



ST. MARK Catholic School
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NEW FAMILY FREQUENTLY ASKED QUESTIONS

Following is a list of common questions regarding “next steps” for new families in the admissions process.

1. **When do we find out about tuition payments?**

- *ST. MARK* School uses the FACTS tuition management plan (<https://factsmgt.com/>). Over the summer, Mrs. Crystal Sheehan, parish office manager, will put the family information into the FACTS system and you will receive an email prompt from FACTS. At that time, you may complete the enrollment process by creating a login. You may select a payment plan at that time, as well.

2. **How do I purchase uniforms?**

- School uniforms may be purchased at Lands End (<http://www.landsend.com/>). Click on the “School” button and then the “Find your School” and be sure to choose *ST. MARK* School in Vienna, VA. You may also try Flynn & O’Hara (<https://www.flynnohara.com/>) which has a store, locally, at 9650 Main St, Fairfax, VA. Supplemental used uniform pieces may be purchased at the *Ice Cream Social*, which is held the Friday before the first day of school. School uniform information can be found under “Dress Code” on the school’s website.

3. **How do I become a volunteer in my child’s class?**

- We recommend starting this process as soon as possible as it can take months to complete.
- The first requirement is to complete the Virtus training class. Classes are available across the Diocese. To find one that works for you, visit <https://www.virtusonline.org/virtus/index.cfm>. Please click “First Time Registrant” to register. When you get to “View a List of Sessions,” select “Arlington, VA (Diocese)”.
- The sooner you take the class and get the process going, the sooner the approval will come. You may go online to register at: <https://www.virtusonline.org/>. In addition, you must contact Crystal Sheehan, in the parish office, to complete the paperwork for a background check. The background check portion of the process can take months, so please start the process early!

4. **What health forms are required?**

- We must have the completed VA State School Health Entrance Form (found on our Website at: <http://www.stmark.org/school/prospective-families/admissions/>) **prior to the first day of school.** This requires the doctor to sign a portion of the form, so get your appointment early! You may send the form to *ST.MARK* School, to the attention of Mrs. Bliss, or give the completed form to our school nurse at the *Ice Cream Social*, on the Friday prior to the start of school. **Students will not be allowed to attend class without the completed form.**
- FOR STUDENTS WITH ALLERGIES: you will need the forms for over the counter medication administration, allergy action plan and the epipen form signed by your doctor. These can all be found on our website at stmark.org/school under current families. On the right hand side you will see a button for “nurse’s corner.” It will take you to the Arlington diocese forms page where you can print off all of the necessary forms.

5. **Will my child(ren) be expected to complete summer work?**

- If your child is a rising 1st through 8th grader, they will be expected to complete some grade-specific summer work. All information regarding summer work can be found on the school’s website, and will be updated by teachers for this summer shortly after the last day of school.

6. **Will my child(ren) need to know how to write in cursive?**
 - *ST. MARK* students learn to write cursive in 3rd grade. If your child is a rising 4th grader or above, we suggest that you work with him/her over the summer to prepare him/her for the Fall. We use *Writing Our Catholic Faith, Grade 4* (which is currently available on Amazon.com).
7. **Will my child(ren) need to come in for summer math placement testing?**
 - If your child is a rising 6th or 7th grader, a *ST. MARK* staff member will contact you to make arrangements for your child(ren) to come in to take the math placement test.
8. **What extra-curricular/enrichment opportunities are available for *ST. MARK* students?**
 - *ST. MARK* offers a variety of choices in before- and after-school activities and clubs/organizations. Clubs vary from year to year based on interest levels, but some recent options have included: Art club, Battle of the Books, Boy & Girl Scout programs, Catholic Math League, Chess club, choir, coding, crochet, debate, drama, robotics, sewing, sports (through Catholic Youth Organization), Student Leadership Association, Yearbook club. The best way to find out about offerings and registration is through the weekly school e-communication, *Thursday's Thoughts*.
9. **Who can I call?**
 - Mrs. Bliss is always available to answer questions at 703-766-3441 or jbliss@stmark.org.
10. **What are normal school hours?**
 - 8:30am – 3:30pm
11. **Do you offer Extended Day Care?**
 - Extended Day Care is available for grades K-8 (7-8:30am / 3:30-6pm). No wait list; billed as used.
 - [Extended Day FAQ](#) available on our website. Year-long contracts and occasional use coupons are also available. Learn more at the Ice Cream Social (Friday, August 24).
12. **What are the important dates and where is the school calendar? You can find the complete parent calendar on our Website (<http://www.stmark.org/school/current-families/>).** *You should have received the password to access the current families section of the website from Mrs. Bliss. If you have not, please email her at jbliss@stmark.org.*
 - Friday, August 24, 1:45 p.m. – PTPO-sponsored Used Uniform Sale for New Families; gym
(tentative - time and location to be confirmed closer to the date. Only grades K-8 wear uniforms.)
 - Friday, August 24, 2:30 p.m. – New Family Orientation; Activities Center
 - Friday, August 24, 3:00 p.m. – *Ice Cream Social* for all new and returning families; gym
 - Monday, August 27 – 1st day of school, grades K-8 (1/2 day – 12:25pm release)
 - Friday, August 31 – ½ day (12:25pm release)
 - Wednesday, August 29 - Pre-school 3- and 5- day program, SNEAK PEEK; 8:40-9:30 a.m.
 - Thursday, August 30 - Pre-school 2- day program, SNEAK PEEK; 8:40-9:30 a.m.
 - Tuesday, September 4 – Pre-school 2- and 5- day classes begin (parent coffee for 2- and 5-day program at 8:45 a.m. in Activities Center)
 - Wednesday, September 5 – Pre-school 3-day classes begin (parent coffee for 3-day program at 8:45 a.m. in Activities Center)

Be sure to check our website for other important information!

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