

KATHRYN MARIE ALBEE EARLY LEARNING CENTER

PARENT HANDBOOK

Dear Parent,

Thank you for choosing the Kathryn Marie Albee Early Learning Center to meet your education needs. We appreciate the opportunity to provide you with a Catholic Faith-based curriculum and school setting.

We provide a Parent Handbook with policies, rules, standards, and expectations. The administration of Kathryn Marie Albee Early Learning Center reserves the right to amend this handbook at any time during the school year. Notification of changes and additions to the handbook will be published on the school website.

Please know that you are responsible for reading the content within the handbook. This page must be signed by at least one parent or guardian to show that you have read the handbook and agree to abide by the policies, rules, standards, and expectations.

Thank you for your prompt attention.

We (guardian/parent (s)/student) have read the Kathryn Marie Albee Early Learning Center Parent Handbook. We understand the content within and agree to abide by the policies, rules, standards, and expectations outlined within.

By providing an electronic signature in your child's enrollment packet on RenWeb, you are confirming you read and agree with the information provided in this handbook.

Questions should be directed to Bridget Lanham, the director, at bridget.lanham@epiphanyschools.org or 309-452-2585 x210.

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PURPOSE, PHILOSOPHY, MISSION, & FORMATION

Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he/she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities and culture.

Students in our Catholic schools are reminded of the dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff and administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local church communities.

“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.” **Sister Mary Angela Shaugnessy, SCN, J.D., Ph.D.**

Statement of Philosophy

Kathryn Marie Albee Early Learning Center is a Catholic educational community, committed to teaching Catholic doctrine and incorporating it into all areas of daily living. We recognize that our mission is to work hand in hand with our parents who are the first teachers of their children. We strive to instill a spirit of prayer and worship and to emphasize the development of faith, values, and virtue based on Catholic teaching. From the heart of our parish, we seek to provide an atmosphere of living and learning in the light of faith. Our parish and school communities are joined to form a faith community that seeks to provide an atmosphere of living and learning. It is our belief that our school should be a place where students, faculty, staff, clergy, and parents enjoy the process of education and feel involved in the exciting experience of learning and maturing. We recognize each child's individuality, the fact that all children can learn, and the need for differentiated instructional methods and assessments. We strive to develop and maintain an aligned educational curriculum that utilizes and leverages technology and maximizes the use of instructional time.

Statement of Mission

Kathryn Marie Albee Early Learning Center provides a student-focused, standards-driven, and secure educational environment, based upon the Gospel values, that promotes the spiritual, emotional, moral, intellectual, and physical development of all students.

Statement of Goals for Christian Formation

- To teach Christian Doctrine and to relate this knowledge to everyday life situations.
- To develop an awareness of God's presence and guidance in the life of Christ and to seek His love through our respect, support, and response to each other.
- To learn to pray by participating in various prayer forms: Mass, reflection, spontaneous and traditional prayer.
- To encourage involvement in planning and participating in liturgies.
- To deepen appreciation of our Catholic heritage.
- To develop virtue formation with in all curricular areas and to teach the students ways in which they can incorporate them into their daily lives.

Academic Education and Formation

- To implement a coordinated curriculum that imparts knowledge and gives opportunity to express opinions and ideas.
- To provide updated education through wisely chosen teaching materials and resources.
- To promote and aid the student to acquire good study habits and basic skills, enabling them to achieve his/her own maximum levels of learning.
- To identify and provide learning experiences to meet individual needs of students.
- To provide a learning environment where a child develops a positive self-concept and a desire to learn.
- To instill respect for authority and develop self-control and self-reliance.
- To provide opportunities for independent learning by providing opportunities for each child to develop and pursue interests of his/her own.
- To foster parent involvement in students education.

RESPONSIBILITIES

Faculty Responsibilities

The responsibilities of the faculty include:

- Fostering Faith Community by striving to be Christian in one's attitudes and example.
- Promoting openness, honest and unity in all school relationships as each member strives to strengthen and achieve common goals.
- Accepting each child as a unique individual.
- Evaluating and report each child's progress to parents.
- Disciplining out of concern for each student's inner growth in Christian attitudes and Christian behavior.
- Performing assigned duties and assume responsibility in extra activities.
- Participating in and share responsibility for in-service planning and program.
- Continuing professional growth.
- Strengthening school spirit by supporting social and athletic functions.

