



# Woodside School, Inc.

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## RELEASE OF INFORMATION

New Hampshire Law (RSA 170-E:19) requires that all records regarding children and all facts learned about children and their relatives shall be kept confidential by the licensed child care agency and by the Bureau of Child Care Licensing. This includes, but is not limited to, children's screening and assessment results, as well as children's admission, health, and discharge records. Under New Hampshire State Law, the Bureau of Child Care Licensing is authorized to access and review Woodside School's records regarding children and their relatives.

Children's confidential records are kept in a locked file cabinet in the Director's office. Information is shared with classroom teachers on an as-needed basis to best support a child's early education and care. Parents are required to complete a consent form prior to the release of any information by Woodside School about their child to any other school, organization, or person. The consent to release information form must indicate the specific information to be released and the name of the third party to whom the information is to be released.

Woodside School requires that all parents sign a Release of Information Form. This release authorizes Woodside School to release to staff members of Woodside School, on a need-to-know basis, information about enrolled children and their families obtained during the course of providing early education and care. In addition, Woodside School may release such information to the assessors from the National Association for the Education of Young Children (NAEYC). Finally, Woodside School may also release information about an enrolled child and his/her family in order to satisfy reporting obligations under state and federal law.

**I hereby authorize release of my child's information as specified above:**

Child's Name \_\_\_\_\_

Parent Name (printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_