

## Owens Early Learning Center Parents,

In a continued effort to keep the lines of communication open, we the staff have created an Owens Early Learning Center page on Facebook. We opened a secret group three years ago for the Pre-K parents and found the experience very rewarding. The purpose of the page would be to help keep you informed of the significant happenings in the classrooms. We will be posting status update, upcoming events and photos. We will of course continue to keep all current pieces of communication in place (calendar, conferences, and personal conversation), this will just be another tool added in.

What we have learned about the page is that only members of the group can see any of the information communicated (including) pictures and even though comments can be made on updates and pictures no one can see them except the members of the group. Non one can be added to the group except by the administrator of the page, Miss Emily. As the administrator we would have complete control over tagging, comments, and updates.

We have come up with the following guidelines that will be in place for any family members that wish to participate:

- \*No tagging or shares, please. No one can see the pictures outside of the group so there is no benefit to it.**
- \*Only parents, the classroom teachers, Miss Emily (Manager), and Owens Early Childhood Faculty will be allowed to be in the group. No grandparents, other children, student workers, other teachers or any other member of Owens will be allowed in the group.**
- \*Be respectful and use common sense when posting.**
- \*If you have something to discuss in private with a teacher, this is NOT the format to do that in.**
- \*The administrators have the right to delete any photo or post at any time for any reason.**
- \*None of the children's names will be used in the posts, updates, or comments unless the parent of the child being referred to wished to add their name to the post and they take the initiative to do so.**
- \*Only photographs taken during the school hours will be added to the page.**
- \*Parents have the right to request a photo removed from the site at any time for any reason.**
- \*We will be following all the rules and guidelines set by Facebook. The rules and guidelines can be found in the help section on Facebook.**
- \*The safety and security of your children is our utmost concern and we will be taking every precaution to ensure that everyone is as safe as possible.**
- \*In order to be in the group, you must be Facebook friends with Miss Emily and invited by them only.**

As always, please ask your child's teacher any questions that you might have regarding the Facebook Secret Group. Once you have decided to join, please complete the Owens Early Learning Center Facebook form and return it to your child's teacher.

## Miss Emily

## Owens Early Learning Center Facebook

Please initial **ALL** that apply:

\_\_\_\_\_ I would like to be added to the Facebook Secret Group

Parent Name(s) on Facebook \_\_\_\_\_

\_\_\_\_\_ I would like for my child to participate with the **addition of their picture to the Facebook Secret Group.**

\_\_\_\_\_ I **DO NOT** want my child's picture to be added to the Facebook Secret Group.

\_\_\_\_\_ I **DO NOT** want my child's picture added to the Facebook Secret Group, however, I would like to be added to the Facebook Secret Group in order to receive the updates. (Please be sure to initial on the first line as well)

\_\_\_\_\_ I **DO NOT** wish to participate in the Facebook group.

Parent \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_