Find LifeCubby online and in your App Store!

Life Cubby.me

your child's digital content all in one place
serving early childhood programs and parents worldwide

ANDROID APP ON Google play

Available on iTunes

Date: _____

Dear Parents,

We have very exciting news! Our school is launching an online cubby system for digital parent engagement, called "LifeCubby." With LifeCubby, you will be able to access your account both online and with an app you can put on your phone. LifeCubby allows our school to go paperless with daily reports, activity documentation (including photos/videos) and assessments. You can get the FREE LifeCubby Parent App in both Google Play and iTunes.

We will create your child's cubby for you and you will be receiving an e-vite with your login and password. Please check your email. Your username and password are generated by the system at first, but then once you login you can change them.

Our teachers will use LifeCubby to provide you with journaling about your child's day and daily activities. You, as parents, will also be able to use LifeCubby for your own documentation. You can also invite friends and relatives to be "Cubby Pals" and share the memories. The App allows you to view school uploads. To manage your account, you will need to use a computer or full-size tablet To add your own content (photos/videos) there is a parent photo upload App in Google Play, or you can just go to the website from any mobile device or computer.

You will have the ability to see your child's Daily Sheet in "Real Time" with updates throughout the day. However, please keep in mind that sometimes the teachers will post updates when they have time, as they are so busy with the children :) So, please don't worry if you check your child's Daily Sheet at lunch time and see that nothing has yet posted - the teachers might post documentation during nap!

For more information, please visit www.lifecubby.me.

Please read the "Photo / Video Share Statement of Understanding" on the next page, and let us know if you have any questions. The teachers have permission slips for you to sign, or you can sign and turn in the next page.

Please don't hesitate to let us know if you have any questions as we transition to a more paperless school.

Thank you!

Understanding of the Use of Technology in a Group Care Setting, Including:

- **Photos & Videos**
- **Documentation of Daily Activities and Care Events**
- **Documentation that is Sensitive or Confidential**
- **Use of Visible Classroom Computer Screens (Documentation Stations) for the Staff**

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

Photos & 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. Other entries 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 daily 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 computers, tablets, or even phones to post photos, videos and daily care events, such as daily activities meals, diaper changes and naps. My daily reports will be digital, accessible by me via my account in an app and online. I understand that when I see teachers interacting with computers, tablets or phones in the classroom, 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 medications administered or disciplinary action. I understand that teachers will need to use classroom technology for this documentation, and I will always respect the privacy of the classroom technology.

Use of Visible Classroom Computer Screens (Documentation Stations) 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.

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

Signed:

_____
Parent Signature   Date