Student Responsibilities

The responsibilities of students include:

- Growing closer to God in prayer.
- Cooperating with teachers and administrator in all activities that develop Faith Community.
- Building a pleasant atmosphere in the classroom, on the playground, and in the cafeteria by cooperating with: teachers, teacher aides, playground supervisors, and others.
- Attempting to do one's best work at all times.
- Being responsible for one's own words, actions, and materials.
- Showing respect for others and for their property.

Important information is usually sent home with the children. Therefore, we ask that you stress the importance of your child's responsibility in carrying messages home since they will be your primary source of delivery.

BE IT KNOWN "Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teaching of the Catholic Church may be subject to disciplinary action including suspension or expulsion."

Parent Responsibilities

The responsibilities of parents include:

- Exhibiting a conduct and lifestyle which is consistent with Catholic doctrine and moral standards.
- Attending Sunday liturgy on a regular basis.
- Contributing to the financial support of the parish.
- Being a Christian example to the child in all areas of daily life and to assume the primary responsibility for Christian education.
- Developing in your child an attitude and practice of prayer and to participate in your child's sacramental preparation.
- Cooperating with school personnel by supporting and participating in the educational programs of the school including extracurricular activities.
- Striving to keep open the lines of communication with children and teachers to solve problems, meet needs, and share experiences.
- Showing interest in and support organizations, their functions and activities.

Parent Cooperation as a Condition of Enrollment

“The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.”

FINANCIAL OBLIGATIONS & ADMISSION

Entrance and Registration Information

Registration:

Registration for the fall takes place in January each year. Families are asked to fill out a registration packet and submit a non-refundable application fee to be considered for admittance.

Tuition & Fees for the 2017-2018 School Year:

Pre-3 AM

Application fee of \$50.00
Annual Tuition of \$1,155.00

Pre-4 AM & Pre-4 PM

Application fee of \$50.00
Annual Tuition of \$1,385.00

Pre-K AM & Pre-K PM

Application fee of \$50.00
Annual Tuition of \$2,075.00

Option to Stay

Application fee of \$50.00
Annual Tuition for One Day Per Week: \$1,026
 Two Days Per Week: \$2,052
 Three Days Per Week: \$3,078
 Four Days Per Week: \$4,104
 Five Days Per Week: \$5,130

Refund of tuition payments will be handled on a pro-rated basis through the Parish Office.

Admission

Children entering Pre-School must be 3 & 4 years old respectfully by September 1st of the year for which they are seeking admittance. (Catholic Diocese of Peoria Policy – D-112)

Students entering Kathryn Marie Albee Early Learning Center for the first time need to furnish a copy of the following at registration time:

- Copy of Health Insurance Card, front & back
- Physical & Immunization Records (by first day of school)
- Copy of Birth Certificate
- Tuition Payment Preference Form
- Application fee

Admission to Kathryn Marie Albee Early Learning Center will normally be at the start of a school year. Transfers at other times may be accepted if space is available.

Acceptance of transfer students will be evaluated on an individual basis by the administration and pastor. Pre-registration is held in January of each year. Children pre-registering will be accepted for admission based on these criteria:

1. Children of families, in good standing, who have children presently enrolled in Kathryn Marie Albee Early Learning Center.
2. Children of families, in good standing, that are members of Epiphany Parish.
3. Children of families, in good standing, from other parishes.

The pastor and director will confer and make a decision regarding any exceptions.

If a class or classes cannot accommodate all who want to enter, a waiting list shall be established, based on the date of receipt, of a completed application for admission. The priority for admittance will be based on the categories above.

Inclusion of students with special needs

All elementary and secondary schools of the Diocese of Peoria shall admit students with special needs whenever possible. The guidelines for inclusion of students with special needs may be found in the Policy Book of the Catholic Diocese of Peoria.

