



PHOTOGRAPHER

1 for each class

AVAILABILITY REQUIREMENT: Must be able to attend all class field trips and all special events. If unable to attend, it is the responsibility of the jobholder to find a substitute to take pictures.

GENERAL RESPONSIBILITIES:

1. Take pictures of the children in the class:
 - a. On all field trips; **Note: The 2's Class does not go on field trips*
 - b. As requested by Teachers;
 - c. On special days (i.e. First Day of School, Halloween Party, Teddy Bear Day, Mother's Day, etc.); and on Photographer's co-op days. Class Photographers are NOT needed in the classroom during Picture Day, since there will be a co-op parent assigned for that day.

2. SHUTTERFLY ONLINE PHOTO SHARE SITE
 - a. Create and maintain a picture sharing website (e.g. Shutterfly) for each class where Class Photographer (and other families, if desired) can post pictures of students taken during classroom activities. Posters of pictures may be created for the classroom at the Teachers' request.
 - b. Use the following naming convention when creating the class photo share site:

Shutterfly

WHAT KIND OF SITE DO YOU WANT TO MAKE?

Choose site category: Family Sports Teams Events & Celebrations
 Baby Classroom Travel
 Wedding Clubs & Groups Photo Gallery

Your role: Room Parent

Grade: Preschool

Name of your site: Children & Co 2s 2012-13 232

Website URL: ChildrenCo2s201213 shutterfly.com

Who can view this site: Only people you choose (Sign-in required)

Continue

Enter Name of your site: "Children & Co Xs 20XX-XX"
Shutterfly will automatically create a website URL for you.

3. **Every month, email the Newsletter Editor 3-6 pictures from your class along with**



descriptions and names of each student included (for the Monthly Newsletter). Or, give the Newsletter Editor access to your share site so that he/she can access your pictures as needed.

4. Give Website Coordinator electronic copies of pictures to use on website (as requested).
5. You may opt to use your personal camera for taking photos in the classroom. Please be sure to upload photos taken using your personal camera to the online Class Photo Share site.

COORDINATING SCHOOL PICTURES:

1. The 4-year class photographer will be the school's contact person for the professional photographers. During the summer, contact them and advise who you are, and set the dates for all of the classes' photos. Advise the other photographers of info gathered. Advise the Teachers and President of the set date for class photos. The school has used, but is not limited to, Irvin Simon Photographers.

This involves:

- a. Contacting the professional photographer in the summer for the following year. (4s class photographer);
- b. Confirming the dates that the pictures will be taken (in the fall for the 3-year and 4-year classes, and in February for the 2-year class.) *This should be done in September, shortly after the school year begins* (4s class photographer);
- c. Notifying members, including Teachers, of the date the pictures will be taken;
- d. Distributing order forms to the members (students should bring completed forms to school on the day of pictures.)
- e. Distributing finished photos to the members.

***Note:** Only students enrolled at Children & Company may have their pictures taken by the professional photographer. **As requested by teachers, siblings of students may NOT have their photos taken at school by the professional photographer.**

2. Class Photographers are NOT needed in the classroom during Picture Day, since there will be a co-op parent assigned for that day.
3. Evaluate the professional photographer and/or seek other professional photographers.

CLASS-SPECIFIC RESPONSIBILITIES:

3'S CLASS PHOTOGRAPHER

1. You are responsible for the Teachers' Camera. Make sure pictures taken by Teachers using the school's digital camera are available to the parents and Website Coordinator (to be posted on the school's website). 3s Photographer is responsible for downloading these



photos monthly and emailing them to the respective Class Photographer.

2. The 3-year class photographer should download the pictures from the Teacher camera once per month. Please email electronic copies of these photos to the Class Photographers. You can also opt to upload these pictures to the respective Class Photo Site.
3. At the end of the school year, the incoming 3's class Photographer should take the school's camera home for safekeeping over the summer (and return it to the school in the Fall).

4'S CLASS PHOTOGRAPHER

1. Work with the 4's Class Chair to create a keepsake yearbook for each child to take home at the end of the year. In past years, the yearbook has been created as a paper/cardstock copy with color photos, multiple pages (15-20), spiral bound with clear cover or heavier cover. However, it is also acceptable (and may be preferable) for the yearbook to be created using an online photo developing website (example, Snapfish or Shutterfly). The 4's class chair budget goes towards creating the yearbook (\$140 total).
2. At the end of the school year, the outgoing 4's Class Photographer should transfer the binding machine (used for the 4's class yearbook) to the incoming 4's Class Photographer.

Note: The cost of the yearbook, CDs, and other camera-related costs are the responsibility of the jobholder, up to \$40. The school will reimburse an additional \$60 upon submission of all receipts (including receipts of the \$40 paid by the member). If it is anticipated that yearbook expenses will exceed these amounts, the photographer should notify the 4s parents of the additional cost and give each family the option of paying the additional per yearbook cost or of receiving a CD at no charge.

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