



Weekday Preschool
703-256-1100
wps@annandale-umc.org



Early Learning Program
703-256-8667
elp@annandale-umc.org

PERMISSION for PHOTOGRAPHY

The Weekday Preschool and Early Learning Programs often take photographs and/or video of the children during school for use primarily within the classroom or to share with parents through password-protected classroom websites to capture fun activities, accomplishments, and memories. Occasionally these photographs may be used for classroom assessment purposes, for staff trainings, for the Back-to-School slide show, or for other promotional or educational purposes to include brochures, flyers, AUMC website, or other publications at the discretion of Annandale United Methodist Church, the Weekday Preschool, or the Early Learning Program. Please complete and sign the form below to indicate which forms of photography you will allow your child to be included in while here at AUMC. Please be aware that you may opt out of this program at any time by completing and returning a new form to the office.

For your reference, a copy of the AUMC Weekday Children's Programs Photography Policy is included on the back of this form.

Please Note: *In the interest of safety, security, and respecting the privacy of our families, we request that parents focus only on their own child for any photos or video they may take while at a school event. We also request that no photos or video that may have captured children other than their own are posted online or in any public forum.*

Please circle:

- YES** **NO** I give my permission for my child to be included in still photographs.
- YES** **NO** I give my permission for photographs of my child to be shared on the classroom's password-protected web page which is viewed by classroom parents only.
- YES** **NO** I give my permission for my child to be included in video tapings which remain within the AUMC WPS and ELP.
- YES** **NO** I give my permission for my child's photo/video to be used for purposes of staff trainings, program promotion, or other educational uses.
- YES** **NO** I give my permission for my child's photo to be used on the WPS and/or ELP pages of the AUMC website at www.annandale-umc.org (click on Weekday Preschool or Early Learning Program box), or in the WPS and ELP brochures.

CHILD'S NAME

CHILD'S CLASSROOM

PARENT SIGNATURE

DATE

AUMC Weekday Children's Programs Photography Policy

Photography refers to all images, still or moving, recorded on any equipment – cameras, cell phones, or video recorders. We encourage staff to capture children in their class enjoying activities, acknowledging their accomplishments, and recording memories to share with the children and their families and to make the classroom more personal. Sometimes these images are used for assessment, accreditation documentation, education/training purposes, and/or in displays or promotional materials such as brochures, publications, or on a website of AUMC or the Weekday Children's Programs. With this policy comes the following considerations.

The concerns of the Weekday Children's Programs are two-fold:

- that the wishes of the parents/guardians are honored, and
- that children in our care are safe and protected.

AUMC Weekday Children's Programs Photography Policy conforms with best practice:

- Photos or videos are taken only after a parental permission form is completed and allowed. Parents/guardians have the right to refuse to have their child photographed.
- No names or identifying information is associated with the images in public such as, but not limited to, on a hallway bulletin board, in a brochure, tagged on Facebook, or sent via cell phone, email, or other electronic means except to the parent/guardian of the child.
- All photographs are appropriate in terms of dress and content. Any inappropriate photos will be destroyed so they cannot be misused or put the child at risk.
- Classroom websites may display photos with identifying information **only if** 1) the child has parental permission for photography, 2) there is limited access to the website (parents need a password which is changed at least annually and/or access is by invitation only), and 3) the website is regularly maintained by the staff person who established it or who has accepted responsibility for it.

Parents may want to record their child enjoying a WCP classroom activity or event either on a camera or cell phone. When doing so, they are asked to focus only on their own child and the activity. Staff will help to monitor this policy.