(Catholic Diocese of Peoria Policy – D-105 and D-105 AR)

Non-Discrimination Policy

Kathryn Marie Albee Early Learning Center is in compliance with all Federal and State non-discrimination and equal opportunity laws and regulations regarding admissions and employment, as stated in Education Commission Policies of the Diocese of Peoria and the Epiphany Education Commission policies.

No student shall be refused admission to Kathryn Marie Albee Early Learning Center on the basis of race, color, gender, national or ethnic origin.

The norms for acceptance of non-Catholic students are developed in line with the basic mission of each school to provide a Catholic education for the children of the local parish. When non-Catholics or non-parishioners are accepted, care must be taken that room is left or provided on a timely basis for the Catholic students of the parish. (Cf.E-151,AR-OCS)

Once non-parishioners or non-Catholics have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly specifies that admittance is guaranteed for only one year.

SCHOOL DAY

Absences and Appointments

Parents are expected to call the office (309-452-2582 x210) daily before 9:00 a.m. whenever a student will not be in school. **Parents are also encouraged to email their child's teacher directly regarding an absence.** Parents who are out of town should notify the office to specify who their children will be staying with.

All student illnesses must be reported to the office.

School Hours

Pre-3 begins at 8:00 and ends at 10:45 a.m. Tuesday and Thursday. Students should not arrive before 7:55 a.m. Parents must wait with the students until the teacher admits them to the room. Other arrangements must be coordinated through the Director.

Pre-4 AM begins at 8:00 and ends at 10:45 a.m. Monday, Wednesday, and Friday. Students should not arrive before 7:55 a.m. Parents must wait with the students until the teacher admits them to the room. Other arrangements must be coordinated through the Director.

Pre-4 PM begins at 12:15 and ends at 3:00 p.m. Monday, Wednesday, and Friday. Students should not arrive before 12:10 p.m. Parents must wait with the students until the teacher admits them into the building. Other arrangements must be coordinated through the Director.

Pre-K AM begins at 8:00 and ends at 11 a.m. Monday- Friday. Students should not arrive before 7:55 a.m. There will be two sections of this class.

Pre-K PM begins at 12:00 and ends at 3:00 p.m. Monday-Friday. Students should not arrive before 11:55 a.m.

Option to Stay includes pre-care in the morning beginning at 6:30 a.m. Students should not arrive before 6:25 a.m. Parents must wait with the students until the teacher admits them to the room. Other arrangements must be coordinated through the Director. Option to Stay continues from 11 a.m. until 5:30 p.m.

Children will be released only to a parent, guardian or person listed on the child's authorized pick-up page. Please notify the teacher or director, in writing if someone not listed will be picking up your child. If the person is not recognized, photo identification and a signature must be provided.

Parents are asked to pick-up your child promptly. If a parent is running late, a phone call is expected. Students who are more than 10 minutes late being picked-up will be taken to After-Care and charged the daily rate.

Parties and Treats

Birthdays will be celebrated without a food treat brought in. Students will receive a birthday crown, a special gift, and we will sing "Happy Birthday" during class time.

Parties may be scheduled for special occasions.

Exchange of material gifts between children at Christmas is not permitted. Private birthday party invitations may only be passed out in the classroom if all the children are invited. One of the following must be invited: all girls, all boys, or all children).

Supplies

Each child pays a supply fee at the beginning of the school year. This fee covers the cost of all supplies needed throughout the school year. Children must bring a backpack with a spare change of clothes to school each day.

Field Trips

All school trips (e.g. field trips, class trips, etc.) shall have an educational purpose stated in writing and on file in the school office. Field trips are well planned and correlated to learning activities and approved by administration. The Peoria Diocese liability insurance plan does not cover vehicles of any kind. Students who are transported in a vehicle are covered under the vehicle owner's personal insurance. The Peoria Diocese policy mandates that volunteer drivers, must provide proof of a valid driver's license and insurance. Additional information regarding this policy can be found at the Catholic Diocese of Peoria website: www.cdop.org.

