



**ST. MARK Catholic School**  
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## NEW FAMILY FREQUENTLY ASKED QUESTIONS – 2021-2022

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 generally begins between 8am and 8:10am). On early release / half-days, school ends at 12:25pm.

### 2. **When do we find out about tuition payments?**

- *ST. MARK* Catholic School uses the FACTS tuition management system (<https://factsmgt.com/>). In late summer (or once enrolled if transferring to *ST. MARK* mid-year), Mrs. Crystal Sheehan, parish business 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](mailto:csheehan@stmark.org).
- All families are required to set up a FACTS account associated with an auto-pay/ACH function to pay incidental expenses that will arise through the year (e.g. Chick-fil-A payments, milk orders, field trips, etc). This is true even if you are paying tuition directly to the institution via 529 plans, check, etc. Thank you for your assistance.

### 3. **How do I purchase uniforms?**

- School uniform information can be found under “[Dress Code](#)” on the school’s website. 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), and FlynnO’Hara (<https://www.flynnohara.com/>) which has a store, locally, at 9650 Main St, Fairfax, VA.
- The PTPO sponsors several Used Uniform Sales throughout the school year. The first one will take place prior to the start of the school year. Follow the [PTPO Facebook page](#) for updates. There is generally a limited selection of items and sizes, so please don’t depend on the used uniform sale for all of your items. We recommend families purchase one complete uniform and one complete PE uniform from one of our authorized vendors, then check the used uniform sale before purchasing more.
- PE uniforms are worn all-day on each child’s scheduled PE day. Students do not change uniforms at school.

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

- We rely so much on our volunteers!! If you have not previously volunteered at *ST. MARK*, and plan to do so next year, you must be certified by VIRTUS – our Diocesan Program for protecting God’s children. Please complete the requirements early! This is a two-part process: 1) completing the required online application 2) attending a VIRTUS session.
- Please complete the required [online application](#) first. Next, register for a VIRTUS class. You can [find and register for upcoming Virtus sessions here](#) (choose Arlington Diocese). Classes fill up quickly! You can register for a class at any Parish within the Diocese, just be sure to note that you are registering for *ST. MARK*. To find one that works for you and to register, 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)”.
- If you are fully VIRTUS compliant at another school or Parish within the Diocese of Arlington, please email Mrs. Crystal Sheehan, Parish Business Manager, at [csheehan@stmark.org](mailto:csheehan@stmark.org), and provide her with your full name(s), and the name of the parish and/or school. She will be able to assist you with transferring your VIRTUS compliance to *ST. MARK*. If you are moving into the area from out of state, or from outside of the Diocese of Arlington, you will need to complete the application online and the VIRTUS training. If you have any questions, please contact Mrs. Crystal Sheehan at [csheehan@stmark.org](mailto:csheehan@stmark.org). No one will be able to volunteer in the classroom, at school, or on field trips without meeting this requirement. Please begin this process as soon as possible!

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

- We must have the completed VA State School Health Entrance Form including the completed immunization schedule (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* Catholic School, to the attention of Mrs. Bliss at [admissions@stmark.org](mailto:admissions@stmark.org), or give the completed form to our school nurse at the *New Family Orientation*, on the Monday 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 all of the necessary forms.

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

- If your child is entering 1<sup>st</sup> through 8<sup>th</sup> 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](#) approximately a week after the last day of school.
- If your child enrolls **AFTER August 1**, your child is not required to complete the summer work, but we still strongly recommend reviewing it with your child and having your child do as much as he or she can before the start of school so that they feel comfortable with the content.

7. **Will my child(ren) need to know how to write in cursive?**

- *ST. MARK* students learn to write cursive in 3<sup>rd</sup> grade. If your child is a rising 4<sup>th</sup> grade student or above, we suggest that you work with him/her over the summer to prepare him/her for fall. We use *Writing Our Catholic Faith* (currently available on Amazon.com, or directly from the publisher).

8. **Where can I purchase school supplies for my child(ren)?**

- The Parent Teacher Parishioner Organization (PTPO) can save you some leg work and help with school supplies. If you are interested in ordering your child’s school supplies for next year, please [click here](#) and **place your order by July 1** (no exceptions). All the supplies in the kits are brand name and will be delivered directly to your child’s classroom before the start of school next year. We used this same company the past four years with great success! Otherwise, you may purchase supplies using the [school supply lists](#) on our website.

9. **What extra-curricular/enrichment opportunities are available for *ST. MARK* students?**

- While we are not sure which clubs and activities we will be able to offer during the 2021-2022 school year, *ST. MARK* normally 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, robotics, Safety Patrol, 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 email, *Latest Lion News*.

10. **Does *ST. MARK* Catholic 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/> Follow them on Facebook: <https://www.facebook.com/StMarkPTPO/>

11. **Who can I call?**

- Mrs. Bliss is always available to answer questions. You can email her at [jbliss@stmark.org](mailto:jbliss@stmark.org). Follow us on Facebook: <https://www.facebook.com/STMARKCatholicSchool/>

12. **What are the important dates and where is the school calendar? You can find school calendars on our website (<https://www.stmark.org/school/current-families/academic-calendar/>). 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](mailto:jbliss@stmark.org).**