



# Early Learning at St. Mark's Cathedral School

## Welcome

Welcome to preschool at St. Mark's! We have an exciting year planned for the children, full of fun opportunities for learning and growth. We have designed this handbook to highlight the procedures, policies and general information you need to know.

You can expect a weekly newsletter from your child's teacher and a Monday Memo from the preschool director to keep you informed of classroom and preschool-wide activities. You will also receive via email our SMCS weekly publication, *Weekly Words*, as well as RenWeb notifications. Please check your child's tote bag every day for notes and to see your child's masterpieces!

We are delighted that you have chosen to be a member of the St. Mark's Cathedral School family! We look forward to working with you.

*We have included our typical practices and have indicated where we are making changes due to the COVID-19 pandemic. Any additional changes throughout the year will be communicated to families.*

## The School Day

Regular school hours in PS2 – PS4, as covered by tuition, are 8:00 a.m. – 12:00 p.m. During our morning program, students will experience individual, small, and whole group activities, as well as a variety of enrichment classes, including weekly chapel. For those who wish to stay, the fun continues after 12:00 with both structured activities and free play options. ASM activities are planned in accordance with the following pick-up times: 3:00, 4:30 and 5:30. Regular school hours in Kindergarten, as covered by tuition, are 8:00 a.m. – 3:00 p.m.

*Promptness and regular attendance are encouraged in order to maximize the benefits of your school experience.*

**If your child leaves at 12:00 or 3:00**, you will pick up your child at the main entrance to the preschool. Our staff will happily load your child at carpool, or you may park and walk to the front door.

**If your child leaves between 3:20 and 5:30**, you will park and collect them from the main entrance to the preschool.

***Pandemic Update:** Please maintain social distancing with other families and adhere to current mask wearing policies when dropping off or collecting your child(ren). At this time, children in PS3 and above should wear masks at carpool and may need to wear masks in transitional hallway times.*

## Arrivals and departures during the school day

PS2 students: MUST be signed in and out by a staff member each day, to include departures and arrivals during the school day (doctor appointments, etc). Staff must also include the name of the parent or guardian to whom they are released. All PS2 sign in/out logs are kept in a separate spot on the bookcase in the main entrance to the Little School.

PS3 – Kindergarten students: Attendance records are managed by the classroom teachers and reported to RenWeb daily. A sign in/out log and a Visitor Log is kept at the front desk for arrivals and departures during the school day.

All visitors must be accompanied by a staff member.

***Pandemic Update:** At this time, no visitors are allowed in the school building without an appointment. Please ring the front door bell and a faculty member will assist you.*



## **Afterschool at St. Mark's (ASM)**

To follow is a brief description of our program:

### **12:00 – 3:00 (For PS2-PS4 students)**

PS2 students: \*\*Due to the age and developmental needs of our “littlest lions”, our PS2 friends will actually eat lunch at 11:30. \*\* Lunch guidelines are listed below. After lunch, the children will then gather their nap mats and begin their rest time routine (toilet/have their diaper changed, hear a story, recite the daily prayer and rest). The students will begin to awaken around 2:30 at which time they will put on their shoes, roll and store their nap mat, use the restroom/have their diaper changed, and play outside or in the classroom until carpool begins.

PS3 – PS4 students: This part of our day also begins with lunch. During lunch, we encourage appropriate table manners and pleasant conversation amongst the children. Weather-permitting, we will spend the majority of our time outside where the students can participate in a variety of fun, self-selected centers or free play. On days with extreme temperatures or inclement weather, the students will play at “inside centers” set up by the teachers. Between 12:45 and 1:15 and depending on the needs of the group, the children will gather their nap mats and begin their rest time routine (toilet, hear a story, recite the daily prayer and rest). The students will begin to awaken around 2:30 at which time they will put on their shoes, roll and store their nap mat, use the restroom, and play outside or in the classroom until carpool begins.

### **3:00 – 5:30**

After 3:00 carpool is complete, the children will be served a nutritious snack. They will then have an “afternoon meeting”, followed by a variety of activities including art, science, literature connections, music and exercise. These students will also enjoy special units and projects, as well as letter and number reinforcement games.

