

Le Parc Place recognizes that social media has become a part of everyday life for many individuals and families. Social media allows for free and easy exchange of information, options and images. With regard to images of children and the public view of Le Parc, it is necessary to set our terms around the use of social media.

This policy covers (but is not limited to) the following social media channels:

- Social Networking Sites (e.g. Facebook, Instagram, Snap Chat)
- Personal or Public Blogs
- Discussion Forums
- Media Sharing Services (i.e. YouTube)
- Micro-blogging (i.e. Twitter)

The following guidelines have been provided to protect the center, students, staff and parents:

- Any information provided on social media may not be fully private.
- Be cautious on how you discuss Le Parc Place on social media. Do not reveal:
 - The names of employees/volunteers working at Le Parc, or any information that may reveal their identities.
 - The names of other children and their parents/guardians who attend Le Parc, or any information that may reveal their identities.
- If there are any negative opinions or concerns about any aspect of how Le Parc is run, we kindly ask that it is not discussed on social media. Such concerns should always be reported to the management staff so that it can be discussed and resolved.
- If any opinions are discussed on social media which result in any harmful effect on Le Parc, it's employees, its children or its parents/guardians, Le Parc Place will follow formal proceedings to investigate.
- In order to maintain professional relationships between parents and employees, please do not create any social media relationships with the employees and volunteers of Le Parc Place. An exception can be made if a parent has an existing relationship with any employee **prior to enrollment**.
- Photographs taken within the Le Parc center or off-site special events, are not to be posted for public viewing, except those of your own child.
- It is both unlawful and unethical to post identifying information about the children of others. This includes, but is not limited to, photos, full names, where the child attends school, and addresses.

Conditions for the use of the Le Parc Place Facebook Group

Le Parc Place recognizes that many parents are regular users of Facebook and that there have been benefits of the use of an exclusive Facebook group for current families. This group should be used for announcements/discussions such as:

- Encouraging support of fundraising activities.
- Providing parents with a means of contacting each other for play dates, birthday parties, etc..
- Sharing of useful information
- Returning lost property to the correct person

To be able to maintain appropriate levels of professionalism, the following requirements have been placed for the management of this group.

- The group must always be kept as a “Secret” group
- Only current parents may be members. The group administrator is responsible for contacting LPP management during the approval process.
- Membership of this group is completely voluntary. Parents may leave or join (upon approval) at any time.
- No posting of children, staff, or volunteers
- Any negative discussions about Le Parc Place and/or its staff should be removed.

Harassment of any parent, student, or staff member via social media is considered bullying and such behavior is grounds for immediate dismissal from the program.