The ratio of children to adult chaperones for off-campus field trips will be one adult to every three children.

Students must have a signed permission slip to attend each field trip.

Siblings of preschool children are not allowed on field trips, unless it is otherwise specified by the teacher or director.

Snacks and Lunch

Snacks will be given daily in all classes. **Each child pays a snack fee that covers the cost of snack every class period.** Snacks consist mostly of fresh fruit and vegetables and follow a pediatric nutrition guide in regards to portion size. These snacks are peanut/tree nut free. Any allergies should be communicated to the school in the application or enrollment packet during registration so appropriate measures can be taken within the classroom.

Lunch will be provided daily for children enrolled in Option to Stay. Lunch is catered by Redbird Catering; a menu is sent home for each month. Lunch is served with milk or water.

CLOSINGS, EARLY DISMISSALS, & EMERGENCIES

School Closings and Early Dismissals

Listen to radio and television stations to find out if Kathryn Marie Albee Early Learning Center will be closed or have early dismissal. The school website will also be updated. We have enlisted a program that will send a broadcast message to all families via email and/or telephone. This broadcast from the school will reach all families within a manner of minutes and alert families of any closings or early dismissals. We will confer with the other Catholic schools in our area, Central Catholic High School, Holy Trinity Schools and St. Mary's, to coordinate the dismissal times and closing of school due to inclement weather.

Parents should have an alternate place for their children to stay should they not be home in case of an emergency dismissal and or when country roads are impassable. Each child should also be adequately informed by the parents as to the procedure to follow in such an instance.

Parents who come to the school to take their children home before the planned dismissal time must report to the school office first.

Bomb Threat

In the event of a bomb threat, teachers and students will proceed to the church or to a safe area indicated by the Principal. Students and teachers will not return to the school building until authorities decide that it is safe to do so.

Tornado

If there is a tornado warning, students are kept at school.

No student will be dismissed during a storm warning except by parental request.

ACADEMICS AND COMMUNICATION

Curriculum

The curriculum at Kathryn Marie Albee Early Learning Center is driven by the Illinois Early Learning and Development Standards (IELDS) and based on our Catholic faith. Our Pre-3 and Pre-4 classes use thematic units driven by the IELDS to introduce concepts and prepare the child for Pre-K. Our Pre-K class uses Happily Ever After (Rowland Reading Foundation) for their language arts curriculum. Letter identification and writing activities are supplemented throughout the year. My Math (McGraw-Hill) is used as the math curriculum. Happily Ever After and My Math are aligned to prepare the child for the kindergarten Common Core Standards.

Daily schedules will be provided by each teacher and will be posted in each classroom.

Progress Reports

Progress Reports are distributed at the end of each semester. The progress reports are emailed to parents via RenWeb.

Developmental Screenings

Teachers will administer Ages and Stages developmental screenings each fall. Parents will be notified of the outcome of the screening in October during parent-teacher conferences.

Communication

Parent-Teacher Conferences will be held in late-October/early-November for all school families. Conferences may be scheduled throughout the school year if the teacher or parent deems necessary.

In keeping with church principles of subsidiarity, complaints should be solved at the lowest level possible. Persons with concerns should first attempt to address the concern with the teacher. Only after such attempts have failed should the administration be contacted. The Pastor should only be contacted if all concerns have not been satisfied through the classroom teacher and school administration. If a parent

wishes to communicate with a teacher, he/she is encouraged to make an appointment. Spontaneous visits to classrooms are discouraged. All faculty members may be contacted through school email or a message left with the office. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

STUDENT INFORMATION

Custody

Kathryn Marie Albee Early Learning Center abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Confidentiality

Faculty/staff will keep confidential information entrusted to them so long as no one's life, health or safety is at state. Parents will be notified of teacher concerns if the above conditions exist.

Use of Student Information/Pictures

On occasion, Kathryn Marie Albee Early Learning Center takes photographs or makes an audio or video tape recording of children and /or adults involved in school activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in Kathryn Marie Albee Early Learning Center publications or advertising materials to let others know about our school. In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events to be used, distributed, or displayed as agents of the school see fit. Kathryn Marie Albee Early Learning Center reserves the right to use student names and pictures in publications and or school's website.

