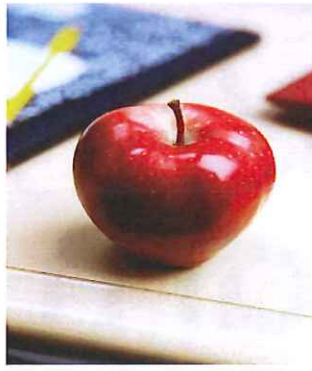


# **Bishop Hogan Memorial Preschool Parent Handbook**

## **2024-2025**

Bishop Hogan Memorial School  
1114 Trenton St., Chillicothe MO 64601  
Phone: (660)646-0705  
Fax: (660)646-3070



Dear Parents,

Thank you for joining our Bishop Hogan family! We are 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!

## PROGRAM HOURS

We welcome you for a half day program Tuesday, Wednesday and Thursday in accordance with the Bishop Hogan Memorial School calendar. Start time for preschool 3 to 4 year time is 8:00 – 11:00 am, and start time for preschool 4 to 5 year time is 12:00 with dismissal at 3:15 pm.

## 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 \$110 per month	Milk Fee \$.45
Supply Fee \$75 for the school year	Tuesday Snack Fee \$25.00
Total for the school year is \$1065.00	

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](http://www.parents.smarttuition.com). You will receive the tuition invoice at the beginning of each month. Or you can pay by check to the school office.

## ENROLLMENT PROCEDURES

Pre-enrollment 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 – Kim Walter	314-440-2067	kwalter@bishophogan.org
Teacher Asst. – Charity Lawson		



## 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.

**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.



## **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.

## **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**

**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**

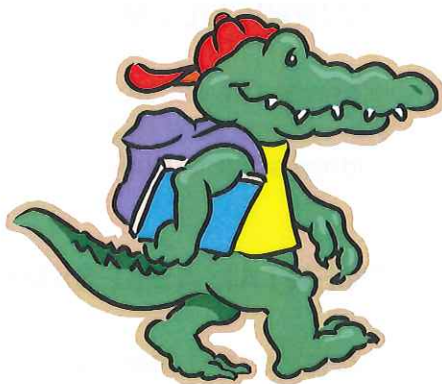
A program will be held at the end of the year for students graduating up to Kindergarten.

## APPROPRIATE DRESS

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

Socks and tennis shoes will be mandatory for your child's safety on our playground, in the gym, and in the classroom. Thank you for your help and understanding.

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 - Provided

Wednesday - Meat/Protein/Dairy

Thursday – Vegetables/Fruit

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

## **DROP OFF AND PICK UP**

### **Arrival at School**

**Enter through the north door of the Academy building.**

**\*The adult should walk the child to the classroom to sign your child in.**

**\*After the first week, the following procedures will apply:**

1. You may walk your child into school using the North door of the Academy Building or you may pull alongside the curb on JFK on the South side of the building where a teacher will be waiting to walk you child into the building.
2. **If your child will be doing something other than their regular routine, please let the staff member know that morning so they can write it on their clipboard or call the office and we will get word to the teacher.**
3. Outside doors will open at 7:45 am for Preschool and 11:50 am for Pre-K.

### **Pick up**

**\*Morning Class Pickup at 11:00**

**a. Students will line up at the south door where they will be released to parents/named person.**

**b. Please wait outside for your child to be released to your car. You may pull alongside the curb on JFK on the south side of the building.**

### **Pick Up**

**\*Afternoon class pickup at 3:15**

**a. Your child will be in the hallway of the main building.**

**b. You have 2 options to pick up your child**

**\*Drive through pick up: Go north on Easton Street, west on 10th street and south on Trenton Street to pick up your child in front of the school. We will release them when we see you pull up**

