

Student Services

**AP 5170 CHILDREN'S CENTERS**

**Reference:**

Education Code Section 79120

All family records and information shall be kept confidential for participants in the College of Marin children's centers. All such records shall be kept in locked metal file cabinets that are accessible to the Director, site supervisors, teachers, and the child care program assistant. The metal files must be located in or near each children's center in an office that can be locked.

Information may be released from confidential records only with the written permission of the parents. Written parental permission is required before photographs of children may be used for purposes outside the program. Written parental permission is required before children participate in any research program.

All confidential discussions with the parent(s) or guardian(s), informal or formal, must occur in privacy.

---

Date Approved: April 20, 2010  
(Replaced College of Marin Policy 4.0033)  
**Date Reviewed/Revised:** March 9, 2021