

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1303 Financial and Administrative Requirements**

**Subpart: C-Protections of the Privacy of Child Records**

**Section: 1303.20 Establishing Procedures**

**Subject: Information That Can Be Given Out Over the Phone**

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**Policy:**

Head Start/Early Head Start will maintain confidentiality in all situations.

**Procedure:**

1. All phone requests for information on any Head Start/Early Head Start child must be in writing with parent/guardian signature.
2. Head Start employees may not release information of any sort over the phone about a Head Start/Early Head Start child.
3. No information can be released about current or past employees over the phone.
4. All phone inquiries about employment should be referred to the Human Resources Director at the Tri-County office in Bonifay.