



Meeting House Kindergarten

Dear Parents,

From the beginning of Term 2, 2018 the Meeting House Kindergarten started using an online documentation app called Appessment.

Appessment has been developed by the Australian Childcare Network to provide an online platform for centres to share daily dairies, photos, observations, learning stories and more with parents and families.

When you enrol you will receive an invitation code. Once received, you will have to go to www.appessment.com and create an account. Once this is complete you can apply the invitation code to access the Meeting House Kindergarten site.

Each day your child attends the centre, you will receive a notification and be able to view our daily diary. This will include a description of the day's events and photos from the day. This document and photos can be viewed by the families of all the children who attended that day. If you do not want photos of your child to be included in our daily dairies, please indicate on the adjacent page.

You may also receive notifications relating to individual observations, learning stories or daily events relating to your child. These can only be viewed by you.

Occasionally you may also receive a group observation and/or learning story. This will include information and photographs on a number of children who were involved in the activity. Again, if you do not want photographs of your child included please indicate on the adjacent page.

To ensure the safety and privacy of ALL our students, we request that parents use the information and photos provided through the online application for personal use only. It is **NOT** acceptable at any time to share a photo of another child, or your child with another child on any shared/social media platforms.

However, photographs that ONLY show your child may be downloaded or shared at your discretion.

We hope that this will streamline our documentation process and make it easier for you, as parents, to view your child's day, achievements and other important milestones.

If you have any questions or concerns, please feel free to speak to me at pick up time or arrange a time for a meeting.

Kind regards



Kim Ng
Kindergarten Director
Meeting House Inc.

Meeting House Kindergarten

Assessment Permission

I.....(state name), agree to my child

.....(state name)being photographed for the use of daily dairies and group observations and/or learning stories and uploaded to Appessment.

I understand that the photos will be viewed by all families whose child attends on the same day.

I understand that individual observations/learning stories related to my child will only be viewable to me.

I also agree that I **WILL NOT** download or share any photo of another child or my child with others at any time. I understand that this is a breach of privacy and may be considered unlawful.

Signed

Date

Or

I..... (state name), **DO NOT** agree to my child being photographed for the use of daily dairies and group observations and/or learning stories and uploaded to Appessment.

I **DO / DO NOT** (please circle) agree to have my child photographed for individual observations/learning stories that will only be viewable to me.

I agree that I **WILL NOT** download or share any photo of another child or my child with others at any time. I understand that this is a breach of privacy and may be considered unlawful.

Signed

Date