

## SideTrack Productions

Kindy Songs Incursion Program



## Confidentiality Policy, Practices and Copyrights

SideTrack Productions acknowledges and agrees that **all sensitive and identifying content will NOT be included in the completed song from each recording session.** This includes, but is not limited to, names of children, staff, and pets, location of the Client or surrounding locations.

### Personalised Certificates:

The complimentary session uses our original Certificates which state that *the completed mp3 will be emailed to you within 4 weeks.* To clarify, this is in reference to the track being provided directly to the Early Learning Childcare Centre, and not individual families as we have fine tuned our processes and practices to only liaise with the Early Learning Childcare Centre.

The certificates will be personalised and provided to the children to take home. If parents/guardians prefer to not have their child's name written on the certificate, please advise prior to the recording session and SideTrack Productions will write whichever name is provided instead.

Sessions conducted after the initial complimentary session will use our new certificate design which does not state that the mp3 will be emailed so as to avoid any confusion.

### Correspondence:

All correspondence from SideTrack Productions will be strictly with the staff of the Early Learning Childcare Centre. However if Parents/Guardians wish to reach out to SideTrack Productions, they are welcome to contact us directly to ask any questions about our program. Our contact details are below.

### Acknowledgement:

Although we would love to praise the little superstars, SideTrack Productions **will not make mention of any child** in the write up on the Client's password protected page. Any questions regarding specific children can be directed to a SideTrack Productions employee at the time of the recording. It is against our policy to disclose who sung what after the session recording date.

### Distribution and Release of Music:

Confidentiality and privacy is very important to us at SideTrack Productions. We work under the belief that unless you know what your child sounds like, you will have no way of knowing who you are listening to. This allows us to provide the completed track on the Password Protected Client Page as an Mp3, Spotify, YouTube Music, Amazon Music and Apple Music confidently and safely and anonymously. The distribution artist name is "Kindy Songs".

We are unable to be held responsible for any information provided to other people through the happy boasting of the children, parents and guardians who wish to share the song with their loved ones.

**Copyright:**

SideTrack Productions holds the copyright to each song recorded with the Early Learning Childcare Centre children in its entirety across the Universe. SideTrack Productions composes each original song's backing track, melody and lyrics and holds the rights to distribute and release the song recorded at the Early Learning Childcare Centre as upon various online platforms as stated above in Distribution. Any vocals recorded in the recording sessions remain the property of SideTrack Productions so the release and distribution is never hindered for the Early Learning Childcare centres after a recording session is conducted and a song is produced.

**Use of Vocals:**

SideTrack Productions edits the vocals recorded to create a completed song about Kindness, Manners, Stronger Together, and Celebration/ Graduation. The remaining vocals which are not used are discarded. SideTrack Productions aims to use vocals which portray each child in a positive light as this is the goal of the Kindy Songs Program. SideTrack Productions is not responsible for any adverse reactions to any vocals used. It is our mission to create amazing original songs that bring happiness to the lives of everyone involved - **any negative or inappropriate vocals are never used in the completed songs.**

**Use of Song:**

The recorded track is intended for private use by the Early Learning Childcare Centre and the families of the children who participated in the recording session. This track may be utilised in the Early Learning Childcare Centre as a learning tool, anthem, for special performances, and any other private purpose within The Centre as they deem fit.

SideTrack Productions encourages the Early Learning Centre to distribute the track to the direct family contact of the children who participate in the song so they may enjoy their children's voice now and forever. SideTrack Productions, through the activity and completed song, aim to bring the children a sense of accomplishment, confidence, and a tool to engage in positive communication with their peers, teachers, and families, and provide a memory of their voice at this early stage of life.

SideTrack Productions may use a section of the track as an example of what a completed song sounds like on their website or when speaking to people about the program. No information about when, where or who is provided to anyone that listens to the example snippet.

**SideTrack Productions shall not disclose to any third party any details regarding the Client's business, including, without limitation any information regarding any of the Client's customer information, business plans, or price points.**

For more information, please feel free to contact the Owner of SideTrack Productions  
**Hania Alfonzo**

Working With Children Check Number: WWC2614802E exp 3 March 2028

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