**\*OR walk up on the sidewalk on the east side of the main building and wait for your child to be released.**

## 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.

### Health Procedures

1. Getting sick at school. Individuals presenting with one or more of the following symptoms (below) or who test positive for COVID-19 will be excluded from school.
  - a. Symptoms of Illness and possible COVID-19 including but not limited to the following list (CDC, MOSBA):
    - i. Fever 100.0 or greater
    - ii. Cough
    - iii. Chills
    - iv. Muscle or body aches
    - v. Shortness of breath or difficulty breathing
    - vi. Fatigue
    - vii. New loss of taste or smell
    - viii. Congestion or runny nose
    - ix. Nausea or vomiting
  - b. Students who present with symptoms of illness will be removed from the classroom and sent to the office for a temperature check and potentially sent home.
2. Dismissal when ill
  - a. Parents will be called to pick up students within a reasonable time frame (30-40 minutes) for the health and comfort of the student and to reduce the exposure of illness to others.
  - b. Individuals should not come to school/center if exhibiting symptoms of illness or COVID-19 symptoms, without other obvious medical reasons or explanations. They will be immediately sent home.
3. Return to school
  - a. Individuals will be free from the following symptoms for **48 hours** (CDC) without the use of fever/pain reducers (i.e. Tylenol, Ibuprofen, Naproxen, Aspirin), anti-nausea or diarrheal medication (i.e. Imodium, Pepto Bismol), cough/cold medication.
    - i. Fever at or greater than 100.0
    - ii. Runny nose or nasal congestion (not allergy related)
    - iii. Cough (continuous and consistent) or sore throat
    - iv. Headache



## 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 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 5<sup>th</sup> - 6<sup>th</sup> 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. (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. Everyone is welcome to attend the parties.

## **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.

## **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.



# BISHOP HOGAN MEMORIAL SCHOOL 2024-2025 CALENDAR

AUGUST 2024						
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

5-19 Staff workdays  
 8 Staff Retreat  
 19 Open House  
 4:30 – 6:00 P.M.  
 21 First Day of School K-8  
 Early Dismissal 12:15  
 27 First Day for Preschool  
 28 Advisory Board Mtg.

FEBRUARY 2025						
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	

7 Mid Term 3rd Qtr  
 10-14 Parent Teacher Conference  
 14 NO SCHOOL  
 Professional Development  
 17 NO SCHOOL  
 Presidents Day  
 26 Advisory Board Mtg.

SEPTEMBER 2024						
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					

2 Labor Day  
 NO SCHOOL  
 6 Grandparent's Celebration  
 29 Fall Festival  
 13 Mid-Term 1st Qtr  
 25 Advisory Board Mtg.

MARCH 2025						
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					

7 End of 3rd Quarter  
 5 Ash Wednesday  
 14 Staff Retreat in KC/NO School  
 26 Advisory Board Mtg.

OCTOBER 2024						
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		

18 End of 1st Quarter  
 21-25 Parent Teacher Conference  
 24 Early Dismissal  
 25 NO SCHOOL  
 30 Advisory Board Mtg.

APRIL 2025						
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			

11 Mid Term 4th Qtr  
 17 NO SCHOOL  
 Holy Thursday  
 18 NO SCHOOL  
 Good Friday  
 21 NO SCHOOL  
 Easter Monday  
 25 Early Dismissal  
 26 Dinner Auction  
 30 Advisory Board Mtg.

November 2024						
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 NO SCHOOL  
 All Saints Day  
 4 NO SCHOOL  
 Diocesan PD Day  
 15 Mid Term 2nd Qtr  
 20 Advisory Board Mtg.  
 27-29 NO SCHOOL  
 Thanksgiving break

MAY 2025						
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 First Communion  
 8 Pre-K Graduation  
 11 Mother's Day  
 14 8th Grade Graduation  
 16 Last Day of School  
 Early Dismissal  
 19-22 Teacher Workdays  
 21 Advisory Board Mtg.

DECEMBER 2024						
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				

20 End of 2nd Quarter  
 23-Jan 6 NO SCHOOL  
 Christmas Break  
 No Advisory Board Mtg.

JUNE 2025						
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					

14 Flag Day  
 15 Father's Day

JANUARY 2025						
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	

6 NO SCHOOL  
 Professional Development  
 7 Classes Resume  
 20 NO SCHOOL  
 Martin Luther King, Jr Day  
 29 Advisory Board Mtg.

JULY 2025						
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