



180 SOUTH MAIN STREET

WOLFEBORO, NH 03894

Phone: 603 569-1027

Fax: 603 569-5733

e-mail: info@wolfeborochildren.org
www.thechildrenscenternh.org

Dear Parent Volunteer,

Welcome to the iSocial Implementation Site Leadership Team! We are happy to have you on board and we look forward to collaborating with you on the implementation of the iSocial Grant at The Children's Center.

The Implementation Site Leadership Team meets once a month for an hour and a half with the responsibility to remove barriers, make local decisions, and determine what resources are needed to be successful. There is ongoing, extensive training involved for staff, some that you may have opportunities to attend if you have time. Additionally, we have provided some resources in this packet to help you become familiar with the Pyramid Model.

Please review the materials in this packet and return the signed document, indicating that you have read and understand the terms of the Confidentiality Policy. Should you have any questions or concerns, please do not hesitate to reach out to Teri Ann Cox via phone, email, or in person at The Children's Center.

With your partnership, we can accomplish this initiative to improve the social and emotional development of children who attend The Children's Center. Thank you!

Sincerely,

The Implementation Site Leadership Team

Enhancing the well-being of families and the community
by meeting the needs of children...





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iSocial Implementation Site Leadership Team Members:

Jana Bush jbush@thechildrenscenternh.org

Heather Corriveau
Data Coordinator hcorriveau@thechildrenscenternh.org

Teri Ann Cox
Implementation Site Administrator tcx@thechildrenscenternh.org

Sue Dexter
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Liza Hewitt
Implementation Site Process Coach hewittliza@gmail.com

Tanya Mills magicmoments@thechildrencenternh.org

Crystal Simpson crystal.k.simpson@gmail.com

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Implementation Site Team Leadership Meeting Dates:

Our Team Meetings will generally fall on the 3rd Monday of the month following the Community Collaborative Leadership Team Meetings in the morning on the same day. We will meet from 1:00-2:30 in the All-Star Room (room location to be determined for the summer months).

Please mark your calendar for the following 2019-2020 dates:

- October 21st
- November 18th
- December 16th
- *January 13th*
- February 17th
- March 16th
- April 20th
- May 18th
- June 15th
- July 20th
- August 17th

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CONFIDENTIALITY POLICY for iSocial Implementation Site Leadership Team

The Children's Center, Inc. maintains strict confidentiality and security records in compliance with the Family Educational Rights and Privacy Act (HIPAA) and the Gramm-Leach-Bliley Act (GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of all records that contain information that identifies or could lead to the identification of a student or student's family or that would reveal private information concerning an employee or donor.

iSocial Implementation Site Leadership Team Members are authorized access to such private information to the extent necessary to perform their duties. As an iSocial Implementation Site Leadership Team Member of The Center, you are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. You must be very careful not to release this information to the public or to other individuals, including but not limited to Center employees/officers/board members/trustees and third party contractors who have not been authorized or who do not have a **legitimate institutional or business need to know**. Any questions regarding release of such information to another person should be directed to Teri Ann Cox, Executive Director, The Children's Center.

The Children's Center, Inc. defines unauthorized access to be:

1. Access to student, employee or donor information not necessary to carry out your responsibilities.
2. Non-business or non-institutional access to the records of a student, employee or donor.
3. Release of student, employee or donor information to unauthorized internal or external users.
4. Release of additional or excessive student, employee or donor information to an authorized individual/agency that is essential to meeting the stated purpose of an approved request.

Information may not be divulged, copied, released, sold, loaned, reviewed, altered or destroyed except as properly authorized by the appropriate Center official within the scope of applicable federal or state laws, including record retention schedules and corresponding Internal Governing Policies.

As an iSocial Implementation Site Leadership Team Member of The Children's Center, Inc. you must abide by the rules, regulations, policies, and procedures of The Center as well as federal and state law applicable to your position at The Center. The Center may revoke access to confidential information. Additionally, failure to comply with any of the acts, rules, regulations, Center policies and corresponding procedures may result in termination of iSocial Implementation Site Leadership Team membership. Criminal or civil penalties may also be imposed, depending upon the nature and severity of the breach of confidentiality.

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I, _____ (print name), have read The Children's Center Confidentiality Policy for iSocial Implementation Site Leadership team and understand its terms and my responsibilities as a parent volunteer member of the iSocial Implementation Site Leadership Team.

Signature of Volunteer

Date

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For an informative
overview of the
Pyramid Model, check
out this link!

<https://www.pyramidmodel.org/resource/pyramid-model-overview/>