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

"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.

The CECE’s community shares each child’s name, address, phone number and parents’ e-mail address in the Fort Hill Family Directory, which is posted on the password-protected CECE website. This facilitates communication between the CECE, its families and between enrolled children’s families.

By checking here ___ I request that CECE NOT INCLUDE my child’s name, address, phone number and parents’ e-mail address in the Fort Hill Family Directory posted on the password-protected CECE website.

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

________________________________________________________

_ Parent Signature _____ Date