

## **CCR&R Enhanced Provider Search Program Image Guidelines & Upload Process**

Follow these standards to ensure your child care program is represented professionally on the CCR&R Enhanced Provider Search website.

### **How to Manage Your Photos**

- Submitting Photos: You can upload a photo through your profile at any time.
- The Approval Queue: You can only have one photo waiting for approval at a time.
- Replacement Policy: You won't be able to upload a replacement until your current photo has been reviewed and a decision is made.
- No Self-Removal: Providers do not have the ability to remove a photo once uploaded; this action must be handled by internal staff.
- Review Timeline: Every photo is reviewed for quality and safety standards. This process typically takes 5 to 7 business days.

### **Technical Specifications**

- Orientation: Photos look best in landscape (horizontal/wide) format.
- File Size: Keep files under 5 MB to ensure fast loading for families.
- Supported Formats: Use .JPG, .JPEG, or .PNG files.

### **Privacy & Consent (Required)**

- Written Authorization: Never post images of children without explicit, written consent from parents or legal guardians via a formal photography and video consent form.
- Opt-Out Rights: Provide an easy way for families to decline photo usage without judgment.
- Protecting Identities: Avoid using images that show children's faces.
- Capture action by photographing children from behind, showing feet jumping, or focusing on hands.
- Do not cover faces with emojis or stickers, as it looks unprofessional.
- Sensitive Details: Ensure no details like full names, birth dates, or specific daily schedules are visible in the background or captions.

### **Composition & Quality Tips**

- Authenticity: Use photos of your actual facility and staff rather than impersonal stock photos.
- Natural Lighting: Take photos near large windows or outdoors to avoid harsh shadows.
- Child's Perspective: Kneel or sit on the floor to take photos from a child's eye level for an immersive feel.
- Focus Areas: Highlight candid moments, such as a child concentrating on a block tower, or take "detail shots" of organized learning corners.