



MONTESSORI LEARNING CENTER

Employee Media Release Policy & Consent Form

Montessori Learning Center (MLC)

7605 Sierra Ave., Fontana, CA 92336
(909) 900-4390 | mlcschool@gmail.com
<https://mlcschool.net/>

Employee Information

Employee Full Name: _____
Date of Birth: _____
Class/Program: _____
Phone Number: _____
Email Address: _____

Purpose of This Release

This form authorizes Montessori Learning Center (MLC), a private school, to capture and use photographs, video, audio, and employee work for educational and school-related communication purposes.

Types of Media Covered

- Individual and group photographs
- Video recordings
- Audio recordings (including voice)
- Work that may include identifying media

Media Platform Consent (Please Select **One** Per Platform)

Platform	I Consent	I Do Not Consent
Instagram (@mlc.school1)	<input type="checkbox"/>	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	<input type="checkbox"/>
Digital Newsletter	<input type="checkbox"/>	<input type="checkbox"/>
Parent WhatsApp Group	<input type="checkbox"/>	<input type="checkbox"/>
School Website	<input type="checkbox"/>	<input type="checkbox"/>



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Social Media Disclaimer

Once media is shared on approved platforms, it may be reshared by others. Montessori Learning Center **does not** have control over further redistribution.

Privacy, Use & Compensation

- Media will be used respectfully and for educational purposes only.
- Media will not be used for commercial purposes.
- No compensation will be provided for use of media.
- Employee privacy and dignity will be respected.

Withdrawal of Consent

Consent may be withdrawn at any time by **written request** via email to **mlcschool@gmail.com**. Withdrawal applies to **future use only**. Images, recordings, or other media collected and used while consent was in effect may continue to be used and remain on any of the previously consented platforms. Withdrawal of consent means that no **new** photos or media of you will be taken or used going forward; it **does not** require the removal of materials created or published prior to the date consent is withdrawn.

Duration of Consent

Consent remains valid while the employee is employed at Montessori Learning Center unless withdrawn in writing.

Employee Acknowledgement

Signature: _____

Printed Name: _____

Date: _____

Signature may be handwritten or digital.