

Module 1: Professional Practice

Handout 8

Does this require confidentiality?

All of the forms listed in the table below are records that must be kept on the premises of a child care center and readily available to the director, or the staff person in charge. They must also be easily accessible in case of an emergency. Some records must be kept in a separate file to maintain confidentiality. Using either of the guidebook sections on Records, Reporting and Posting, determine if the record listed should be kept confidential, or could be kept in a place that is accessible by all.

Should be confidential	Can be in a Portfolio	
		The lead teacher's food handler's permit
		A child's immunization record
		The last accident report when the child fell
		The month's snack menu
		An anecdotal record of the child's physical development and growth
		Dietary restrictions of a child
		A child's registration form
		Written consent from the parent/guardian regarding medical care in an emergency
		Last week's art project
		The child's daily attendance report
		Parent's work phone numbers
		A picture of the child participating in circle time
		The child's dentist's name and contact information
		The names of individuals who have permission to pick up the child from the center
		Instructions regarding medications prescribed to the child
		A sample of the child's handwriting or journaling
		A health screening of the child including his height and weight
		Copies of restraining or court orders for parental guardianship
		Documentation of the child's speech language delay
		Authorization forms for field trips and transportation
		Daily record of the child's toilet training progress
		Parental income
		A copy of the teacher's first aid certification