

Cuyahoga County Universal Pre-Kindergarten (UPK) Program  
NOTICE OF PRIVACY PRACTICES



THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOUR CHILD’S EXPERIENCE IN THE CUYAHOGA COUNTY UPK PROGRAM, ADMINISTERED BY THE OFFICE OF EARLY CHILDHOOD, MAY BE USED AND DISCLOSED. PLEASE REVIEW THIS INFORMATION CAREFULLY. If you have questions about this notice or wish to request additional copies, please contact the Office of Early Childhood at (216) 443-2215.

I. Who is subject to this notice: This notice describes the practices of the UPK program and that of:

- 1) Cuyahoga County’s Office of Early Childhood
- 2) Starting Point
- 3) The individual UPK provider that your child attends
- 4) Case Western Reserve University (business associate)
- 5) Pascal Learning Inc./Ready Rosie
- 6) Educational Services Center of Cuyahoga County
- 7) PRE4CLE

II. Our pledge: We understand that information about your child’s experience in the UPK program is personal and we are committed to protecting that information. A record of your child’s UPK experience is created in order to provide your child with a high quality experience and to help us make improvements to the program. This notice applies to all records created by your child’s UPK provider. This notice will tell you about the ways in which we use the information gathered on your child.

III. Examples of the types of information we collect:

- 1) Age, gender and race of your child
- 2) Street address
- 3) Email address
- 4) Attendance and enrollment information
- 5) Assessments of your child
- 6) Parent involvement in UPK activities
- 7) Child’s special needs, if applicable
- 8) Other

IV. Uses:

Information collected about your child and their UPK experience may be used and disclosed as follows:

- 1) By his/her teacher to create a unique learning plan for your child
- 2) By your provider to prepare regular invoices to you for UPK services
- 3) By your provider to prepare invoices to the OEC to be reimbursed for the services provided to your child.
- 4) By your provider to refer your child to additional services in the community

- 5) By the OEC, and their business associate at CWRU, to run the program and make improvements
- 6) By Starting Point to plan support for your UPK provider and to help your UPK provider make improvements to the programs and services you and your child receives
- 7) Email addresses only: By the OEC, and their business associate Pascal Learning Inc./Ready Rosie, to provide parents with brief videos that will help them prepare their children for school. Parents may unsubscribe from the electronic delivery of these emails at any time.
- 8) Email addresses only: By the ESC and Starting Point, to provide electronic newsletters. Parents may unsubscribe from the electronic delivery of those emails at any time.

V. Your Rights Regarding Your Child's UPK records

- 1) You are allowed to inspect and make copies of any records created about your child
- 2) You are allowed to amend your child's record if you feel that there is information in it that is wrong.
- 3) You are allowed to request restrictions or limitations on the uses of the information collected about your child. To request restrictions, you must make your request in writing to the Director of the Office of Early Childhood at the address below. All parent requests will be responded to in writing.

VI. Changes to This Notice

We reserve the right to make changes to this notice. If this notice is changed, you will be advised and furnished with a copy of the revised notice.

VII. Effective Date of This Notice

- 1) The effective date of this notice is August 1, 2017.

**Questions/Concerns Contact:**

Cuyahoga County  
Office of Early Childhood/Invest in Children  
Attn: Robert Staib  
8111 Quincy Ave., Second Floor  
Cleveland, OH 44104  
(216) 698 – 2215