

Preschool Photo Day Terms & Conditions

Michelle Conklin Photography, LLC — Maple Park, Illinois

These Terms & Conditions outline expectations and responsibilities for Preschool Photo Day and work alongside the main Volume Photography Agreement.

1. Scheduling & Communication

The preschool provides the Photo Day schedule and class list and distributes all Photographer communication to families.

2. Student Information Accuracy

A complete class list with correct spelling must be submitted at least **7 days before Photo Day**. The preschool is responsible for any errors resulting from inaccurate or incomplete data.

3. Teacher & Staff Assistance

Staff must:

- Bring children to the photography area
- Confirm names
- Maintain an organized flow
- **Clean each child's face with the provided wipes immediately before they are photographed**

If staff assistance is limited, delays or missed images may occur, and the preschool accepts responsibility for the outcome.

4. Safety & Comfort

Children's comfort is the priority. Participation is optional, and reasonable attempts will be made if a child is nervous or upset.

The preschool should communicate any special needs or accommodations in advance.

5. Makeups & Postponements

If the preschool requests a postponement, rescheduling is based on limited availability. Additional makeup dates cannot be guaranteed.

6. Ordering & Refunds

Families order directly through the online ordering system.

All sales are **final**.

Refunds are not issued for:

- Absences
- Missed Photo Day
- Personal preference issues (hair, clothing, expression, etc.)

Makeup sessions should not be promised unless prearranged.

7. Preschool Use of Images

The preschool may use approved images for:

- Class composites
- Yearbooks
- Internal displays
- Classroom projects

High-resolution images may **not** be shared externally without written permission.

Public use must credit **Michelle Conklin Photography**.

8. Special Products

Class composites and other custom items depend on accurate rosters and spellings. Reprints caused by incorrect information may result in additional charges.

9. Conduct & Environment

Staff must ensure a safe and organized environment.

Photographer may pause or stop photographing if conditions become unsafe or overly disruptive.

10. Acceptance

Scheduling Preschool Photo Day indicates the preschool's understanding and agreement to these Terms & Conditions.