

**OBSERVATION AGREEMENT &
PHOTOGRAPH/VIDEO/ELECTRONIC POSTING CONSENT FORM**

Child's Name _____ **Date** _____

I understand that as part of the mission of the Center for Early Childhood Education (CECE), outside educators and consultants, college students and faculty, and prospective parents will observe in my child's classroom throughout the year.

The Center for Early Childhood Education (CECE) reserves the right to record the voice, image, and products of enrolled children and identify by name the children in connection with said recording for educational, publicity, archival, or any other purposes deemed suitable by the CECE administration, including presentations at conferences and lectures; promotional brochures; classroom documentations, blogs, and Smith College or CECE websites and other media. Families enrolled in the CECE may photograph enrolled children while participating in the program. Please note the policies regarding family photographs and use of images shared electronically, which are available at http://smith.edu/forthill/handbook_photograph_policy.php and http://smith.edu/forthill/handbook_confidentiality.php.

"Publicity" includes articles or publications by Smith College or the CECE, posting of recordings to Smith College or CECE web sites, and articles, recordings or publications by outside entities. An example of publicity by an outside entity is a community interest story about the CECE published by the Hampshire Gazette. Usually their stories are accompanied by photos of the Center, the children and staff. The Gazette's policy is to print the names of all persons in any published photograph.

If you do not want your child's voice, image, and products to be recorded, check the following statement indicating that your child's image, voice, and products may not be recorded. Please note that the permission granted, or restrictions stated, will apply to all the above purposes. The CECE will not record or permit others to record your child's voice, images, or products in any way if you choose to restrict the use of the recordings, including classroom publications, class photos and other official school photos or publications.

By checking here I request that CECE NOT RECORD my child's image, voice, and products.

This form is continued on the reverse side. Additional information and signature lines are on the second page.

Directory Information

CECE adheres to the [The Family Educational Rights and Privacy Act \(FERPA\)](#) in protecting the privacy of children's educational records and contact information. To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rule include:

- disclosures made to school officials with legitimate educational interests;
- disclosures made to another school at which the student intends to enroll;
- disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education programs, or enforcing federal laws that relate to those programs; and,
- disclosures including information the school has designated as "directory information."

FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

- name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level and the most recent school attended.

For example, the CECE may share directory information with:

- Members of the Fort Hill community (e.g., information will be published in a directory that is available to parents and teachers at the school)
- The Smith College Campus School
- Local Public School personnel

By checking here I request that CECE NOT SHARE directory information.

This form must be signed and returned.

If you wish to withhold permission for your child to be photographed or for directory information to be published on the password-protected CECE website you must check the appropriate statements.

Parent Signature Date

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