

APPENDIX 1

**REQUEST FROM LANGARA STUDENTS AND FACULTY/STAFF TO TAKE IMAGES* AT
THE LANGARA DAYCARE CENTRE**

***Image-taking refers to the taking of photographs, videotaping, filming or any other electronic means of capturing children's images.**

For the safety and protection of the children at the Langara Daycare Centre, we restrict the taking of images. There must be parental consent to take the images of children. Notification in advance is required.

Image-taking of the children for any commercial purpose, e.g. advertising or promoting the sale or trade of any property or service is expressly forbidden by the Langara College. Images of the children may not be used in any way that has not been approved. Images of the children may not be used on the Internet, e.g. e-mail, web sites. Image-taking of children in a state of distress or incomplete attire is prohibited. The final decision to permit image-taking will be made by the senior daycare staff based on the interest of the children. The identity of children may not be disclosed by the image-taker. Children and families' confidentiality must be protected. At the conclusion of the project, a copy of all images will be provided to the Langara Daycare Centre.

Please complete the following:

1. Name of student or faculty member requesting permission _____
Student or employee number _____
Course name and number _____
Address _____

Telephone
Number _____
Fax Number _____
E-mail
Address _____

2. Description of Request (include such information as dates, times, number of children involved, number of people on site, children and staff involvement, expected outcomes of the project, how confidentiality will be assured, how the project will benefit the Daycare Centre):

3. My signature below indicates that I have read and understood fully all of the conditions in the preamble to this form and that I agree to abide by them.

Requester Name _____
Requester Signature _____
Date _____