



**2026-2027
PRESCHOOL HANDBOOK**

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The handbook is available on the St. Mark's Cathedral School website.

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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 as a companion to the St. Mark's Parent/Student Handbook to highlight the procedures, policies, and general information that preschool families need to know.** *Please refer to the St. Mark's Parent/Student Handbook for school-wide information not presented in this piece.*

You can expect daily and/or weekly correspondence from your child's teacher and a *Preschool 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 publications, *Weekly Words* and *Tower Talk*, as well as FACTS notifications. ***Please check your child's tote bag every day.***

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.

THE SCHOOL DAY

Regular school hours in PS2 and PS3, as covered by tuition, are 8:00 a.m.-12:00 p.m for half-day students and 8:00 a.m.-3:00 p.m. for full-day students. 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 3:00 with both structured activities and free play options. ASM (After-school at St. Mark's) activities are planned in accordance with the following pick-up times: 4:30 and 5:30.

Regular school hours in Prekindergarten 4 and 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. Students should bring their school bag and a labeled water bottle EVERY DAY.

If your child leaves at 12:00 or 3:00, you will pick up your child at the main entrance to the Preschool. If your child leaves **between 3:15 and 5:30**, you will park and collect them from the main entrance to the Preschool.

ARRIVALS/DEPARTURES DURING SCHOOL DAY & VISITOR POLICY

Preschool 2 - Kindergarten

All students must be signed in and out at the front desk if taken after school begins or before the school day ends.

Item Drop-Off

To minimize disruptions to the learning environment, please drop off items by the front desk after the school day has begun. Make sure all items are labeled with your child's name.

Visitor Policy

Visitor badges are required for identification purposes for all visitors on the campus. You will sign in and receive your visitor tag at the reception desk.

AFTER-SCHOOL AT ST. MARK'S (ASM)

PS2-Kindergarten students participating in ASM between 3:00-5:30 p.m. will be divided into age-appropriate groups. After the 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.

Lunch

PS3 - Kindergarten 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 students and above.*** 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 through the St. Mark's website under Parent Resources.

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. For the safety of all children, staff will not heat or reheat lunches or other food items brought from home in the microwave. Microwaved food can heat unevenly and may become hot enough to cause burns, creating a safety and liability risk.

Nap Mats & Rest Time

Nap mats can be purchased from local vendors or 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 classrooms with the same teacher(s) every day. In accordance with state regulations, rest periods vary depending on the age and needs of the child.

We kindly ask that you avoid picking up PS2 children between 12:00-2:30, PS3 children between 12:30-2:30, and Pre-K4 and K children between 1:45-2:30, as this is our designated nap/rest time. Early pickups during this period can be very disruptive to the children who are resting, as well as to the overall classroom environment.

If you need to arrange an early pickup, please do so before these time periods. We truly appreciate your cooperation in helping us maintain a calm and restful environment for all our students.

How to Sign Up for Extended Care (Before-School Care & ASM)

St. Mark's offers daily extended care starting as early as 6:45 a.m. and ending as late as 5:30 p.m. to meet the needs of our families. Extended care registration can be accessed through the school website under Extended Care & Extracurricular Programs.

If you choose to utilize the drop-in option for After-School at St. Mark's (ASM), we suggest you create a group text on your phone with your child's teacher and April Cogar (318-658-7136), our ASM Director. A minimum of 24 hours' notice is required for all drop-in care requests. Drop-in care is subject to space and staffing availability and cannot be guaranteed without the required notice.

Please note: Permanent ASM changes may only be made at the beginning of each nine weeks.

CARPOOL GUIDELINES

****YOU MAY NOT, AT ANY TIME, BLOCK EITHER DIRECTION OF FAIRFIELD AVENUE. IF CARPOOL LINES ARE BACKED UP TO FAIRFIELD, PLEASE CIRCLE OR WAIT IN THE RIGHT LANE CARPOOL LINE****

We HIGHLY encourage all parents to utilize carpool.

MORNING DROP-OFF

You may drop your child off as early as 7:30 a.m.

- At 7:30, Preschool staff will greet you in the carpool line and assist with unloading your child.
- Students will be unloaded from the *right side of the car only*. 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 your child's car seat is on the driver's side, we ask that you unbuckle and unload your child and walk him/her to the teacher.
- Students who arrive between 7:30 and 7:45 will be escorted to the multi-purpose room where they can enjoy supervised activities. At 7:45, they will be escorted to their classrooms.

