



les

Little Eagles



Soar



With God

BISHOP HOGAN MEMORIAL
PRESCHOOL
PARENT HANDBOOK

Updated July 1, 2017



Dear Parents,

Thank you for joining our Bishop Hogan family! We are so excited to have you here!

In our preschool, we build the foundation of learning through a caring, hands-on program that nurtures confidence, interaction and the fundamentals of learning. Through the development of communication, responsibility and active participation, children begin to develop skills that will help them to be successful throughout their lives.

It is a joy to see the new and surprising ideas springing from the young minds of our children. As they grow and change over time, it is rewarding to celebrate their accomplishments, both big and small, and help them with their unique challenges. As they overcome obstacles and find new challenges, we support their efforts and build lasting friendships.

We look forward to working with you in the year to come and to getting to know you better. Here at Bishop Hogan, we pride ourselves in building a close, family-like atmosphere where we can work, play, trust and pray together. Our school is more than just a community of learners; it is an interactive network of support.

May God bless and keep you!

Yours in Christ,
The staff of Preschool and
Bishop Hogan Memorial School

MISSION STATEMENT

Bishop Hogan Memorial School, a ministry of St. Columban Church, creates caring, responsible, knowledgeable youth through a strong religious and academic curriculum.

PRESCHOOL PHILOSOPHY

We believe in providing a child-centered, developmentally appropriate program, rich in exploration and creativity, as well as, objective based hands-on activities, and gentle challenge. Emphasis is placed on a Christ-like environment, autonomy (doing things independently), responsibility and FUN!

DEVELOPMENTALLY APPROPRIATE PRACTICE

Developmentally appropriate practice (DAP) is an approach to teaching grounded both in research on how young children develop and learn, and in what is known about effective early education. Its framework is designed to promote young children's optimal learning and development.

DAP involves teachers meeting young children where they are (by stage of development), both as individuals and as part of a group; and helping each child meet challenging and achievable learning goals.

-National Association for the Education of Young Children (NAEYC)

PROGRAM HOURS

We welcome you for a half day program Tuesday, Wednesday and Thursday mornings in accordance with the Bishop Hogan Memorial School calendar. Start time is 8:00. We dismiss at 11:30 am. Music is provided one day a week.

ADMISSION

Bishop Hogan Preschool is non-denominational and admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities available to any student at the preschool.

To qualify for preschool, a child must be 3 to 5 years old and be potty-trained.

FEES

Tuition is \$100 per month (August is \$60.00, May is \$40.00)
Supply Fee \$75 for the school year
Total for the school year is \$975.00

Payments will need to be made through the Smart Tuition, phone 1-888-868-8828. Please be sure to enroll in Smart Tuition at:
www.parents.smarttuition.com. You will receive the tuition invoice at the beginning of each month.

ENROLLMENT PROCEDURES

Pre-enrollment is available yearly in March and in August. Forms and other information are available at the Bishop Hogan School office, 660-646-0705.

STAFF

Principal – Pam Brobst	660-646-0705	pbrobst@bishophogan.org
Teacher - Mary Higgins	660-365-0960	mhiggins@bishophogan.org
Teacher - Sami Lauhoff	660-973-0956	slauhoff@bishophogan.org
Teacher Asst. – Ginger Williams	60-707-2860	gwilliams@bishophogan.org



PROGRAM ELEMENTS

DAILY PRAYER - Talking to God and discussing what Jesus has taught us is a daily part of our school routine. We pray as a group in the morning, before meals and before dismissal.

MUSIC CLASS – Mrs. Mary Garr provides an outstanding program for all of our students with performances during the Christmas season and again in the spring. Children attend a 30 minute class weekly.

CHRIST SKILLS – ***Bee-Attitudes*** - Bee kind, a friend, thankful, joyful, honest

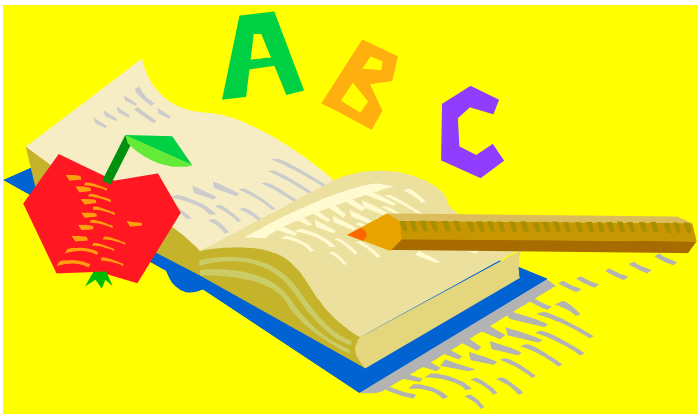
CENTERS – Dramatic Play, Art, Puppet, Library, Sensory, Math/Manipulative, Puzzles, Construction, Games, Writing, Movement/Music, Listening, Blocks, Science / Discovery / Around Our World

FUN AND GAMES – Activities and games are skill related to help learn about colors, numbers, positions, ABCs and much more.

