



## 1.2 Document Receipt Acknowledgement Instruction Sheet



### **PURPOSE STATEMENT:**

The Document of Receipt Acknowledgement is completed by Early Head Start/Head Start (EHS/HS) staff with the parent/guardian every year to document permission for recording and photographing children and that educational information and resources have been received by the parent/guardian.

### **TIMELINE:**

Form is completed with parent at time of enrollment. If any information/resources are not provided at time of enrollment, the form must be completed when the parent does receive the necessary information/resources.

### **STAFF RESPONSIBLE:**

Family Service Advocate, Home Visitor, EHS Teacher, Site Supervisor/Assistant Site Supervisor, Family Services Supervisor and other staff as assigned

### **INSTRUCTIONS:**

Staff document child's name, date of birth, and site/program option.

### **PERMISSIONS:**

- Staff reviews each of the audio/visual permissions with the parent.
  - #1 asks the parent to consent to have their child photographed or video/audio taped in the classroom, site or on parent engagement field days for educational use only. The images may be used in the child's portfolio, in the classroom or at the site.
  - #2 and #3 asks the parent to give permission for him/her and his/her child to be photographed or recorded by NHA for public or promotional use (ie. on the website, newsletters, social media, promotional videos, etc.).
    - **NOTE:** Foster children/dependents of the County of San Diego **MUST NOT** be photographed or recorded for public/promotional use. Foster parents/kinship caregivers **MAY NOT** give permission for public/promotional photography or recording. If a child is foster/dependent of the County of San Diego, indicate in the Initials Box.
- If the parent gives permission, the parent checks the "I consent" box and initials. If the parent does not give permission, the parent checks the box "I don't consent" and initials.



## **1.2 Document Receipt Acknowledgement** **Instruction Sheet**



### **INFORMATION/RESOURCES PROVIDED:**

- Staff provides the Information/Resources identified on the form and the parent/guardian initials that they have received the Information/Resource.
- If the parent does not receive an informational resource, leave the space blank. The resource shall be provided to the parent at a later date, and the parent will initial at that time. Staff should make every effort to have information/resources available at time of enrollment/re-enrollment.
- If the information/resource is not applicable to the parent/guardian, mark the box 'N/A.'

### **SIGNATURES:**

Parent/guardian signs and dates the form indicating that s/he has read and understand the information on the form and information provided to them. Staff and signs and dates the form.