

## **SCHOOL PHOTOGRAPHER**

1 for the school, 4s class member

**AVAILABILITY REQUIREMENT:** Must be able to attend all 4's class field trips and school special events. If unable to attend, it is the responsibility of the jobholder to find a substitute to take pictures. Create photo share Google Drive Folder within the Children & Company Google Drive for each class and distribute information prior to the start of school. Create a 4's yearbook on a share site for the class.

### **GENERAL RESPONSIBILITIES**

1. Email the Health & Safety Coordinator to determine the publicity release preferences of all families at the start of the school year. Inform each class chair if a family has requested no photo sharing for their child.
2. Take pictures of the children in the class:
  - a. On all 4's field trips. Recommend a group picture at the start of the field trip when possible. It is easier to corral everyone at this point. Also try to take individual pictures throughout the trip.
  - b. Take photos in-class as requested by Teachers;
  - c. Review the monthly calendar when the newsletter comes out and identify the special days (i.e. First Day of School, Halloween Party, Mother's Day, etc.); and on Photographer's co-op days. These pictures are a great basis for the yearbook and taking pictures at these events will provide a seasonal look at the school year with variety and combined with field trip pictures really round out the yearbook. Check with the teachers regarding the best time for you to be there for pictures, some events are the first 10 minutes or the whole session. If you can't make a special day please arrange with the co-op parent to take pictures.
  - d. Discuss with the teachers any lessons they would like highlighted and arrange to take photos that day or identify the co-op parent for the day and ask them to take photos.
  - e. Encourage other parents to take pictures and post them to the class Google Drive Folder. Particularly birthday co-op days make for great pictures.
  - f. Take a variety of pictures, from individual to group. This will help your end of year yearbook.
3. Google Drive Folder- Online photo storage and sharing
  - a. Create and maintain a picture-sharing folder in the Children & Company Google Drive for each class where all families can post pictures of students taken during classroom activities. Posters of pictures may be created for the classroom at the Teachers' request using a photo order platform like Shutterfly or Snapfish.
4. Every month, email the Newsletter Editor 3-6 pictures from each class along with



descriptions and names of each student included (for the Monthly Newsletter). \*Remember to follow family requests from publicity release forms.

5. Give Website Coordinator electronic copies of pictures to use on website (as requested and following family permissions).
6. 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 folder.

### **COORDINATING SCHOOL PICTURES:**

1. You will be the school's contact person for the professional photographers. Speak with the previous year's photographer during job transfer to determine if dates have already been reserved for the upcoming school year with a particular company. If so, obtain contact information and reach out to the company to inform them you are the new point of contact. If not, during the summer, contact them and advise who you are, and set the dates for all of the classes' photos. Advise the Teachers and President of the set date for class photos. The school has used, but is not limited to, Irvin Simon Photographers. Class Photographers are NOT needed in the classroom during Picture Day, since there will be a co-op parent assigned for that day.

This involves:

- a. Contacting the professional photographer in the summer for the following year.
- 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.
- c. Notifying members, including Teachers, of the date the pictures will be taken.
- d. Distributing order forms to the members if applicable (students should bring completed forms to school on the day of pictures.) In past years, Irvin Simon has sent the proofs first via email so there is no need distribute order forms.
- e. Distributing finished photos to the members, if applicable.

\*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. Evaluate the professional photographer and/or seek other professional photographers, if needed.

### **END-OF-YEAR RESPONSIBILITIES**

1. Yearbook: Consult with the Treasurer for exact yearbook budget based on the number of students, etc. In past years, the yearbook has been created on Shutterfly. If it is anticipated that yearbook cost 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 make a book or print photos on their own at a later date if they



choose. Remind 4s families that they will lose access to the photos at the end of June following the school year. Families should copy the photos they would like to keep prior to that date.

2. If you use the teacher's camera you are responsible for it. 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).

Note: Note: 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) toward the 4's class yearbook.