



THE WORK-FAMILY CONNECTION

Before & After School Enrichment Programs

Celebrating
30 Years
of excellence!

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Privacy Statement

The Work-Family Connection (WFC) is a not-for-profit educational organization committed to providing high-quality services that continually respond to the emerging needs of children, their families, schools, and communities.

The Work-Family Connection requires personal information from families to provide appropriate and responsive care per our licensing regulations. This information needs to be maintained and managed by WFC in a private and confidential manner. The center will maintain private and confidential files for educators, children and their families. These records will be securely stored and maintained.

The Work-Family Connection will:

- Ensure that information collected from families, educators and the community is maintained in a private and confidential manner at all times.
- Ensure that such information is not divulged or communicated (directly or indirectly) to another person other than the following:
 - To the extent necessary for the education, care or medical treatment of the child.
 - To the parent(s) of the child to whom the information relates
 - To the regulatory authority or an authorized officer
 - As authorized, permitted or required to be given by or under any act or law
 - With written consent of the person who provided the information.
- Ensure that such information is not sold in any way.
- Maintain up-to-date enrollment records, including information from families regarding billing information, updates, contact details of family members, emergency contact information and any medical or legal information required by the center.
- Ensure that center records, personnel records and children's information is stored according to policy and remains private and confidential at all times.