

**The San Francisco Office of Early Care and Education's
Data Collection Policies and Practices and Parent/Guardian Form**



The City and County of San Francisco's Office of Early Care and Education (OECE) funds early education and child care programs, including the one that your child/children attend(s). To receive this funding, the programs share information with the City and County of San Francisco on all children participating in the program.

The purpose of collecting your information is to help OECE understand and improve its services to participants and their families through ongoing evaluation, and to manage funding for its programs. This information helps to inform the public how OECE supports early care and education in San Francisco. Your individual identifying information will never be disclosed in any publicly-released reports. Information that identifies you or your child personally (name, birth date, address) is seen only in limited circumstances by select staff of: your early care and education program, city funding departments, and contractors hired by the city to protect, store, and analyze data and improve the quality of programs.

OECE and collaborating agencies collect information about your child/children which is required for participation in OECE-funded services. (See Appendix A on the reverse side of this form.) That information is shared with program and research partners. In order to evaluate the effectiveness of services, we are requesting your consent to share the following additional information with researchers:

- Your child's skills and abilities, as measured by the Desired Results Developmental Profile and/or developmental screening, if applicable.
- If your child enrolls in SFUSD, attendance and Kindergarten Readiness Inventory (KRI) performance records created during your child's kindergarten enrollment.

As a parent/guardian, you have the right to choose if the two types of data identified above for evaluation purposes is shared with OECE and its program and researcher partners.

Our data policy is **NOT TO SHARE** information with criminal justice, family courts, Immigration and Customs Enforcement, IRS, DMV, private corporations or marketing firms, or collection and credit agencies unless legally mandated to do so. If you have any questions about data collection and privacy, please contact the Office of Early Care and Education at 415-355-3670.

INSTRUCTIONS: Complete Steps 1 and 2, then sign the form, and return to your child's program.

Step 1: Please check ONE of the two boxes below if you allow San Francisco Unified School District to share the data described in Appendix A and the data points described above with OECE.

- I DO** authorize the San Francisco Unified School District to release the data described in this document to the San Francisco Office of Early Care and Education for the purpose of funding and evaluating early education and care services.
- I DO NOT** authorize the San Francisco Unified School District to release the data described in this document to the San Francisco Office of Early Care and Education for the purpose of funding and evaluating early education and care services.

Step 2: Please check ONE of the two boxes below related OECE sharing data with research partners.

- I DO** consent to OECE sharing the data described in this document with its program and research partners to improve services for children and families.
- I DO NOT** consent to OECE sharing the data described in this document with its program and researcher partners to improve services for children and families.

Name of Child (Please print): _____

Name of Parent or Guardian (Please print): _____

Parent or Guardian Signature: _____ **Date:** _____

APPENDIX A

OECE and its partners collect some information about your child/children which is required for participation in OECE-funded services. This information is shared with program and research partners.

The information OECE and its partners collect is:

- Your child's name, date of birth, ethnicity, gender, and home language
- The parent/guardian name, home street address, zip code, and phone number
- The early education program your child attends, and when your child started and finished the program
- Other funding that supports your child's program (state funding, federal funding, etc.)
- If your child has special needs and, if so, what types of special needs
- Your child's attendance records
- Your family income level and reasons for needing ECE services