

## **PHOTOGRAPH COMMITTEE**

The Photograph Committee has been established to assist the school in taking annual individual and group photographs of all M'KIS students (KPA to Grade 12), faculty, administration and support staff.

The committee contacts the school photographer (in Hong Kong) to determine dates for individual and group photographs. Typically, the individual photos are booked for September and the group photos are scheduled for February. Once the photographs are taken, proofs are received within three weeks and families have a two-week period to place their orders. Photographs are then received three weeks after the final order has been placed. In addition to conventional photographs, a selection of novelty items can be ordered (including, holiday cards, magnets, calendars etc). There are also opportunities for sibling photographs and family pictures to be taken by appointment.

This year Colleen MacDonald and Nazli Patel chair the committee. This committee works in collaboration with the school to obtain class lists, determine schedule, to assist during photography sessions, and to process and distribute orders.

The Photograph committee offers several opportunities to provide practical assistance eg. helping students get ready for their photographs, sorting and distributing orders. While this committee does not meet on a regular basis throughout the entire year and we would appreciate any and all assistance. If you are looking to get involved but have time constraints, a few hours or days volunteering with the Photographs Committee is a great opportunity.

### **FAQ**

#### **Why is the Parent Association doing the school photographs?**

We are working in collaboration with the school to ease the challenges of photographing the entire school body.

#### **What if I don't like the photograph of my child?**

Contact the committee member in charge of photographs and request a retake. All retakes are done in February together with the group photos.

#### **What if my child was sick on photo day for his/her class?**

Attempts will be made to get your child in on the following day to make up missed time slots. If this is not possible, the child will be placed on a list with the retake photographs to be done in February.

#### **What are the methods of payment for the photo orders?**

You may pay with either cash or cheque. If you have more than one child at school, you may pay for all your children with one cheque. Please review annual order forms for changes.