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 proceed from the right lane.

If you walk your child to the front door:

- 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 door and depart. A lengthy farewell can be stressful to both children and parents.

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.

DISMISSAL PROCEDURES

****We begin carpool at the Preschool building as early as 2:50 (for the main 3:00 carpool) in order to alleviate carpool congestion.****

Carpool lines are **CELL-PHONE FREE zones**, so please finish all phone calls before entering the line. Preschool staff will escort children to their vehicles during dismissal. Parents or authorized caregivers are responsible for securing their child in the appropriate car seat and fastening all safety restraints.

To help keep the pick-up line moving efficiently, briefly pull into one of the handicapped parking spaces or the preschool parking lot before buckling your child into their car seat. Please do not stop in the drive-through line to secure your child.

1. **For 12:00 and 3:00 dismissal** – 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. **Again, 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. 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.
4. **For those picking up after 3:00 carpool**, you simply park in the lot or in the driveway and ring the doorbell. A staff member will assist you with collecting your child.

LATE PICK-UP POLICY

Students must be picked up by 12:10, 3:15, 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 or text your child's teacher, 318.464.0910 (Kristen's cell) or 318.221.7454 (main office – if before 3:00) so we may properly prepare your child. For late pick-ups past 3:00, please contact April Cogar at 318.658.7136.

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. Kristen 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 & CHAPEL

The Preschool curriculum is enhanced by a variety of enrichment offerings.

PS2 & PS3 Enrichments:

- Art Studio (PS3)
- Chapel
- Christian Education
- Music
- Physical Education
- Science
- Spanish (PS3)
- Story Time

Prekindergarten 4 & Kindergarten Enrichments:

- Art Studio
- Chapel
- Christian Education
- Computer Lab (K)
- Library
- Music
- P.E. (daily)
- Spanish
- STEM Lab

A full list of enrichments and their descriptions are available on the St. Mark's website. All Preschool classes have recess at multiple times during the day.

Chapel Schedule

Wednesdays:

- PS2 at 9:00 in the small Chapel located in the main Cathedral

Thursdays:

- Pre-K 4 & Kindergarten at 9:00 in the Cathedral.
- PS3 at 9:30 in the Cathedral



PRESCHOOL UNIFORM GUIDE

PS2 - Kindergarten Girls



St. Mark's Plaid Jumper with Blouse

- White round collar short-sleeved blouse with navy piping
- Optional Monogram: Left collar of blouse only
- Available at Shreveport Gymnastics or Sports World



St. Mark's Plaid Dress

- Optional Monogram: Left collar only
- Available at Shreveport Gymnastics or Sports World



Navy Polo Dress

- Navy short-sleeved mesh pleated polo dress with Tower logo
- Optional Monogram: Left sleeve only
- Available at Lands' End



Navy Shorts

To be worn under jumper or dress.

PS2 - Kindergarten Boys



White Polo

- White short or long-sleeved knit or dri-fit polo with Tower logo
- Optional Monogram: Left sleeve only
- Available at Shreveport Gymnastics, Sports World, or Lands' End



Navy Shorts or Pants

- Pull-on elastic waist (no belt)
- Available at Shreveport Gymnastics, Sports World, or Lands' End

PRESCHOOL ACCESSORIES

- **Socks:** Solid white, navy, or black
- **Shoes:** Athletic-style with closed toe and closed heel (Velcro or other non-tie fastenings required). Keds-style Mary Janes or sneakers are great choices. No boots, UGGs, Crocs, or slipper-like footwear.

St. Mark's Cathedral School reserves the right to determine whether a student's attire complies with the uniform policy.



OUTERWEAR & COLD WEATHER GUIDE



Students may wear any St. Mark's sweatshirts, jackets, or fleeces available through our uniform vendors (pictured above).

St. Mark's athletic or spirit outerwear is also permitted. Spirit wear is available through the St. Mark's Online Spirit Store at various times throughout the school year. For more information, visit stmarksschool.com/spiritstore.

Students may wear any color overcoat when outdoors only. St. Mark's outerwear must be worn indoors.

