

Prelude:

Kindergarten is a time where memories are made in a safe, caring and fun environment. We all appreciate and respect that parents, grandparents etc wish to capture these moments on film.*

In order to respect the wishes of all families attending the kindergarten and or the playgroup program the Governing Council have formulated and endorsed the following e-mail/ photograph / video policy.

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- Upon enrolment all parent(s) are given the option to consent to their child(ren) being photographed for media / promotional purposes *and / or* for their child(ren) to be photographed and displayed in the kindergarten and published in its newsletter. This consent can be changed by the parent(s) at any stage whilst at kindergarten/playgroup, please see a staff member if you wish this to occur.
 - During sessional / operational times – 8.30 am to 3.30 pm and on excursions parent(s) wishing to film / photo their child(ren) continue to be more than welcome to do so. We request that if the photo-graphs / film are to include other non family members that endorsement is sought from a kindergarten staff member prior to commencing to ensure that individual family wishes are respected. For this reason we request photos involving **non family members** and taken at kindergarten, or associated events, are **only** 'uploaded' onto internet media sources such as **Facebook, Twitter** etc **upon writ-ten/verbal consent** from those child(ren)'s parents/guardians. *Thank-you in anticipation for your un-derstanding in this matter*
 - Extended family members may also continue to photograph / film their kindergarten child(ren) with the same request of seeking endorsement from a kindergarten staff member. Please note that staff re-serves the right to seek verbal endorsement from the child(ren) parent(s) if extended family members arrive "unannounced" during sessional / operational times.
 - In after hours situations, such as end of year celebrations, we seek parental understanding and sensitivity to the rights of others with the onus on parent(s) whether their child(ren) will be included in photos outside their immediate family.
 - For obvious reasons we request that photos / filming does not take place in the nappy changing / toilet area of the kindergarten. Similarly we request parents **refrain** from **e-mailing and/or providing cop-ies** to the kindergarten/playgroup photographs of children in situations of various degrees of 'undress' *i.e* in the bath and/or in the nude.
 - This policy is separate to the group / individual photographs taken every year at the kindergarten by a professional photographer. Please note there is *no* obligation to purchase such photographs.

**parent(s) is also inclusive of guardians.*