STORY TIME – Time to develop vocabulary as we explore different topics and skills through the world of books.

COMMUNITY CIRCLE – Children have an opportunity to share about themselves, about what they know and about what they are learning. We also work on skills and calendar concepts

CIRCLE OF GRACE – Provided by the Diocese of Kansas City – St, Joseph, this curriculum provides children with education to maintain their safety.



CLASSROOMS

Our classrooms are divided into two rooms: Pre-Kindergarten and Preschool. In each classroom, there are areas for fine and gross motor activities, extended center areas, large and small group listening, and play areas.

VOLUNTEERS AND VISITORS

We welcome all parents to be a major part of our preschool and invite your visits, comments, and questions. You are welcome to help with a craft project, come read a book to the students or share something special. We also welcome volunteers to assist with field trips (providing transportation and supervision) and parties. Please let the teacher know if you are interested in visiting. If a parent plans to be a regular volunteer or driver, they will need to attend the class, *"Protecting God's Children"*, in the fall.

THEME BASED PROGRAM

Students will discover new information about a variety of mini-themes within the context of liturgical seasons and centered around: children as individuals, animals, nature, and people in our world, the heavens, and community.

CURRICULUM

Our program adheres to the curriculum of the Kansas City/St. Joseph Diocese. By choosing the best elements of each research-based teaching style, we are able to provide the most benefit to the changing dynamics of our group each year, based on children's ages, developmental levels and individual needs.

DEVELOPMENTAL ASSESSMENT

INDIVIDUAL STUDENT GOALS – Students will be given the opportunity to help choose something they want to work on this year. Teachers and parents will also work together to develop goals for students.

PORTFOLIOS: Samples, checklists, observations and teacher made assessments are used to provide evidence of children's development.

CHOICES

In our classroom, we strive to encourage "good choices". We will relate situations back to the life of Jesus Christ and discuss what he would want us to do. When mistakes happen, we encourage positive problem solving. Children this age find it hard to see how others feel, and all have different needs. We use individualized approaches to help each child make the right choice.

Some management strategies include redirecting, ignoring negative attention-getting behaviors, gentle reminders, encouraging responsibility, natural consequences and discussing choices.

CONFERENCES

FALL CONFERENCE - October

This conference helps the parents and teachers to work together to set goals for each child to be worked on throughout the school year. The late October date allows time to get to know each child before meeting with parents to discuss each child's needs.

SPRING CONFERENCE – April/May

This conference allows for parent / teacher discussion about each child's achievements, strengths and future goals.

GRADUATION

A program will be held at the end of the year for students graduating up to Kindergarten in the following fall.

APPROPRIATE DRESS

Please send your children in project friendly play clothes. Food, paint and gooey projects can get messy.

Open-toe shoes and flip flops are discouraged due to woodchips on the playground. Boots are also discouraged because they make it hard to sit in "preschool style" (criss-cross).

Unsecured or loose fitting hair pieces and jewelry are not recommended.

Please make sure all attire is respectful of a religious institution.



SNACKS

Thank you for providing snacks for the preschool class. A snack calendar will go home monthly with assigned snacks days. We would appreciate snacks that are healthy for students and that do not have a lot of sugar. Anything that you would have cut up and ready to serve would be appreciated! Here are some suggestions, but feel free to bring other things.

To ensure variety and healthy choices, we have organized snack days as follows:

Tuesday - Fruit

Wednesday - Meat/Protein/Dairy

Thursday - Vegetables

Please inform the school if your child has any allergies to foods.

DROP OFF AND PICK UP

Upon arriving, please use the north door of the red-bricked, Primary building. Please sign your child in at the small table in the lobby. If the door is locked, you will need to ring the bell and someone will unlock the door. The doors are kept locked throughout the day, however at arrival and dismissal time, they may be unlocked for your convenience. Your child can be dropped off any time after 7:45. If you bring your child before 7:45 you may take them to the gymnasium of the elementary building any time after 7:30. Students can be signed out at the 11:30 dismissal time.

Morning Parking is on the East side of Trenton Street, Please cross the street with your child at the crosswalk. 11:30 am. Parking is on the street and in the parking lot. Again, please use the crosswalk for your child's safety.

