

PHOTOGRAPHY

POLICY

Cook' School Day Care Inc makes every attempt to maintain every child's safety at all times. To follow are the guidelines put in place for the safe display, use and distribution of children's photos when permission is granted by the family.

PROCEDURE

GUIDELINES

1. Photos of children must only be taken on a day care camera or iPad.
2. The day care cameras and iPads must remain on the premises at all times with the exception of centre-approved field trips, where photos are taken by staff only.
3. With permission, a child's photos will be used for centre-approved activities (i.e., Learning Stories, in-house slide shows, postings in classrooms, creative, parent gifts) - family choice.
4. Where Learning Stories are involved:
 - Learning Stories will contain: a photo of a child or children, each child's first name, and a short written description of the learning experience captured.
 - Learning Stories are displayed on a bulletin board in the child's activity room (to be enjoyed by all) or the child's personal portfolio (to be enjoyed by the family) - family choice.
 - Only the day care computers and printer are used to prepare and print the display information.
 - The day care computers remain on the day care premises at all times.
 - Learning Story photos that contain photos of other children can only be sent home with those in the photo if every family has given consent to share the photos.
5. The Photography Permission Form must be completed before any photos will be taken of any child within the day care. No permission, no photos.

MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.