



The Registry
2908 Marketplace Drive #103
Fitchburg, WI 53719
www.the-registry.org

Dear parent or guardian,

As Director of Credentials at The Registry in Fitchburg, WI, I am writing to you on behalf of a credential student. The Registry is a professional development agency that supports child care providers, directors, and teachers in offering a continuing education pathway by completing a Registry Credential. Registry Credentials are credit based programs focused on job specific skills students can apply to their current positions in the childhood care and education profession.

To complete the commission requirements for a Registry Credential, credential students must record videos of themselves interacting and teaching young children. The purpose of these videos is to demonstrate the student's application of knowledge and teaching ability of caregiving routines and learning activities.

When pictures, videos, and/or observations of children are included in a Credential portfolio, it is important the child and family remain anonymous to maintain professional confidentiality. Written permission signed by the child's parent or guardian must be obtained by a credential student to be included in the student's Credential portfolio.

To maintain confidentiality, The Registry has determined YouTube as the ideal website for safe, secure video-sharing. All videos posted to YouTube for Registry Commissioner viewing must be posted as **private** and are only to be shared with a Registry Commissioner as part of the commission process. Private videos are not searchable on YouTube and do not appear on any YouTube channel open to the public. To share a private video, credential students must share the video link with a Registry Commissioner by email.

Videos are kept and stored in a secure location until the commission process is complete and are destroyed appropriately to maintain confidentiality after the completion of the Registry Credential.

Your consent for your child to participate in a credential video is completely voluntary. Please sign and date the attached Video/Photo Permission Form to indicate your willingness for your child to interact with the credential student as he/she demonstrates their teaching abilities with young children. If you have any questions concerning this letter, please email me at christine@the-registry.org or call (608) 222-1123, ext. 247. Your support of the continued education of childhood care and education professionals is greatly appreciated.

Sincerely,

Christine Moldenhauer | *Director of Credentials*