h) If I see members of your family in a public setting (park, school, church, museums, shopping mall, etc.) I will feel free to initiate contact that acknowledges our business relationship.
- i) I will use an electronic monitor to listen in on a sleeping baby and Toddlers.

To maintain confidentiality for all enrolled families, I ask that you refrain from sharing any information you learn about the other families enrolled at Evergreen Immersion Academy without their explicit information. I also ask that you refrain from sharing any personal information you learn about me and my family with others without my permission.

Parent/Guardian Signature:_____ Date:_____

Parent/Guardian Signature:_____ Date:_____

Provider Signature:_____ Date:_____