



## RELEASE OF CHILD'S RECORDS



Upon parent request, designated portions or all of the child's records shall be copied and released to specific individuals named and authorized in writing by the parents to receive this information. The originals shall be retained by Kids Central ,Inc.

Kids Central must retain the original records in case legal defense is required, but parents have the right to know and have the full contents of the records. Sending the record to another source of service for the child may enhance the ability of other service providers to provide appropriate care for the child and family. The parents written requests must be specific about to whom the records is being released, for what purpose, and what parts of the records are being copied and sent.

Parents may want a copy of the record themselves or may want the record sent to another source of care for the child. An effective way to educate parents on the value of maintaining the child's developmental and health information is to have them focus on their own child's records. Such records should be used as a mutual education tool by parents and facility. There is no charge from Kids Central for this information.