

## CHILDREN AND COMPANY 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. Must be able to be in the classroom on the day the professional pictures are taken or find a substitute.

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 reconfirm the set 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.

2. The photographers from each class will coordinate during the school year to organize the taking of school pictures (class and individual photographs of each class) by professional photographers. (FYI, the school has used, but is not limited to, Irvin Simon Photographers.)

This involves:

- a. contacting the professional photographer in January 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. being present in the classroom on the day the pictures will be taken to provide assistance to the Teachers and the photographer;
  - e. distributing finished photos to the members; and
  - f. collecting and sending monies to the professional photographer.
3. Advise the next year's 4-year Photographer, the President, and the Job Coordinator of the dates scheduled with the professional photographer for the following year.
4. Evaluate the professional photographer and/or seek other professional photographers.
5. Take pictures of the children in the class:
- a. on all 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
  - d. on Photographer's co-op days.

6. Work with the 4's Class Chair to create a keepsake yearbook for each child to take home at the end of the year (4's class Photographer). 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).

7. 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 burning a copy for each class Photographer.

8. Each class Photographer should start and maintain a class photograph CD.

- a. 2-year Class Photographer: Provide a CD for 2's class that moves to the next year's photographer
- b. 3-year Class Photographer: Keep the CD up to date with names of children, dates and events. Be sure to pass along the CD to the 4-year class photographer for the following year.
- c. Make a copy of the CD for each family in the class (all classes)
- d. The 4-year class photographer will give the CD to the Teachers to archive.
- e. The 3-year class photographer should download the pictures from the Teacher camera once per month. Please burn a CD from the camera pictures each month for each class and place in the folder of the appropriate class Photographer.
- f. Give Website Coordinator electronic copies of pictures to use on website

9. Place photographs of the children on lobby bulletin boards and rotate these pictures frequently. If pictures cannot be placed in the lobby, posters of pictures may be created for the classroom, if requested by the Teachers.

10. 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). 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.

**11. Every month, email the Newsletter Editor 3-6 pictures from your class along with descriptions and names of each student included; these will be used in the Monthly Newsletter.**

**There will be one class Photographer for each class.**

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.

Rev. 02/2010 cs