GIRLS COLD WEATHER OPTIONS

- Solid navy or white turtleneck or long-sleeved shirt worn under blouse/dress
- Solid navy, white, or black leggings or tights worn under the dress/jumper/skirt
- Solid navy or white cardigan (monogram is optional)

BOYS COLD WEATHER OPTIONS

- Solid navy or white turtleneck or long-sleeved shirt worn under the polo/striped shirt

St. Mark's Cathedral School reserves the right to determine whether a student's attire complies with the uniform policy.



UNIFORM VENDORS

Shreveport Gymnastics

4727 Line Ave., Shreveport, LA 71106

318.869.1206

www.shreveportgymnastics.com

Alteration services available

10% discount on select items offered during the month of June

Sports World

8809 Jewella Ave., Shreveport, LA 71108

318.686.1880

www.sportsworlduniforms.com

Alteration services available

10% discount on select items offered during the month of June

Lands' End

800.469.2222

www.landsend.com/school

Preferred School Number: 9000-6404-9

Uniform Closet

The school maintains a uniform closet with gently used uniform pieces available for \$2 each. Contact Robin Jennings, School Office Manager, at rjennings@smc.school or 318.221.7454 for more information.

ADDITIONAL INFORMATION

Spirit Days

The first Wednesday of each month are Spirit Days at St. Mark's. On those days, unless otherwise announced, Preschool students may wear any St. Mark's t-shirt with any **navy, white, or gray** bottoms. Spirit Days are **not** the same as Casual Dress Days.

Casual Dress Days

Preschoolers will participate in "all-school" Casual Dress Days, as well as special or themed Casual Dress Days in their classes. You will be informed of these special event days via classroom newsletters, director emails, or the *Weekly Words*.

St. Mark's 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 or in your new student welcome bag. Extra St. Mark's t-shirts are available for purchase in the main office.

School Bags

Navy blue St. Mark's 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. New students will receive a tote bag at the start of school at no cost. Replacement tote bags are ordered through the school 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 & 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. Please note that if you choose to send invitations home in bags they run the risk of not making it home.

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

HEALTH AND SAFETY

STAYING HEALTHY

At the Preschool, we monitor hand washing throughout the day. Hand cleansing (hand washing or use of hand sanitizer) 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.

Staff will frequently sanitize high-touch surfaces, such as tables, counters and doorknobs. Toys and manipulatives will also be cleaned daily, as well as any soiled outdoor equipment.

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.

IMMUNIZATION & MEDICAL EXCLUSION

The State of Louisiana requires immunization of all students in public and private schools and requires that schools maintain immunization records to demonstrate compliance with the law. Exceptions are allowed from immunization requirements for medical, religious, or philosophical reasons. If a child is exempt for medical reasons then a statement from the student's physician is required. Parents will need to sign a Statement of Exemption from Immunizations form that can be obtained from the school nurse. The school checks immunization records annually and will notify parents whose children's immunizations are not current.

The relevant statute also provides that in the event of an outbreak of a vaccine-preventable disease, the school may exclude from attendance those students who are not immunized until such time as it is safe for the non-immunized children to return to school.

SICKNESS & INJURY

Please do not send children to school who are obviously sick and could be contagious. If a child becomes sick at school, he or she will be sent to the office. The school nurse or appropriate school personnel will assess the student for illness and make the decision, along with the student's teacher, to notify the parents to pick up their sick child. Parents will be informed if their child is sick and the plan of action. If a child has to leave school due to illness, they will need to stay home the next school day. If there are questions, then the nurse should be notified. Below is a list of common illnesses and information on when they may return to school.

Illness/Symptoms

Exclude Until

Fever – Oral temp.	Free of fever for 24 hours without fever reducing medication
Diarrhea (2 or more loose stools)	Free of diarrhea for 24 hours
Vomiting	Free of vomiting for 24 hours
Generalized rash	Follow physician's orders based on diagnosis of the rash
Cold with green mucus	Clear mucus
Conjunctivitis (pink eye)	On meds for 24 hours
Skin infections (ringworm, boils, etc.)	On medication for 24 hours if required for rash
Impetigo	24 hours on antibiotics and the lesions are without drainage
Hand Foot Mouth	Fever free without fever reducing medications and rash has begun to fade
Mononucleosis	Fever free and cleared by a physician
Childhood illnesses or communicable diseases	Cleared by a physician (each case different)

Children should stay home until symptoms subside and they are fever free without fever reducing medications for 24 hours to prevent the spread of illness.