***Pandemic Update: These students will be divided into a PS2/PS3 group, and a PS4/K group. The PS2/PS3 group will be in the Chapel, while the PS4/K group will be in the “Big Room”.***

## **Lunch**

Children have the option of bringing a lunch from home or ordering through the St. Mark's catered lunch program. Please note that the catered lunch program is for PS3 - Kindergarten students. Due to state licensure regulations, PS2 students cannot utilize this program. All orders can be placed online through Boonli, and you will receive instructions on how to register for the program prior to the start of school.

Milk (white or chocolate) may also be purchased through the school.

In choosing items for your child's lunch, we suggest a limited number of options (3-4) as too many choices can be overwhelming for students this age. To aid in the growth of your child's self-help skills, please send food items that your child may handle easily, and include an ice pack for those that are perishable. Also, please do not include any glass items or foods which require cooking/heating (frozen meals, Easy-Mac, etc). In the event that a child does not have a lunch, the School will provide a lunch consisting of yogurt or cheese, fruit or applesauce, crackers and milk.

***Pandemic Update: Lunch will be eaten in classrooms or outside in static groups.***

## **Nap mats and other rest time information**

Nap mats can be purchased from local vendors and online, and should be labeled with your child's name. This mat will only be used by your child, and will be sent home weekly for laundering. Your child may also bring **one** small, soft stuffed animal or special blanket to cuddle with during naptime. This item will be stored with their nap mat during the week. Remember that our children manage their own materials as much as possible, so make sure to send something that is not irreplaceable in their eyes! The children will rest in small groups with the same teacher(s) every day. A particular author will be highlighted each month and the teacher will read a book by that author or a seasonal story every day in addition to reciting the daily prayer. The rest period is approximately 40 minutes to two hours, depending on the age of the child.

## How does my child join the fun?

You may contact Lisa Sigrest in the business office to sign up for any of these exciting after-school options. We offer the convenience of flexible scheduling, including same-day, drop-in availability, to meet the needs of our families.

**If you choose to utilize the drop-in option or need to make changes to your ASM schedule,** please send a note with your child to school, or text/call/email Erin Avery 318.617.7526 or [eavery@smc.school](mailto:eavery@smc.school). For last minute changes, please call 226.4030 (Jessica's office) or 221.7454 (main office).

## Carpool Guidelines

### Morning Drop-off

If you only need to drop off a child at the preschool building (PS2 – K): Upon entering the U-shaped drive, you will proceed up the driveway and take the first left into the parking area. You will then turn into the left, uncovered lane and proceed straight to the preschool building. Please exercise caution if you utilize this route as cars dropping off in the right lane will need to turn left across your lane to exit the parking lot. Please do not block cars from exiting from the right lane.

If you are dropping children at both the main school and preschool buildings: You will drop your older children at the main school entry doors (right lane, under the porte-cochere) and then proceed on to the preschool building. Please be aware of any cars in the left lane as you exit the right lane.



**You may drop your child off as early as 7:30.** A school faculty member will be present to assist with unloading your child. Preschool teachers will be inside the large multi-purpose room and will provide supervised activities for early arrivals until 7:45 when they will be released to their classrooms. At 7:45, preschool staff will greet you in the carpool line to unload the preschool students and escort them to their classrooms. For safety reasons in the carpool drop-off line, we ask that you remain in your car as you wish your child a good day at school.

If you walk your child into school, please park in designated areas and use caution in the parking lot. Because of the increased traffic at carpool times, please keep children close to you and deliver them to the door. We then ask that you give your child a quick hug and kiss at the front or classroom door and depart. A lengthy farewell can be stressful to both children and parents. We also ask that you limit conversation with your child's teacher at that time; lengthy dialogues take their attention away from the students in their care.

Establishing a routine early on will let your child know what to expect as consistency helps children feel safe in knowing what is going to happen each morning. We understand that it can be troubling for you when you drive off and your child is upset. We will comfort your child and can let you know once they have settled into their school day, if you wish.

***Pandemic Update: Upon arriving at the preschool building, your child's temperature will be taken in their car seat with an infra-red thermometer. If their temperature is below 99.5 degrees Fahrenheit, they will be unloaded by a faculty member and escorted to their classroom. If their temperature reads above 99.5, you will be directed to a designated waiting area where your child's temperature will be re-checked with an ear thermometer. Please refer to the Health and Wellness Attendance Policies at the end of this piece for additional guidelines.***

### Dismissal Procedures

Carpool lines are **CELL-PHONE FREE zones**, so please finish all phone calls before entering the line. Our policy states that we cannot load children into a car if the driver is using a cell phone, and car time is a great opportunity to talk to your children about their day!

