

**Discovery Learning Preschool (School Readiness)  
Data Privacy Information**

Because we are asking you to provide enrollment and child development information about your child or family, we need to inform you as to why we are requesting the information and how we will use the information.

1. You are being asked to supply information about your child and family in order for the School Readiness/Early Childhood Family Education staff to assist you in meeting the needs of your child and family through classes or home visits.
2. You do not legally have to provide this information.
3. Without this information services or programs provided by the School Readiness/Early Childhood Family Education may be limited.
4. Information obtained by the School Readiness/Early Childhood Family Education will be used by the School District staff to provide services to your family or child.
5. This information will not be provided to other individuals or agencies without your written permission.
6. You may review your file upon request.

**The following data may be collected as part of the registration process or during your Discovery Learning class. Items followed by \* are required and must be furnished before attending.**

• Registration form*	➤ Enrollment
• Immunization form	➤ Enrollment, child's school record
• Photo release for publications, website, etc.	➤ On file
• Attendance sheets/class list	➤ Maintaining attendance
• Networking sheets	➤ Sharing name/number with other enrolled in the same class
• Payment record	➤ Class records, billing information
• Health concerns/allergy information	➤ Instructional planning, child health and safety
• Signed release of information	➤ To request or release information about your child to/from another agency
• ECFE & SR participant questionnaire	➤ State and local planning—is not kept with student record
• Who can pick up my child*	➤ On file, list of other adults who may pick up your child from class
• Emergency information*	➤ On file in case of emergencies
• Final developmental checklist	➤ Added to child's permanent record for school district and summary profile
• Parent permission	➤ Walking trip, display work
• Class activity observations, portfolio, materials, developmental checklist, summary profile	➤ Instructional plan, conferences
• Discovery Learning participant agreement	➤ Program participation policy
• Income information	➤ Confidential information needed to determine eligibility for sliding fee program

Please read the above information. If you have questions, please contact the Discovery Learning office at 763-241-3524. You will be asked during the registration process to confirm your understanding of this information.