



Statement of Philosophy

Kids Central, Inc. is committed to ensuring the highest standards of safety, supervision, and quality of services in accordance with the Head Start Program Performance Standards (45 CFR §1302). To support this commitment, Kids Central, Inc. reserves the right to conduct workplace monitoring. All monitoring practices are designed to enhance child safety, support staff accountability, and ensure compliance with federal, state, and local regulations. Monitoring will always be conducted in a lawful, ethical, and respectful manner, consistent with the confidentiality requirements outlined in 45 CFR §1303 Subpart C – Protections for the Privacy of Child Records.

Kids Central, Inc. utilizes cameras in classrooms to enhance safety, security, and supervision of children and staff. Classroom cameras allow administrative and supervisory personnel to observe classroom practices, support continuous quality improvement, and ensure compliance with HSPPS §1302.21, §1302.31, and §1302.90 (standards for supervision, classroom management, and staff conduct). Camera footage is used solely for internal program operations. Parents or guardians do not have access to camera footage except when disclosure is legally mandated.

PROCEDURES

Telephone Monitoring

- 1) In alignment with HSPPS §1302.90(a) (Staff Communication and Conduct), telephone calls between employees and families—or others served by Kids Central, Inc.—may be monitored or recorded. Monitoring is used for:
 - a. Quality assurance and family engagement improvement
 - b. Training, coaching, and professional development (§1302.92)
 - c. Addressing or documenting performance concerns
- 2) Telephone monitoring ensures respectful, appropriate communication consistent with Head Start standards.

Video Surveillance (Non-Private Areas)

- 3) Kids Central, Inc. may conduct video surveillance in non-private workplace areas, including hallways, classrooms, playgrounds, and program-operated facilities. Surveillance supports compliance with:
 - a. §1302.47 Safety Practices



- b. §1302.90(a) Staff Conduct
 - c. §1302.102 Program Management & Oversight
- 4) Video monitoring is used to:
- a. Enhance child and staff safety
 - b. Support high-quality supervision practices
 - c. Detect and deter misconduct, theft, or safety risks
 - d. Monitor compliance with Head Start health and safety standards
 - e. Prevent and address workplace violence or harassment
- 5) Surveillance **will not** occur in private areas such as restrooms, lactation spaces or where a reasonable expectation of privacy exists.

Use of Classroom Cameras

- 6) Classroom cameras serve multiple core Head Start functions:
- a. Ensuring ongoing, active supervision (§1302.90 and §1302.47)
 - b. Supporting education and child development services (§1302.31)
 - c. Assisting with professional development, coaching, and reflective supervision (§1302.92)
 - d. Maintaining program quality and compliance (§1302.102)
- 7) Footage may be reviewed for:
- a. Safety assessments
 - b. Incident investigations
 - c. Staff coaching and training
 - d. Monitoring compliance with program policies and HSPPS
 - e. Addressing child or staff concerns
- 8) Camera footage is **not for parent/guardian viewing** and will not be released to parents or guardians unless legally mandated by child welfare, law enforcement, or court order. All footage is treated as confidential program information in compliance with §1303 Subpart C.



Computer, Email, and Digital Account Monitoring

- 1) In accordance with HSPPS §1302.90(a) (Staff Communication and Conduct), computers, email accounts, and other digital accounts used for Kids Central, Inc., business purposes may be monitored. Monitoring may be conducted to support:
 - a. Quality assurance efforts and enhancements to family engagement
 - b. Staff training, coaching, and professional development (§1302.92)
 - c. Reviewing, addressing, or documenting performance-related concerns
- 2) Monitoring ensures that all electronic communication—including email, messaging platforms, and other digital tools—remains respectful, appropriate, and consistent with Head Start standards.

Access to Monitoring Records

Employees may request access to monitoring information when such information is used—or may be used—in employment-related decisions. Requests will be honored unless:

- The information is part of an ongoing investigation
- Disclosure violates confidentiality laws or Head Start privacy rules
- Access would compromise program oversight or legal obligations

This practice supports transparency and fairness in alignment with §1302.90 Personnel Policies.

Conduct and Violations:

Any violations of this policy will be considered a serious offense subject to disciplinary action up to and/or including termination.