HEALTH AND SAFETY

Good health habits include enough sleep, consistent nutrition habits, and a good breakfast, appropriate for each season.

Since many childhood diseases are communicable, it is essential that parents use good judgment in determining if their child is well enough to attend school. An elevated temperature, stomach cramps, vomiting, or dizziness are indications that the child may not feel well enough to complete the school day.

If specific health problems arise, parents must notify the school. If a communicable disease is reported, the parents will be notified.

Head lice should be a shared concern at home and in the school. If there is an indication that the child has head lice, parents should call the school and notify the principal of the problem. In like manner, the school will call the parents of the student who may have head lice. Proof of shampooing with a

prescribed shampoo and the removal of all visible dead nits is essential before the child may return to school.

Medication

Prescription medication will be administered only when the medicine is in a prescription container with the child's name on it. All other medications, prescription and non-prescription, must be kept in the school office at all times. Prescription and non-prescription medicine will only be administered with written authorization from a doctor or nurse practitioner and written parental permission stating dosage and time(s) of day when medication should be given.

Accidents

All accidents should be reported promptly to the director. In the event of an emergency involving a child, the parents will be called immediately. If the parents are not available, persons listed on the Emergency card will be notified.

DRESS CODE

Students are to dress and groom themselves in a manner that is modest, clean and appropriate to a Catholic school academic environment. While parents and students have the primary responsibility for personal appearance, the administration is responsible for interpreting dress regulations. Students are expected to adhere to the following dress code while in the building during school hours. This means arriving to school in code and remaining in code throughout the day. The director reserves the right to change the dress code for special occasions.

GIRLS ONLY

Acceptable Tops

- Solid navy blue t-shirt, blouse, polo
- Solid navy blue sweater, sweatshirt or fleece
- Only Epiphany, Future Saint or Central Catholic logo or insignia
- One undershirt or cami may be worn under navy top

Acceptable Bottoms

- khaki jumper, pants, shorts, skort, capris, or skirt (sweatpants and leggings are unacceptable)

Other

- One post earring in each ear (All other jewelry is unacceptable)
- Solid white or navy tights or socks should be worn daily.
- Athletic (tennis) shoes non-marking soles should be worn daily (boots, ballet style shoes, sandals and backless shoes are unacceptable).

BOYS

Acceptable Tops-

- Solid navy blue t-shirt, oxford, polo
- Solid navy blue sweater, sweatshirt or fleece
- Only Epiphany, Future Saint or Central Catholic logo or insignia
- One undershirt or may be worn under navy top

Acceptable Bottoms

- khaki shorts or pants

Other

- Solid white or navy socks should be worn daily

- Athletic (tennis) shoes non-marking soles should be worn daily (boots, sandals and backless shoes are unacceptable).

***Shorts (boys and girls) and capris (girls) may be worn during the months of August to October and April and May. The director reserves the right to make changes.**

STUDENT BEHAVIOR AND DISCIPLINE

Code of Christian Conduct

Hostility breeds hostility; respect commands respect; love awakens love.

All students are entitled to the right of an environment conducive to learning. Therefore, it is the duty of the teachers, director, students, and parents to see to it that this atmosphere is present in this school

Jesus is the Center of our lives and His teachings are the prime reason Catholic schools exist. Our students, through their personal conduct, should reflect this Christ-centeredness.

Guiding principles:

1. Courtesy and respect are due all teachers, adults, and students at all times.
2. Truth is expected from all persons in every situation.
3. Respect for what belongs to others is a way of respecting others as well as oneself.
4. Cooperation, self-control, and cheerfulness are qualities that help one grow.
5. Each student must accept responsibility for his/her own actions. School and home discipline needs to be kind, firm, and consistent.