\*If you arrive earlier than 2:55, you will need to ring the doorbell at the main preschool entrance to collect your child.\*

1. Drivers line up in the school drive in the **right** lane which is closest to the main school building. Once the school drive is full, the line continues in the Ministry Center lot. We need to leave Fairfield Avenue free of cars, so please do not line up on Fairfield.

\*Just as with morning drop off, if you only have a child in the preschool building and are picking up at 3:00, you have the option of choosing the left lane to bypass the main school pick up.

2. Please have your carpool tag clearly visible for the duty teachers. Hang the tag on the rearview mirror with the print facing the windshield.
3. Our primary concern is for the safety of your child. Therefore, we must place children into an approved car seat. Please be prompt and stay in your car – we will handle the rest!
4. To facilitate carpool, we prefer to load children on the rear passenger side. Please consider placing your child's car seat in this position to expedite the process. The duty teachers will assist your child in buckling their car seat, if needed.
5. You may park and walk in to receive your child, but please exercise caution by keeping your student with you at all times and use only designated crossing points.

***Pandemic Update: We strongly urge you to utilize carpool for drop-off and pick up. If you need to walk up to the school building to collect your children (and for those picking up after 3:00), please maintain social distancing with other families and adhere to current mask wearing policies.***

## **Late pick-up Policy**

Students must be picked up by 12:10, 3:20, 4:30 and 5:30. If students are awaiting pick-up after those times, the parents will be assessed a fee of \$25. If you are going to be late, please call 226.4030 (Jessica's office) or 221.7454 (main office) so we may properly prepare your child. For late pick-ups past 3:00, please contact Erin Avery at 617.7526.

## **General**

We call to check on any unexpected absences in the preschool. If your child is ill or has to miss school due to travel, etc. please let us know.

If someone not listed on your student information sheet is picking your child up from school, please let Mrs. Jessica or your child's teacher know. We may ask for identification when the person comes to collect your child if he or she is unfamiliar to us. Playdates are always fun - just let us know if your child will be going home with a friend!

## **Enrichments**

The preschool curriculum is enhanced by a variety of enrichment offerings. For PS2-PS4, these include Chapel, Curious Kids (Science), Mini Maestros (Music), Rise and Shine (Physical Education), Godly Play (Christian Education), Masterpiece of the Month (Art – PS3 and PS4) and Spanish (PS3 and above). Kindergarten enrichments include Chapel, Music, Computers, Art, Library, Christian Education, Science, Spanish, and PE (daily). All preschool classes have recess daily. A full list of enrichments and their descriptions are available on our website.

***Pandemic Update: At present, all Kindergarten enrichments will be coming to their classrooms, with the exception of Computers. With regards to Chapel, Fr. Drew will be coming to each PS2-PS4 classroom during Phase 2, and Kindergarten – 8<sup>th</sup> Grade students will participate in a live-streamed Chapel service.***

## **School Uniforms**

**Uniforms are OPTIONAL for PS2 students.**

**PS2 students** should wear clothes that are easy for them to manage for toileting. No one-piece clothing with snaps in the bottom, and no belts. Elastic pants should be easy for the child to pull up and down.

**PS3 – Kindergarten uniform guidelines are as follows:**

### **Girls**

- St. Mark's plaid jumper
- white round collar short-sleeved blouse with navy piping
- navy modesty shorts (recommended)
- socks
- sturdy, closed toe shoes appropriate for outdoor play (no sandals, flip flops or other types of backless shoes)

For cool weather:

- navy or white turtleneck
- navy straight-legged pants

- leggings or tights, any color or pattern
- navy sweatshirt with Tower logo or purple sweatshirt with Lion logo
- navy or white cardigan

**SPECIAL NOTE: In the warmer months of the year, the jumper is OPTIONAL. Students may wear the white blouse with navy shorts (please nothing form-fitting, such as “monkey bar” shorts).**

