



# HEAD START OF WASHINGTON COUNTY, INC.

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## Media Authorization & Release Process for Head Start of Washington County

All families will be asked to sign a Child Media Authorization & Release Form in order for Head Start of Washington Co., Inc. to use names, photographs or videos in publicity or media advertisements/articles, newsletters, flyers, public announcements, or in social media such as the Head Start website, Facebook, Instagram, YouTube or Twitter.

- FAs/HBTs will ask parents/guardians to sign this form as part of their child's enrollment and then again annually at their reenrollment appointment if the child will remain in the program for another school year. Parents have the right to consent or deny this authorization.
- FAs/HBTs will include the signed form in the child's master file and route it according to the Enrollment Process.
- Once the Health Manager receives the child's master file and confirms that all required forms are present, the original form will be sent directly to Memorial Center Support Assistant.
- Memorial Center Support Assistant will enter information into a database. She will file original Release Form in binder located in Memorial Center Support Assistant office.
- Memorial Center Support Assistant will develop a list of "denials" that will be sent to Managers prior to the start of each program year. As children exit the program or new children are enrolled, the Memorial Center Support Assistant will communicate this updated information.
- Memorial Center Support Assistant will send a weekly updated email to Managers to ensure that any changes are communicated in a timely manner.