NEW FAMILY FREQUENTLY ASKED QUESTIONS

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

1. **What are normal school hours?**
   - 8:30am – 3:30pm (morning carpool drop-off begins at 8:10am)

2. **When do we find out about tuition payments?**
   - *ST. MARK* School uses the FACTS tuition management plan ([https://factsmgt.com/](https://factsmgt.com/)). Over the summer (or once enrolled if transferring to *ST. MARK* mid-year), 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 FACTS tuition system enrollment process by creating a login. You may select a payment plan at that time, as well. Please contact Mrs. Sheehan directly with any questions: csheehan@stmark.org.

3. **How do I purchase uniforms?**
   - School uniforms may be purchased at Lands End ([http://www.landsend.com/](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/](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.

4. **How do I become a volunteer in my child’s class?**
   - We recommend starting this process as soon as possible as it can take some time 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 and to register, visit [https://www.virtusonline.org/virtus/index.cfm](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)”. Classes fill up quickly, so please sign up soon!
   - In addition, you must complete a background check. The online application is available at [https://www.arlingtondiocese.org/child-protection/](https://www.arlingtondiocese.org/child-protection/). Please start the process early!

5. **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/](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](http://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.

*Growing in Faith, Knowledge, and Service - www.stmark.org/school*
6. Will my child(ren) be expected to complete summer work?
   - If your child is entering 1st through 8th grade, 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. If your child is transferring to the school after the start of the school year, he/she does not need to complete the summer work.

7. 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, or directly from the publisher).

8. 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.

9. 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, debate, drama, robotics, sports (through Catholic Youth Organization), Student Leadership Association, and Yearbook club. The best way to find out about offerings and registration is through the weekly school e-communication, Latest Lion News.

10. Does ST. MARK School have a parent organization?
    - Yes! We have a wonderful Parent Teacher Parishioner Organization (PTPO). Learn more about the PTPO and how you can get involved here: https://www.stmark.org/school/ptpo/

11. Who can I call?
    - Mrs. Bliss is always available to answer questions at 703-766-3440 or jbliss@stmark.org.

12. Do you offer Extended Day Care?
    - Extended Day Care is available for pre-school and for grades K-8 (7-8:30am / 3:30-6pm).

13. 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.

14. Following us on social media is a great way to get a glimpse into school happenings!
    - Follow us on Facebook: https://www.facebook.com/STMARKCatholicSchool/
    - Follow us on Twitter: https://Twitter.com/STMARK_Lions

Be sure to check our website for other important information!