ATTENDANCE

Consistent attendance is very important to establish good relationships, routines and expectations, especially for young children. We look forward to seeing your child every day. If your child shows any signs of illness or infection (fever, diarrhea, or vomiting), please keep them home for 24 hours. Please notify the school when your child is absent at (660)646-0705.

HEALTH IMMUNIZATIONS

Missouri State Law requires preschools to collect immunization records at the time of enrollment. We will check to see if all the records are up to date and let you know if any shots will be needed.

PARENT COMMUNICATION

A communication folder will be used to transport pertinent information. There will be a bi-weekly newsletter from the classroom teacher with notes as needed, a weekly newsletter from the school office and monthly calendars for snacks, school activities. Please check your child's backpack each day. We will check the folder daily for any correspondence from you.

COMMUNITY SERVICE

- At Thanksgiving, we encourage students to bring a food item from home to place in the 5th - 6th grade food drive to help feed the needy.
- During the Christmas season, we talk about giving to others, and "getting ready" for the Savior. We do this when we decorate our houses and clean out old items. We encourage children to choose a **'gently-used' toy from home** to donate to the less fortunate.
- During Lent, we will sacrifice an outdoor time and walk the Bishop Hogan Campus to pick up trash.

BOOK ORDERS

Book orders will be sent home for your convenience. Although there is no obligation to purchase books, you are encouraged you to keep a child's library available to your kids.

SUPPLIES

Please provide a change of clothing, including under garments, for your child to be kept at school in the event of an accident. **Please place them in a zip lock bag with your child's name**. Students will need a **full size** backpack to transport folders and projects. A school supply list will be provided prior to school starting.

DONATIONS

Consumable donations are always accepted. A "wish" list of items needed for the classroom will be provided at the parent meeting in August prior to school starting. (Ex. collage materials, feathers, beads, pom poms, cotton balls, craft sticks, paper plates, and classroom library books). If you have any of these, we would appreciate it!

CLASS PARTIES

HALLOWEEN, CHRISTMAS. VALENTINES, EASTER

Volunteers are asked to sign up for one of the 4 parties to bring food, drinks, and paper products, treat bags and games or activities. A sign up list will be provided at registration.

BIRTHDAYS

Your child may celebrate their birthday at preschool with their class. Your teacher has assigned a date near your child's birthday as your snack day. You are invited to come on that day if you would like.

SCHOOL PICTURES

Student photos will be taken with the elementary school. There will be an opportunity to purchase these photographs in the fall and spring. Information will be sent home in the weekly folders.

SCHOOL CALENDAR

The Preschool will follow the same snow schedule as Bishop Hogan Memorial School. When school is cancelled because of bad weather, Preschool will not be held. The cancellation will be announced on KCHI and KMZU.



2017 – 2018 Bishop Hogan School Calendar

13 PTO Pool Party 6-8
Chilli Bay swim Park
Registration Night
16 **1st Day of School**
½ day Dismissal 12:15

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

2 Mid-Term (105 days)
5-9 **Parent/Teacher Conf.**
16 **NO School**
Teacher In-service
19 **NO School**
President's Day

4 **NO SCHOOL** Labor Day
14 Mid-Term (21 days)
15 Homecoming Parade
17 Fall Festival

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8 End 3rd Qtr (127 days)
9 **NO School**
Teacher In Service
29 **NO School**
Holy Thursday
30 **NO school**
Good Friday

6 **NO School**
Teacher In-Service
13 End of 1st Qtr (41 days)
16-19 **Parent/Teacher Conf.**
20 **NO School**

October '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 Easter Sunday
2 **NO School**
Easter Monday
13 Mid-Term (149 days)
27 **Early Dismissal 12:15**
Dinner Auction Set Up
28 Dinner Auction

1 **NO School**
All Saints Day
11 Veterans Day
15 Mid Terms (62 days)
18 Holiday Bazaar
Holiday Parade
22-24 **NO School**
Thanksgiving break

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 **Early Dismissal 12:15**
Test Analysis
13 Mother's Day
15 End of 4th Qtr (171 days)
16 **Early Dismissal 12:15**
Last Day of School

8 **No School** / Holy Day
Immaculate Conception
20 **Early Dismissal 12:15**
End of 2nd Qtr (83 days)
21-Jan 2 **NO School**
Christmas break

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

17 Father's Day

1 New Years Day
No School
2 **No School**
Teacher in-service
3 **Classes Resume**
15 **NO School**
M.L. King Day

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Independence Day

The Administration office reserves the right to change or modify the calendar. Please check the weekly newsletter for changes.

