AP 5170  CHILDREN’S CENTERS

Reference:
Education Code Section 79120

❖ From current College of Marin Policy 4.0033 titled Confidentiality – Children’s Centers

All family records and information must be kept confidential for participants in the College of Marin Children's Centers. All such records must be kept in metal file cabinets that are accessible to the Director, site supervisors, teachers, and the child care program assistant equipped with locks which are accessible only to the Director, Head Teachers, Assistant Teachers, and Department Secretary. The metal files must be located in or near each Children’s Center in an offices which that can be locked.

Information may be released from confidential records only with the written permission of the parents. Written parental permission is required before photographs of children may be used for purposes outside the program. Written parental permission is required before children participate in any research program.

All confidential discussions with the parent(s) or guardian(s), informal or formal, must occur in privacy.

NOTE: The wording in black ink is from current College of Marin Policy 4.0033 Confidentiality – Children’s Centers adopted on 4/8/86. The language in green ink is recommended by Lyda Beardsley. This policy was reviewed by Nick on 2/25/10.

Date Approved:
(Replaces current College of Marin Policy 4.0033)
EDUCATION CODE SECTION 79120

79120. The governing board of any community college district may establish and maintain a child development center on or near each community college campus pursuant to the provisions of Chapter 2 (commencing with Section 8200) of Part 6 of Division 1 of Title 1.