



Dear Parent:

In order to best meet the needs of the children in our care, it is sometimes valuable to exchange information between the **child care teachers** and the **school teachers and school administration staff such as the secretary, principal, etc.** The teachers will respect the confidentiality of all information shared by the parents and shall exchange that and other information only when it will benefit the child.

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

**School** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Child's School Teacher** \_\_\_\_\_

*I am the legal guardian of the child and have the authority to enter into this agreement.  
I give permission for my child's/ward's school staff and child care teachers to exchange  
information about my child in cases where it may be of benefit to my child/ward.*

**PARENT/GUARDIAN** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## FOR OFFICE USE ONLY

**Received by:**

\_\_\_\_\_  
Centre Supervisor/Assistant Supervisor

Date: \_\_\_\_\_

**Shared with:**

\_\_\_\_\_  
Classroom Teacher / Office

Date: \_\_\_\_\_

(10/2008)

This agreement may be signed in a number of counterparts and facsimile signatures are acceptable and deemed binding. We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at [www.owlchildcare.org](http://www.owlchildcare.org) or contact your centre Supervisor for a copy.