



Lakeview Child Center uses an online cubby system for digital documentation called “LifeCubby”. LifeCubby is both online ([www.lifecubby.me](http://www.lifecubby.me)) and an app parents can download on their mobile devices or tablets. As an online ‘cubby’ system, LifeCubby is a powerful collection of web tools that include:

- Daily sheets – a paperless daily report for Infants and Toddlers
- Portfolios – student observations (photos/videos) with category tagging
- Assessments – numerous option for assessments
- Communication – email blasting, newsletter uploads, exposure notices, and forms
- Health Data – immunization charts, health histories, growth charts
- Observation Reports – by classroom and by summary
- and much more . . .

I understand that my child is enrolled in a group care setting. Teachers and caregivers are responsible for the documentation of the day and communication for the benefit of everyone (parents, children, administration, and oversight agencies). I accept and approve of the following:

- **Photos and Videos:** Teachers will be taking both photos and videos in the classroom. I will have access to the entries that include my child. Some entries might be individualized documentation about only my child and others might be about group activities that include multiple children. I will contact the school if there is a photo or video that I want removed. If I want only digital sheets but no photos or videos, I will let the center know. I will abide by the school’s policy of **no re-posting or forwarding** photos or videos to other digital platforms.
- **Documentation of Daily Activities and Care Events:** Teachers will use tablets to post photos, videos, and daily care events, such as daily activities, meals, diaper changes, and naps. My daily report will be digital, accessible by me via my account in an app and online. **I understand that when I see teacher interacting with tablets they are performing the required duty of documentation.**
- **Documentation that is Sensitive or Confidential:** Some of the documentation that teachers are required to maintain may be sensitive or confidential, such as medication administered or disciplinary action. I understand that teachers will need to use classroom technology for this documentation, I will always respect the privacy of the classroom technology.
- **Use of Visible Classroom Tablet Screens for the Staff:** Live messaging, similar to intercom systems, are incorporated as a part of the LifeCubby system. An example of a live message might be an alert that will appear on the screen to remind the teachers that it is time to administer medication for a student. I understand the confidential nature of such an alert message, and will not violate the privacy rights of that child and parents. I understand and agree to the following: If what is on the screen does not pertain to me or my child, it is none of my business and I will ignore it.

**Now that you have enrolled in Lakeview, you will receive an invitation via email to sign up. Once you have signed up and been granted permission, you will be able to check in at your convenience, anytime, to view your child’s information.**

We think you will love LifeCubby as much as we do! It is a valuable tool for staff and parents alike and we welcome your feedback. Please don’t hesitate to let us know if you have any questions as you become familiar with the many ways LifeCubby can aid communication between you and your child’s teachers at Lakeview.

By signing this permission slip, I understand and agree to the terms listed above and the use of LifeCubby for my child at Lakeview.

Child Name: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_