



CONFIDENTIALITY AGREEMENT

(The following statement is reprinted from information distributed by the NYS Child Care Coordinating Council.)

Childcare professionals respect the privacy of families, children, and colleagues. Information shared within the childcare center is regarded as sacred and confidential. When confidentiality is not respected, misunderstandings arise, feelings get hurt, and laws get broken. Repeating information that is sensitive damages the self-esteem of children, families, and colleagues.

Assistance with concerns or challenging situations with children or families should be discussed with the leadership of the center. When information is valued and guarded, each person's privacy is ensured.

Additional specific confidentiality citations within the NYS OCFS Day Care Center Regulations include the following:

- "Information relating to an individual child is confidential and cannot be disclosed to anyone other than the department, its designees or a social services district unless a parent of the child has granted written permission for such disclosure."
- "Re-disclosure of confidential HIV-related information, as defined in section 360.8.1 of this Title, concerning a child receiving child day care is not permitted except in a manner consistent with article 27-F of the Public Health Law."

I do understand and agree to hold all information obtained at Newmeadow Saratoga School in strict confidence.

Employee Signature: _____ Date: _____