P.O. Box 142 Cabin John, MD 20818

FAMILY ACCOUNT

The password-protected <u>Family Account page</u> provides secure online payments, electronic release forms, and an online directory of teacher, student, and parent/quardian contact information.

Each year all families must visit the Family Account page to electronically "sign" statements that indicate consent, release, and approval. Families should review and update their contact and health information, making sure to indicate any special circumstances (e.g. allergies). Completing this task is very important for the health and safety of students, our insurance, and Keisho Center's contract with Norwood School.

New families should use the "Logging in for the first time?/Forgot your password?" link on the Log In page to create a new password.

Keisho Center collects information on all of its students necessary for the operation of its programs and the safety of its students. This information is kept confidential and is not shared with anyone outside our Center except emergency personnel during health or other emergencies. Within Keisho Center, only those who need to know the information have access to it.

All information, including but not limited to names, addresses, telephone numbers, and health information, is kept in a secure location or online site.

Keisho Center publishes images of students and student work on our website, on social media, and in written publications (e.g. brochures or the yearbook). In this way we celebrate the success of our students and build community.

Students' names are electronically removed from images before posting online. In all cases, Keisho Center only publishes the images and work of those students/participants with an electronically signed release on file.

Keisho Center may in rare instances publish the names of students but will only do so with the express permission of parents.

If at any time parents wish to change their preferences, they may sign in to the Family Account page and do so on the Account tab.