Respect and Courtesy

Kathryn Marie Albee Early Learning Center encourages the practice of respectful and courteous words and actions as a means of showing care for one another and for strengthening Christian spirit. Some guidelines for students to follow are:

- Be kind and courteous toward classmates, treating each one with respect;
- Show respect and consideration for all school personnel;
- Address teachers and visitors properly: "Mrs.", "Mr.", "Miss", "Ms.", "Father", "Monsignor";
- Use the terms, "Please", "Thank you", "Excuse me", and "Pardon me" to show that you respect yourself and others;
- Use quiet, courteous tone of voice in speaking to others;
- Do not interrupt adults, but rather, wait your turn

Disciplinary Procedure

Students will be held accountable for their behavior both inside and outside of school. Public actions that are contrary to Christian, moral teachings or philosophy of Kathryn Marie Albee Early Learning Center will be taken into consideration. Students involved in such actions are liable to disciplinary actions. Both the severity of the misbehavior and the age of the child will be taken into consideration in deciding the consequence of the action. Each child's behavior will be dealt with individually. Group punishment/consequences, because of the actions of a few, will be discouraged. Consequences for misbehavior shall be appropriate to the offense and personality of the child.

Ordinarily, teachers and supervisors handle discipline problems. Mutual interest, cooperation, and frequent communication between parents and teachers are essential to the successful solution of more

serious problems. The director is kept informed in these matters but is usually involved only with the more serious problems. In their areas of responsibility, teachers and supervisors are responsible for maintaining an atmosphere conducive to learning and to the safety of each individual.

Individual classroom rules and consequences are posted in each classroom.

If there is a consistent misbehavior or one that is destructive to the school or its property, an alternate consequence may result.

Safe Environment

Any adult volunteer who will work with children at Kathryn Marie Albee Early Learning Center (in any capacity) will need to complete the Safe Environment program.

Safe Environment requirements include:

- Being fingerprinted through the Illinois State Police
- Completing the CANTS check (Child Abuse Neglect Tracking System) through the Department of Children and Family Services
- Attending a Safe Environment workshop program offered by the Catholic Diocese of Peoria. These workshops are offered at various locations within the Diocese on various dates throughout the year.
- A full listing of the offerings is available on the Diocesan website under the heading Safe Environment.

TECHNOLOGY

Purpose

Kathryn Marie Albee Early Learning Center supports the use of computers, the Internet, and other technological devices in its instructional programs in order to facilitate access to information, research, collaboration, and interpersonal communications.

The use of computer hardware and software shall be consistent with the Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional needs and learning styles of our students.

Responsibility

Kathryn Marie Albee Early Learning Center shall make every effort to ensure that students and staff use this educational resource responsibly. Teachers have a professional obligation to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, to identify appropriate information, and to evaluate and use information to meet their educational needs.

Kathryn Marie Albee Early Learning Center has implemented an Internet filter and antivirus software to assist in preventing users from accessing objectionable sites. However, no filtering software is entirely effective and we cannot guarantee that your child will not gain access to inappropriate material. Teachers and staff will make every effort to monitor usage. Ultimately, parent(s) are responsible for setting and conveying the standards that their child should follow.

The electronic information available to students and staff does not imply endorsement of the content by

Kathryn Marie Albee Early Learning Center, nor do we guarantee the accuracy of information received on the Internet. We believe the advantages of Internet resources outweigh the risks associated with such use.

Kathryn Marie Albee Early Learning Center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. We reserve the right to log network use and to monitor files saved on the school network and computers. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Unauthorized use of personal electronic devices by students during the school day, including lunch and recess, is strictly prohibited. Personal electronic devices include, but are not limited to: cell phones, MP3 players, PDAs, video cameras, digital cameras, and handheld game systems. Failure to adhere to this policy will result in confiscation of the electronic device. This electronic device must be retrieved by a parent or guardian.

Disclaimer

Kathryn Marie Albee Early Learning Center shall not be held responsible for any information that may be lost, damaged, or unavailable when using its computers. Kathryn Marie Albee Early Learning Center and its employees shall be held harmless from any cause of action relating to a student obtaining access to materials or software which is inappropriate.

Kathryn Marie Albee Early Learning Center reserves the right to change the acceptable use policy at any time.