

Dear Parents:

On January 1st 2004, the Personal Information Protection and Electronic Documents Act (PIPEDA) covering the collection, use or disclosure of personal information in the course of any commercial activity will take effect. This includes provincially regulated organizations as well.

Our responsibilities under this act are fairly extensive, but in general, we are mandated to inform you of the purpose of all personal information we collect from you.

During registration and subsequently we have collected information from you in order to:

- Best meet your Child's needs
- Give your child the best care possible
- Meet legal, contractual and regulatory responsibilities

We don't not sell your information to third parties. Our procedures and systems are designed to protect your information from error, loss or unauthorized access. Those people who have access to your personal information must enter into privacy (confidentiality) agreements with us.

If you have a question or concern regarding the collection and protection of your personal information, please do not hesitate to speak to myself at 905-894-5654.

Sincerely,

Brittany Meloche

Supervisor

SP 23 Photo Form

Top of the Ridge Day Care
536 Prospect Pt. Rd.
Ridgeway, Ontario
L0S 1N0

Permission to take Photographs

Child's Name: _____

Parent's Names: _____

Top of the Ridge Day Care may wish to take picture of the children various times of the year. Occasionally some of our pictures are requested for public display. Before we can use your child's picture for public display, we require written permission.

YES you can use pictures of my child for public display.

Parent/Guardian Signature: _____

Date: _____

NO you cannot use pictures of my child for public display.

Parent/Guardian Signature: _____

Date: _____

Walks/Buggy Rides

I _____ give the staff of Top of the Ridge Day Care permission to take my child _____ on walks/buggy rides during the day while in their care.

Parent Signature

Date