### Boys

- navy, pull-on elastic waist shorts or pants (no belts, please)
- white long or short-sleeved knit shirts with Tower logo
- socks
- sturdy, closed toe shoes appropriate for outdoor play (no sandals, flip flops or other types of backless shoes)

For cool weather:

- navy or white turtleneck
- navy sweatshirt with Tower logo or purple sweatshirt with Lion logo

Uniforms can be purchased at Shreveport Gymnastics and Sports World, who generally offer discounts on uniforms in June. You can have alterations done through them as well. Some items can also be purchased through Lands' End ([www.landsend.com/school](http://www.landsend.com/school) or 800.469.2222). If you enter our preferred school number, 9000-6404-9, a list of available items will be provided. \*\*The Land's End jumper does not match our current school jumper, so please buy your jumpers locally!\*\*

**Gently used uniform items are available for \$2 per piece in the Uniform Closet. If you wish to visit the Closet, see Mrs. Jennings in the school office!**

### Monograms

**Girls** may have either a monogram or the Tower logo on the left collar of their blouse.

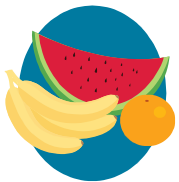
**Boys** may have a monogram on the left sleeve of polo shirts.

Preschoolers will participate in “all school” jeans days, as well as special or themed “free dress” days in their classes. You will be informed of these special event days via classroom newsletters, director e-mails or the *Weekly Words*.

**SMCS t-shirts** – If you are new to St. Mark's, you will be provided a school t-shirt at no additional cost. We will send one home with your child at the start of school.

**School bags** - Navy blue SMCS tote bags are generally used through Kindergarten. These bags are easy for the children to handle and are a good size for correspondence and student work. Tote bags are ordered through the school, monogrammed with your child's name, and are billed to your account (\$30).

### Snacks



The school provides mid-morning and mid-afternoon snacks for the children in the preschool. The snack offerings adhere to the nutritional guidelines suggested by the State of Louisiana and NAEYC standards.

### Birthdays and Other Special Celebrations

Birthdays are very special occasions in the lives of young children. We also celebrate a “very merry un-birthday” for our friends with summer birthdays. We ask that you send a special treat that is peanut and nut free to commemorate your child's special day. You are welcome to come and help celebrate!



If you are having a birthday party for your child outside of school, you are also welcome to send invitations home in school bags as long as the party includes every child (or every child of the same gender) in your student's class or grade.

We will have other seasonal celebrations and special projects throughout the year. Your child's teacher will provide guidance on upcoming events!

***Pandemic Update: You are welcome to send a special snack to school to celebrate your child's birthday, but parents are not able to come in to the building at this time.***

## Allergies and Medication

If your child suffers from food or drug allergies, please make sure to discuss the type, nature and extent of the allergy with the school nurses, and your child(ren)'s teacher(s). Children that need emergency medication at school (Epi-pen, Benadryl, etc.) must have a physician-completed medical release form on file at the school before any medication can be dispensed. Please be aware that no medication may be dispensed at school without written permission/instruction from the physician, to include over-the-counter medications (ex. Acetaminophen or Ibuprofen). You can obtain these forms in the main school office or from the nurses. Medication is kept in a secure, central location which is monitored and supervised by our staff nurses. The preschool staff, including substitute personnel, is educated on the allergy concerns of each child and lists of those students are also posted in classrooms and common areas. Please know that we do not serve snacks that contain any type of peanut or nut product. We also offer a "peanut-free table" at lunch as well. For the more complete St. Mark's nut policy, please refer to the Parent/Student Handbook.



## Staying Healthy

At the preschool, we monitor hand washing throughout the day. Hand cleansing will happen at a minimum of every two hours during the school day, to include upon arrival to school, and in the event that a child comes in contact with a bodily fluid. Children will also clean their hands before and after the following activities: toileting/diapering, snack and lunch, outside play, and certain classroom activities.

The children are in close contact, and participate in outdoor play as part of our daily curriculum. Accordingly, we recommend that children bathe daily to promote good hygiene.

It is each parent's responsibility to use good judgment and caution when sending children to school following an illness.

