

July, 2008

Dear FCNS Families,

We need your support to assist in our ongoing effort to create the safest environment for all children. We follow the procedures below with health records:

- When a child is overdue for a routine physical exam or immunizations, families must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program. Please ask your child's health care provider to document the upcoming appointment and give us a copy of that.
- Staff will implement a plan to exclude an under-immunized child promptly if a vaccine-preventable disease to which the child is susceptible occurs in the program. The child may return to school only when the risk abates.
- FCNS staff may not have access to health information about your child unless you so authorize. Various staff members have legitimate reasons to have access to such information:
 - Sandee Corbett, who works in the office when she is not teaching, processes children's records and also tracks physical exams and immunizations.
 - Physical exam and immunization records may be entered into the school data base by Jacey Norton, who does works in the office when she is not teaching.
 - Your child's classroom/Early Arrival/SD/ED teachers need to have access to information about your child's allergies and medical conditions in order to keep him/her safe.
 - I see all records that are part of a child's file, including health records.

Please fill out, date, sign and return the tear-off slip below. Thank you very much!

Kay Byram

Health Record Access Permission

I authorize the following FCNS staff to have access to health information about my child,

_____:

Kay Byram, Director
 Sandee Corbett, Jacey Norton, Office Staff
 Teachers in my child's AM/PM, Early Arrival, Stay Day or Extended Day classes

Parent Signature_____

Date_____