



Catonsville Co-op Preschool

6 Melvin Avenue
Catonsville, Maryland 21228
www.catonsvillecoop.org
(410) 747-0218

September 3, 2010

Dear Parents,

The first day of school is almost here! We look forward to welcoming back returning members and to meeting new ones.

Over the summer, we renewed our lease with the Catonsville United Methodist Church (CUMC). The new lease includes a provision that requires us to adopt a Child Protection Policy to ensure the safety of all children in our 3 & 4 year programs. (This policy doesn't apply to the 2 year program since a parent is present at all times.)

Enclosed is our new Child Protection Policy. **Any individual who will be volunteering in the classroom is required to review the policy, complete all of the requirements in Section 1.2, and sign the Acknowledgement Form by the start of the school year.**

In consultation with the Board, we tried to develop a policy that is reasonable, comprehensive, and fair. We used the Maryland Code of Regulations (COMAR; Title 13A State Board of Education, Subtitle 17 Child Care) as the basis for many of the provisions in the policy – these are the regulations we are required to follow to maintain our license through the Maryland State Department of Education. The policy also includes some items that aren't required by the State, but the Board agreed these items were reasonable and necessary to ensure the safety of the children in our program.

Finally, we want to emphasize the information stated in Section 6 of the policy. This policy requires the Co-op to collect and retain documents that contain highly sensitive information, and *it is our policy to maintain strict confidentiality of all of the information contained in these records and documents.* As always, all members can use public information sources (such as those cited in Section 2.3 of the policy) to ensure the safety of their children outside of the Co-op.

If you have any questions about this new policy, please feel free to contact Kristen (410-788-2305; krstephen@hotmail.com) or Tina (443-341-6358; stoutfam2@comcast.net). We look forward to seeing you soon!

Sincerely,

Kristen Stephen & Tina Stout
Co-Presidents, 2010-2011