***Pandemic Note: Please refer to the Health and Wellness Attendance Policies at the end of this piece for additional guidelines. Staff will be masked if they are within 6 feet of children. Staff will sanitize frequently touched surfaces, such as tables and counters, hourly. Toys and manipulatives will also be cleaned, as well as outdoor play items between groups. Staff and children will wash their hands/use hand sanitizer a minimum of every two hours, to include arrival to school, before and after eating, and after playing outside, toileting/diaper changes, and contact with bodily fluids.***

## Biting Policy

We realize that biting can be a normal, age-appropriate event as a child moves from the toddler to the preschool years. However, due to health issues, this type of behavior requires special attention. In the event that a student bites another student or a caregiver, the following steps will be taken:

1. The offending child will be separated and first aid will be administered to the child/staff who has been bitten.
2. A preschool staff member will notify the families of the affected parties. Due to privacy issues, no names will be used.
3. If the biting continues with frequency, the school will ask that the child remain home for a specified period of time. After the break from school, the student will be allowed to return unless he or she demonstrates the harmful behavior again.

We generally find that the biting stops once the student realizes that they are no longer able to participate in school activities.

## Toilet Training and Spare Clothing

Toilet training is a part of the curriculum in the PS2 classrooms. If a PS2 student is not toilet trained, the family needs to provide diapers and any other specialty items such as diaper creams or special wipes (the school provides Member's Mark hypo-allergenic premium wipes available at Sam's Club). These items must be clearly labeled with the child's name.

Each child that attends PS3 and above must be toilet trained. Students must be able to communicate bathroom needs, and arrive at the toilet in time. Students may request assistance with cleaning and clothing. We certainly understand that accidents happen but if a child is habitually having potty problems, the situation will be reviewed with the teacher and administration. In some instances, the child may need to spend time at home until the situation is resolved.

All preschool children will need to provide a spare uniform or set of seasonally appropriate clothing to be kept at school. We recommend several pairs of underwear and a pair of shoes be included.

## Extra-curricular Sports Teams

Soccer, t-ball and the like are excellent ways for children and families to get to know each other and to learn the values of teamwork and sportsmanship. While St. Mark's does not create or manage teams for preschool, we encourage classes or grades to form teams with the intent of including all those that wish to participate. With that in mind, please let Mrs. Jessica know if you plan on forming a team or if you are interested in playing a particular sport and wish to be on a team with other St. Mark's children.

*Pandemic note: At present, we are not able to offer Soccer Shots to families.*

## Parent-Teacher Conferences

The preschool schedules parent-teacher conferences two times a year – in mid-Fall and near the end of the school year. A detailed assessment report will be presented as a part of the meeting. Online sign-ups will be available in the weeks prior to the conference day. Virtual conferences are available as an option.

If you have concerns about your child at any time, we encourage you to contact your child's teacher using the contact information that they provide.

## Communication with Staff

As previously mentioned, teachers will let you know the best way to communicate with them. If you need to reach your child's teacher during the school day, **please call the front desk of the preschool – 226.4050**. Teachers will not have continual access to their cell phones while they are with their students, so text messages and e-mails will only be checked by teachers during break times. Similarly, please call or send a note if your child will have any changes to their normal schedule (doctor appointment, different carpool pick-up, ASM changes, etc.) We also ask that you respect your teachers' personal lives and refrain from contacting them in the evenings. You may also reference the St. Mark's Cathedral School Parent-Student Handbook for more details regarding appropriate communication with teachers.

## PS2 additional information

### State Licensure 1509 Policies for St. Mark's Cathedral School Early Learning Center

#### Child Abuse and Neglect Policy

As mandated reporters, all staff and owners of the St. Mark's Cathedral School Early Learning Center shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline, 1-855-4LA-KIDS (1-855-452-5437). Staff and owners shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and the St. Mark's Cathedral Early Learning Center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

#### Non-discrimination Policy

The St. Mark's Cathedral School Early Learning Center does not discriminate on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether or not a child is being breastfed.

#### Admissions Policy

Children eligible for admission to the St. Mark's Cathedral School Early Learning Center must be two years of age by September 1 of the year of admission. Children do not need to be toilet-trained in order to be admitted.



## Disclosure of Information Policy

The St. Mark's Cathedral School Early Learning Center provides notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website.

