



Childcare Network of Evanston Early Head Start/Head Start

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Annual Notice Regarding: Records, Release of Information and Confidentiality Policies

How do we keep your information confidential?

- ◆ Records are kept in a secure location.
- ◆ Information is shared only on a need-to-know basis with supervisors, appropriate staff, consultants and other professionals.

Who can see your records?

- ◆ Appropriate members of Childcare Network of Evanston Staff.
- ◆ Consultants working with CNE.
- ◆ Staff at your child's school (Swift, YMCA, Waraich's)
- ◆ You can see your own records, but not those of others. Only parents listed on the application can review records.
- ◆ If you have questions about the individuals or agencies approved to see your records, please request a copy of CNE's release of information, signed by you at intake.

How do we use your confidential information?

- ◆ To review the goals of you and your child(ren) in areas of health, social services and education or training
- ◆ To make reports to our funders and auditors
- ◆ To work cooperatively on your behalf with other agencies (you have been asked to sign consent forms to allow this exchange of information with health professionals, consultants, etc.)

Are there times when we would share information about you without your permission?

- ◆ If we have reason to believe any child is being abused or neglected, we are required by law to report it to the Department of Children and Family Services. If someone is in danger of hurting themselves or others, we are required to call 911.
- ◆ DCFS reports are made so families can receive the assistance they need to help keep their children healthy and safe.