

Confidentiality

Our policies regarding confidentiality are intended to demonstrate the utmost respect for every child and family we serve. We place a high value on the confidentiality of each child’s records. Consequently, we will not reveal the identity of a child who has engaged in an aggressive ac against another, even at the request of the parent/guardian whose child has been the target of an aggressive incident. Our camera system is for the use of Administration only. Footage is not available for parental viewing. TADPOLE ACADEMY’S position is that is in the best interest of all involved parties to maintain a policy of confidentiality in these and other situations. This policy is consistent with what we know to be the standards of excellence in early childhood education, and is one practiced consistently by other high quality child care organizations.

CLOSING REMARKS

The staff of TADPOLE ACADEMY would like to thank you for giving us the opportunity to service you.

(We reserve the right to amend this Handbook)

I, _____, the parent/guardian of _____ acknowledge receipt of the Parent/Family Handbook.

Signature

Date

POC PLUS CLIENTS ONLY:

I agree to pay TADPOLE ACADEMY’S POC Plus fee in addition to my DSS parent fee. Tadpole Academy will give me a worksheet with a breakdown of its charges, how much the Division of Social Services pays and the fees that I must pay Tadpole Academy each week.

Signature

Date