## Complaint Policy

The St. Mark's Cathedral School Early Learning Center provides information to parents concerning the licensing authority of the Louisiana Department of Education Child Care Division of Licensing. Should parents have significant, unresolved licensing complaints they may contact the Licensing Division by phone, email or mail:

Louisiana Department of Education  
Child Care  
Division of Licensing  
P.O. Box 4249, Baton Rouge, LA 70821  
225-342-9905  
[LDELicensing@la.gov](mailto:LDELicensing@la.gov)

## Parental Access Policy

Parents of students at the St. Mark's Cathedral School Early Learning Center are welcome and allowed to visit the center anytime during regular hours of operation and when children are present.

***Pandemic update: Parents are not allowed inside the school building at this time.***

## Parental Involvement Policy

Parents of students at the St. Mark's Cathedral School Early Learning Center are welcome and encouraged to attend special class and school events as well as parent education opportunities. Some of these include Grandparents' Day, Halloween Happening, Bedtime Stories and Snacks, field day, and class birthday and holiday celebrations. Parents are required to attend the Preschool Parent Orientation session at the start of school to help them understand cognitive and behavioral norms for preschool children, learn appropriate parenting tips, and understand the procedural aspects of our program. We also offer fall and spring parent-teacher conference days. Parents are given the teachers' email addresses and phone numbers and are encouraged to contact them in the event of questions or concerns.

***Pandemic update: Parent orientations are available in a virtual format and should be viewed by the families before the start of school. Special events will be re-formatted, depending on the time of year and situation.***

## Behavioral Management Policy

Occasionally, children behave in ways that are not appropriate for a classroom setting. During those times we will guide students to make changes in their behavior. Positive guidance and redirection are the first measures taken. When unacceptable behaviors persist, a child may be separated from the class for a short period of time to allow him/her time to re-group. This amount of time does not exceed one minute per the age of the child, and the separation occurs in the classroom and within sight of a teacher. After the designated time, a teacher talks with the child about appropriate behavioral expectations and the child is given the chance to decide when he/she is ready to return to activity. If a pattern of negative behaviors is observed, a conference with the parents may be warranted to discuss a school and home strategy.

At no time will a student be subject to any of the following:

- physical or corporal punishment including, but not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position;



- verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children;
- the threat of a prohibited action even if there is no intent to follow through with the threat;
- being disciplined by another child;
- being bullied by another child;
- being deprived of food or beverages;
- having active play time withheld for disciplinary purposes, with the exception of a separation (as described above) which may be used during active play time for an infraction incurring during the playtime.

### **Electronic Devices Policy**

Electronic devices including but not limited to television, movies, games, videos, computers and hand held electronic devices are used very sparingly, and for no more than 30 minutes at a time.

### **Computer Practices Policy**

All computers that allow internet access to the children are equipped with monitoring or filtering software that limits access by the children to inappropriate web sites, e-mail, and instant messaging.

### **Programs, Movies and Video Games Policy**

Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children are not permitted in the presence of children. No program with anything other than a “G” rating is permitted. Video games, outside of appropriate age educational games, are not utilized. All programs, movies and video games are suitable for the youngest age of the child who has access to them.

### **Provisional Employment Policy**

St. Mark’s may provisionally employ as a staff member a person for whom it has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the LDOE has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department’s receipt of the other CCCBC results and determination of the person’s eligibility for child care purposes. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times by an adult staff member for whom St. Mark’s has a CCCBC-based determination of eligibility for child care purposes in accordance with Licensing Regulations.

**Please refer to the St. Mark’s Parent-Student Handbook for school-wide information not presented in this piece.**

## **Our Amazing Faculty and Staff**

### **PS2 – The Chicks**

Sarah Burford	Lead Teacher
Christine Zimmer	Teaching Assistant

[sburford@smc.school](mailto:sburford@smc.school)  
[czimmer@smc.school](mailto:czimmer@smc.school)

### **PS2 – The Busy Bees**

Evie Schonfarber	Lead Teacher
Cristyn Shanklin	Teaching Assistant

[eschonfarber@smc.school](mailto:eschonfarber@smc.school)  
[cshanklin@smc.school](mailto:cshanklin@smc.school)

### **YPS3 – The Hungry Caterpillars**

Hayden Rooney	Lead Teacher
Bridget Florea	Teaching Assistant

[hrooney@smc.school](mailto:hrooney@smc.school)  
[bflorea@smc.school](mailto:bflorea@smc.school)

