

## Freight House Early Learning & Care Inc.

### ***PRIVACY STATEMENT***

Freight House Early Learning & Care Inc. is a preschool educational facility dedicated to the teaching of young children with the best interests of families in mind. All information given on behalf of your child (ren) is kept in the strictest of confidence and not released without your consent. The centre values our families' trust and recognizes that maintaining this trust requires that we be transparent and accountable.

Personal information is any information that can be used to distinguish, identify or contact a specific individual, such as an individual's name, address, birth date, medical number, e-mail address and phone number. Your personal information will not be rented, sold or shared with any third party, as a regular course of business.

The centre exchanges personal information with our provincial licensing body ***Manitoba Child Care Program*** and ***Provincial Subsidy*** for the sole purpose of carrying out its daily business.

A Board of Directors runs the centre. All board members are legislated by the centre's privacy policies and keep all matters of business in strict confidence. All information received/maintained by the board is used for the sole purpose of conducting business and ensuring the viability of its services.

Upon registration the centre requests personal information about your child (ren) and family. This information is used to meet the requirements of provincial licensing and to help us meet the needs of your child (ren) and family in the case of an emergency and to better help your child adapt upon enrollment. ***All Employees*** are authorized to have access to child and family personal information. Staff is fully aware of the need to maintain all information in the strictest of confidence and will be held accountable. The centre has measures in place to ensure that all privacy information is kept in confidence and is only obtained on a need-to-know basis. These measures include Privacy Officers for the handling and evaluating of all personal information and locked cabinets with limited access. All Employees are well informed of their role and their purpose for accessing your child/families personal information.

Parents upon registration fill out ***emergency forms***. Emergency forms are used to contact the family immediately and therefore must be kept up to date and current. ***Centre staff members will only access this form.*** This form is held in the office or in the case of our Isabel facility, in the nursery. The information from this form is transferred to software which is printed to accompany your child on ***any and all outings*** that your child attends, again for the sole purpose of emergencies and to contact parents should such an incident arise. If there is a breach of this information while forms are out of the centre e.g. lost or stolen from the bag to which they are held, all families to which this breach has occurred will be notified immediately by the Executive Director or the Privacy Officer.

The centre has measures in place to ensure that all information obtained will be properly stored to prevent misuse and loss. All your child's information and family information will be stored in a file marked as your child's with the exception of the emergency form which was noted above. This file will contain any and all information that has been logged about your child such as enrollment forms, incidents, medicine or medical forms and any information that you may have consented to exchange with other agencies. This file will be locked and accessed only by a Privacy Officer and distributed to staff members on a need-to-know basis. All information obtained is held in confidence by the centre for a minimum of seven years before it is destroyed. This is the amount of time required by law to hold information that is needed to conduct our business.

Freight House Early Learning & Care Inc. is governed by legislative law to divulge any information to authorities in regards to incidences of abuse; physical or emotional. Staff members are aware of their legal obligation and if such a case were to arise a report with your child's and your family's personal information will be given to the proper authority.

The centre is required to keep accurate attendance of your child for licensing and funding purposes. Attendance sheets are used for this purpose. Attendance sheets contain your child's first name only and are handled by staff members only. Because of their need for easy accessibility these forms are stored and carried around the centre. The staff does their utmost to ensure that these forms are kept out of the visual access of other parents or visitors on the premises. If it is noted that a person other than a staff member is accessing these forms a staff member will confront the individual and ensure they are aware that the information is confidential and not for their use. For the purpose of logging your child's whereabouts at all times during the course of a day, lists of the children in attendance are posted for children involved in outdoor activities, outings and walks to and from school. These lists will post your **child's first name only** and in the case of duplicate names an initial will be used to identify.

Our program includes the use of lockers to identify personal space. All lockers and mailboxes will be marked with the **child's first name only** and in the case of duplicate names an initial will be used. The same process will be used to identify your child's art work and projects, your child's participation on a field trip list which requires your signature as well as incident forms or daily records filled out for your interest. At times your child's first name may appear around the centre to display their birthday or an activity. All photographs taken of your child will be for the **centre use only** and will not be distributed or released to any other child (family) or agency without your consent.

Information on your child's health is required upon registration ensuring that all children's immunizations are current for the health of all who attend the centre at large. Medical information received due to illness will not be divulged on an individual basis but may be posted for all families to be aware of. In this instance no name or family will be identified. All medication forms will be in a confidential location in the nursery for the staff to access. Administration of medication is only done with Parental/Guardian written consent.

Our centres have a daily logbook located in the nursery for the staff to communicate daily about the children, families and program. This communication book is open for easy access and communication by all staff members. The information that is logged is confidential and the staff members will do their utmost to ensure that parents and visitors have no access to this communication. Should a breach occur the staff member will immediately confront the individual and make them aware that the information is confidential and not for their use.

Parents/Guardians are required to pay for their childcare and therefore financial information is obtained and kept on file (locked) and computer (password access only). This would be in the form of billings, payments and receipts. All information is kept in confidence with knowledge only to those who are required to use this information for the use of the business such as the Director, Board of Directors and Privacy Officers. All billings and receipts will be kept in the office with limited access except to the Director and Privacy Officers. Distribution of all bills and receipts will need to be obtained from one of these individuals. All information formulated and stored on the computer is accessed only by passwords by the Director and Privacy Officers. Faxing of any financial information for your purpose will require your consent. The centre has acquired the services of Meyers Norris Penny and Co. for the purposes of accounting and auditing. All information they receive they are held accountable for and will be used only for the purpose of recording and evaluating our business. Their privacy code of practice can be obtained for your knowledge from the Executive Director.

Freight House Early Learning & Care Inc. is a training site for Red River College as well as other ECE, high school and youth programs. All programs will be made aware of our privacy policies and their need for compliance while attending the centre. All child/family information will only be expressed on a

need-to-know basis by the Privacy Officers, ensuring that confidence is maintained. Questions arising around a child's behavior, background or family will only be divulged in a matter that is required to fulfill the needs of the child. Any other information needed to fulfill assignments or projects by a student will require permission and written consent by the parent.

The centre will hold all information attained for a period no less than seven years. Following the seven-year retention period information permitted by law for destruction will be shredded and properly disposed of. All information held by the centre prior to January 01, 2004, will be stored as listed above.

I understand all the privacy policies as outlined above. I consent my understanding and knowledge of the Freight House Early Learning & Care Inc. uses of my child/families personal information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

### **Consent to Privacy Policies**

1. I understand that all information obtained by The Freight House Early Learning & Care Inc. is held in the strictest of confidence. As a course of our business the centre exchanges child (ren) and family information with ***Provincial Day Care*** and ***Provincial Subsidy***.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

2. I consent to the exchange of information by The Freight House Early Learning & Care Inc. with other agencies and professionals, as listed below, in regards to all aspects of my child's development.

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Signature date

3. I consent to the staff of Freight House Early Learning & Care Inc. exchanging information on my child's day and development on an as-needed basis, to the teaching staff at Dufferin School. Requests by teachers for information will be shared in a positive manner with the child's best interest in mind (e.g. sometimes the teacher will question a child's behavior at the centre if a change has been noted at school or question a child's health if a child has noted concerns to the teacher). Since day care staff is the consistent contact this information will be relayed and any concerns will be noted for the parent. Staff will encourage communication by the teacher to the parent for concerns the staff feels are beyond their duty.

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Signature date

4. I consent to the release of my personal information by the Freight House Early Learning & Care Inc. to collection agencies and/or community child care centres if my fees for child care become in arrears.

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Signature date