



The Wonder Years Academy

Methods of Parental Notification & Social Media Policy

At The Wonder Years Academy the use of social media is paramount to the way we communicate with parents, and staff, inform the community of our activities and market our school to families.

The following forms of social media are used by The Wonder Years Academy:

- Facebook
- Instagram
- the company website

Aside from speaking with our parents in person, the other main form of communication is ProCare. On occasion we may use email to contact parents and families. Our main email address is TheWonderYearsAcademyFanwoodNJ@gmail.com.

Guidelines for Staff. Staff are authorized to communicate with parents by using ProCare through the tablets that are installed and put in place by management. No outside tablets or phones are authorized for use with ProCare.

Pictures (or video) may be taken of individual children and sent to parents **ONLY** through ProCare. At **no time** shall a child's picture (or video) be sent to anyone other than the child's parents. Repeat, a child's picture (or video) shall only be sent to his or her parents. Children's images or videos may not be taken and saved onto personal cell-phones or any other electronic medium, including tablets or laptop computers. Children's images or videos may not be posted to any social media or sent by email, or ProCare by any staff other than the Director, or his or her designee **unless proper, written authorization is given.**

ProCare. Parents are asked to check the child in and out daily during drop off and pick up on the tablet in the lobby or rear of the school. Parents may also scan (with their cell-phones) any of the QR codes that are posted throughout the school to check their child(ren) in or out. Teachers and Assistants have access to the school tablets. If factors exist that prevent parents from entering the building, staff will check the children in & out.

Information communicated to the parents is limited to the scope of the ProCare and email. In general the following is communicated to parents through ProCare: 1) child is checked in and present for the day, 2) meals and snacks, 3) nap times, 4) diapering, 5) daily activities.

Guidelines for Parents. Please sign your child in and out each day on the tablets (or with QR codes). Additionally, parents are **strictly prohibited** from taking pictures or video of any child other than their own child inside the school, on field trips and any venue where a Wonder Years Academy event is taking place. Parents are strictly prohibited from posting photographs or videos onto any social media of any child other than their own.