

CAMERON PARISH HEAD START

FUNDING SOURCE

Department of Health & Human Services
Administration for Children and Families
Donna Shalala, Secretary
Washington, D.C.

Region Office VI
Leon McCowan Regional Administrator
1301 Young Street
Dallas, TX

LICENSING AUTHORITY

As a parent or guardian of a child enrolled in Cameron Parish Head Start (a Class A Child Care Facility in the state of Louisiana), you may address any significant, unresolved licensing complaint to:

Bureau of Licensing
P. O. Box 3078
627 North 4th Street, 1st Floor
Baton Rouge, LA 70821-3078

225-342-9905 Fax 225-342-9690

NUTRITION FUNDING

Child and Adult Care Food Program (CACFP)
Department of Education
P. O. Box 94064
Baton Rouge, LA 70804-9064

(800) 795-3272 or 720-6382 (TTY)

NON-DISCRIMINATION POLICY

In accordance with Federal law and U.S. Department of Agriculture policy, Cameron Community Action Agency, Inc. does not discriminate against any person(s) on the basis of race, color, national origin, sex, age or disability. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. To file a complaint of discrimination, write immediately to:

USDA
Director of Civil Right
1400 Independence Avenue, S. W.
14th and Independence Avenue SW
Washington, DC 20250-9410
Or call (800) 795-3272 or 720-6382

202-720-5964 (Voice and TDD)

The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business addresses of persons who may have knowledge of the discriminatory action. USDA is an equal opportunity provider and employer.

CONFIDENTIALITY POLICY

The staff of the Cameron Parish Head Start program is bound to protect the confidentiality of all information received regarding any family applying or receiving services.

1. All information submitted to the Head Start program shall be shared on a “need to know basis” with staff.
2. Records shall be the property of the Cameron Parish Head Start, and the Director/Center Director or staff shall supervise and secure records against loss, tampering, or unauthorized use. All files are kept in a locked file cabinet at all times.
3. The Cameron Parish Head Start shall maintain the confidentiality of all children’s records. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorized person.
4. Only those with a “need to know” and who are duty bound to protect confidentiality shall be allowed to view any children’s files. In order to view the files the individual must sign in the folder.
5. Parents and volunteers shall not have access to files except to view their own child’s files.
6. Information that is “heard” or “seen” while visiting or volunteering should not be repeated.
7. Parents may view their child’s file at any time, for any reason, provided a staff member removes the file from the cabinet. Parents are required to sign the log in the file at the time they view the files.
8. Staff and volunteers are urged to “NOT” repeat information concerning children and their families.
9. The Cameron Parish Head Start shall obtain written informed consent from the parent prior to releasing any information or photographs from which the child might be identified. The CPHS does not need a consent form to provide information to authorized state and federal agencies.