### **PS3 – The Barnyard Buddies**

Blain Coady	Lead Teacher
Janice Chatelain	Teaching Assistant

[bcoady@smc.school](mailto:bcoady@smc.school)  
[jchatelain@smc.school](mailto:jchatelain@smc.school)

### **PS3 – The Forest Friends**

Kaye Swearingin	Lead Teacher
Polly Williams	Teaching Assistant

[kswearingin@smc.school](mailto:kswearingin@smc.school)  
[pwilliams@smc.school](mailto:pwilliams@smc.school)

### **PS4 – The Super Friends**

Rachael Williams (Christiansen)	Lead Teacher
Nicole Lowe	Teaching Assistant

[rwilliams@smc.school](mailto:rwilliams@smc.school)  
[nlowe@smc.school](mailto:nlowe@smc.school)

### **PS4 – The Color Crew**

Paige White	Lead Teacher
Trina Roteff	Teaching Assistant

[paige.white@smc.school](mailto:paige.white@smc.school)  
[troteff@smc.school](mailto:troteff@smc.school)

### **PS4 – The Explorers**

Aimee Greene	Lead Teacher
Eloise Palmer	Teaching Assistant

[agreene@smc.school](mailto:agreene@smc.school)  
[epalmer@smc.school](mailto:epalmer@smc.school)

### **Kindergarten**

Julia Peaks	Lead Teacher
Claire Hernandez	Lead Teacher
Pam Hergenrader	Teaching Assistant

[jpeaks@smc.school](mailto:jpeaks@smc.school)  
[chernandez@smc.school](mailto:chernandez@smc.school)  
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### **ASM**

Erin Avery	Director
Rosemay MacDonald	
Cassidy Cason	

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[casscason20@gmail.com](mailto:casscason20@gmail.com)

Additional faculty: Hayden Rooney, Evie Schonfarber and Cristyn Shanklin

### **ENRICHMENTS**

Aaron Bergman	Rise and Shine
Jamie Chapman	Mini Maestros
Erika Hand	Spanish (PS3 and above)
Lauren Hill	Story Time
Jann Logan	Godly Play
Alison Marlar	Curious Kids
Jessica Russo	Masterpiece of the Month (PS3/PS4)

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## **St. Mark's Cathedral School**

### **Health and Wellness Attendance Policies 2020-21**

These policies are published to address concerns specific to the 2020 Corona Virus Pandemic. They serve as a supplement to the general attendance and health and wellness policies as published and updated annually in the Parent-Student Handbook. These policies are established with the purpose of ensuring the health and safety of the students and employees of St. Mark's Cathedral School as well as their families and the wider community. These policies may be amended based upon advice or directives from civil or ecclesiastical authorities.

1. While affirming the importance of school attendance for both intellection and social development and accepting our obligations to the State of Louisiana to support and assist with enforcement of compulsory and minimum attendance statutes, St. Mark's explicitly requests that parents monitor their children's health and refrain from sending to school children who are or may be sick.
2. In particular, children should not come to school if they have had a fever or taken fever-reducing medications within the past 48 hours.
3. Student temperatures will be taken upon arrival to school; children who have a temperature over 99.5 degrees Fahrenheit will be not be allowed to attend school.
4. If a child has a fever of 99.5 degrees Fahrenheit at any time during the school day, he or she will be sent home.
5. Children who have been sent home with a temperature above 99.5 must have a doctor's note clearing them to return to school OR a parent note stating they have been fever-free for 72 hours.
6. Children should not come to school with a persistent cough, sore throat, or breathing difficulties; parents of children with allergies or chronic conditions which might lead to persistent cough or shortness of breath should make the school aware of the situation.
7. Children should not come to school within 24 hours of diarrhea or vomiting.
8. PARENTS ARE EXPECTED TO INFORM THE SCHOOL IF ANY MEMBER OF THE HOUSEHOLD HAS HAD A POSTIVE COVID TEST. The School will contact the Regional Health Director for guidance on possible quarantine measures.

**By bringing their children to school, parents affirm that they are in compliance with school expectations and that to the best their knowledge the children are well and pose no health risk to the school community.**