



Takoma Park Child Development Center

Excellence in Early Childhood Education

Release of Information

Release of information concerning:

Child's Name	Classroom
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I grant permission for Takoma Park Child Development Center (TPCDC) to release information regarding my child named above to the professional(s) named below:

Name	Title
Email Address	Telephone

Parent/Guardian Authorization

I understand that the release of information I am authorizing may include documents and conversations. I acknowledge that TPCDC staff members work as a team and that when appropriate to the situation information from outside professionals will be shared with staff members in planning and implementing my child's learning program.

I understand that this authorization permits TPCDC staff to release relevant information to a professional outside of the Center, and that a professional may require separate authorization to respond to and discuss information about my child.

I have read the "Release of Information Procedures" on the following page and agree to its terms.

Parent's Name	Signature	Date
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Please return this completed form (in hard copy or PDF) to the TPCDC Office. Thanks!



Release of Information Procedures

Takoma Park Child Development Center (TPCDC) staff communicate with outside professionals about child progress only upon receiving written consent from a child's parent or guardian. This consent is granted on the Center's Release of Information form.

Upon request, parents and guardians are expected to authorize communication with those providing outside services, under the assumption that information shared is educationally or developmentally valuable and information withheld can impede effective teaching and learning. While it can be valuable, parents and guardians are not required to provide consent for Center staff to communicate with individuals working off-site with their children.

Families whose children receive on-site support during the school day must authorize communication with therapists or other professionals as a condition of the Center's arrangement of on-site support. The professional must be listed as an authorized pick-up person on the child's emergency information form to allow the teachers to release the child to the professional's care. The child will be signed in/out when spending time away from their class with the professional.

The Release of Information form and any documents and conversations resulting from its completion are confidential. No information is transferred to persons outside TPCDC without specific consent from parents or guardians. Information and discussions involving TPCDC staff and outside professionals are not transferred to other centers or schools as part of a student's application/enrollment process to other institutions.

TPCDC administrators determine which staff members will communicate on a "need-to know" basis with the outside professional listed on each form. Staff members work as a team in planning and implementing a student's learning program. Information from outside professionals is available to each member of a child's teaching team with a need to know determined by TPCDC administrators.

Once a parent or guardian has signed and dated the Release of Information form, original documents are kept in students' confidential files in the office and are not transferred elsewhere except by written request. Release of Information forms remain in force until the child graduates/withdraws from TPCDC, except in cases where the Center receives written withdrawal of authorization from parents or guardians.