



## Audio & Video Monitoring and Recording Policy

Growing Kids uses audio and video monitoring at the center for quality assurance, training, and security purposes. To protect the security and privacy of the students and adults at the center, Growing Kids has adopted the following policies governing the use of audio and video monitoring.

### Growing Kids Learning Centers

- Reserves the right, but is not required, to conduct audio and video monitoring and recording throughout all interior and exterior areas of the center (excluding bathroom areas).
- Reserves the right, but is not required, to retain any audio / video recordings for any period of time, unless specifically directed by a law enforcement agency.
- Does not guarantee that all interior and exterior areas of the center will be covered by audio or video monitoring (typically due to system limitations or other technical issues).

**Awareness and Consent** – Growing Kids staff members are aware of the monitoring and recording on premises and provide their consent as a condition of employment. All parents enrolled at the center have been notified that audio and video monitoring and recording occurs on premises and provide consent for themselves and their children, as a condition of enrollment. There should be no expectation of privacy except in the bathroom areas for children and adults. In addition, notices are posted in the building.

**Access to Live Monitoring** – Parents and other authorized individuals can view the live audio and video monitor of their child’s room and related areas, when the Center Director or other office staff are available to watch the monitor with them (Not available anytime on demand). Watching the live monitor is permitted as it is similar to watching the actual class through the classroom window and is consistent with Growing Kids’ Open Door policy. Growing Kids will not permit anyone to record the sound and/or images displayed on the monitors (ex. Using a smart phone) or otherwise duplicate.

**Access to Recordings** – All recordings are the property of Growing Kids Learning Center, and the center has the right to restrict access to any recording of any time & any location from anyone.

- Access to the recordings is limited to the Center Director for quality assurance, training, and security purposes. The Director and Assistant Director can share with staff members as appropriate. No other center staff members are permitted to review recordings.
- Non-staff members (ex. Parents, licensing consultants) can only view/review recordings in the presence of the Director or Assistant Director with the specific approval of the Area Director or Growing Kids Chief Operating Officer. Since recordings will almost certainly contain more than one person, we need to preserve their rights.

- Written authorization from the Growing Kids Chief Operating Officer or the Company president is required to create and distribute a copy of a recording.
- Growing Kids will fully cooperate with authorities investigating suspected child abuse or neglect.

Audio and Video monitoring is not a substitute for the direct supervision of children and **will not** be used by staff members for that purpose.

For the same reasons we do not share copies of recordings with others, Growing Kids does not live-stream video or audio over the internet to parents, even with a restricted log-in.

Effective 1/1/2019