

## CHILDREN'S RECORDS POLICY

All children attending the program must have a current up to date enrolment form filled out and signed by the parent or guardian.

The enrolment form will have, at a minimum, the following information:

- Childs Name
- Date of Birth
- Home Address
- Guardians Name
- Guardians Home address
- Guardians Telephone Number
- Name, Address and telephone number for at least one emergency contact
- Medical Information including allergies, immunization.

All client records will be stored in such a manner that they are protected from destruction, loss, or unauthorized removal or access.

All records are always available by the director and by the child's caregiver with 24 hours' notice. Records can not and will not be shared with a third party without permission, in writing from the child's care giver.

Children are signed in and out of the program using an online system by the staff, this system is to be kept up to date and checked regularly by the staff on shift. In a case where the system is not working for any reason, the staff on shift have been given a paper copy of their attendance records that they can write in and out times onto, this can be transferred into the system later.