If you are notified regarding your sick child, please pick the child up as soon as possible. The child should be picked up within the hour.

Playground and P.E. mishaps are part and parcel of school life. In the event of minor injury, a child will be sent to the office for an ice pack, Band-Aid, etc. If the injury appears to require possible treatment or if the child is extremely distressed, the parents will be called and asked what they want to do. In the event of a serious injury which clearly needs immediate medical attention, parents will be called at once; if the injury appears life-threatening or seems to require immediate treatment and parents cannot be contacted, the school will call 911 for an ambulance.

MEDICATION

Absolutely no medication (including epi-pens for allergic reactions) will be administered at or by the school without written permission/instructions from the student's physician. Those physicians' forms are available on the SMCS website or from the school nurse. Any medication must be brought to the school nurse and will be administered under the supervision of the nurse. All medication must be labeled with the student's name and the dosage to be taken.

Students may not carry medication with them at school except with the approval of the school nurse in special circumstances (e.g. insulin for diabetic students).

ALLERGIES & CHRONIC MEDICAL CONDITIONS

All parents are asked to inform the school of any allergies or chronic medical conditions on the medical information form in FACTS at the beginning of the year. The School Nurse, homeroom teachers, or division heads will contact parents for more information about the allergies or condition and will create a treatment/management plan if necessary. If emergency medication (such as an epi-pen) needs to be kept at school, the school generally requires one for the homeroom teacher and one for the office. All requirements regarding medications indicated in the section above must be followed.

FOOD ALLERGIES

Many students suffer from a variety of food allergies. Please be especially sure to let the school know of food allergies. The school will review all student records and will make a Master Allergy List for teachers and post as appropriate. Food allergy information will be communicated to parents of the other children in the class as appropriate. If you have been informed of a food allergy in your child's class, please be especially mindful of that need when preparing any kind of food to send for the whole class. Never insist that another parent's child eat or even take any food for any reason; a child may have instructions not to eat any food which has not been prepared or specifically approved by his or her parents.

Because peanut and tree nut allergies are particularly prevalent and create possibilities of cross-contamination, the school has taken extra measures to protect students' health. Since the school and Cathedral share facilities and many different groups use the Cathedral campus, it is not possible to make the full campus peanut or tree nut-free. Every reasonable effort is made to protect students with food allergies and to prevent cross-contamination, but it is important for students and families to have made appropriate plans in case of allergic reactions. The following protocols have been adopted to protect our children with peanut/tree nut allergies.

- The school maintains a "peanut-free" table in the lunchroom where students with peanut/tree nut allergies may sit if their parents desire, but students with peanut allergies are responsible for sitting there; the preschool also maintains peanut-free tables, and teachers will make sure students with peanut allergies sit there if we are aware of the allergies.
- Classroom teachers may establish "peanut only" spaces in their room or on the playground for use by students with snacks that may have peanuts/tree nuts.
- No baked goods with peanut or tree nut ingredients should come to school as classroom treats or bake sale items; this includes baked goods and treats for parties and classroom celebrations.
- Many processed foods and baked goods may come from facilities where there is a possibility of trace exposure to peanuts/tree nuts. The risks such items pose vary greatly with individual children. Please consult with your teacher or the division head before bringing treats to school in order to determine whether products with trace exposure can be brought to a classroom. The school maintains a list of items which are safe for students with peanut/tree nut allergies so that you may bring in alternate

treats. The bakeries of local grocery stores now often indicate whether a product is peanut and/or tree nut free.

LICE

Head lice are an unpleasant but not uncommon experience for young children. In order to prevent or eradicate them, communication between home and school is essential. Parents are requested to inform the school immediately if they detect lice on their children. Such children should receive treatment before returning to school. If a child has live lice, the parents will be notified to pick the child up and provide appropriate treatment. Parents of other children in that grade or division of the school will be informed of the outbreak, but not of the identity of any persons with lice. If the school becomes aware of an outbreak of lice, it may be necessary to examine all children in a grade or division. If a child has head lice, the school will call the parents to take the child home. Children may return the next day provided parents confirm that they have provided treatment. The school will make every effort to keep parents appropriately informed and to take any necessary steps with regard to cleaning carpets, etc.

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.
4. If biting continues despite intervention efforts and poses an ongoing safety concern, we reserve the right to suspend or terminate a child's enrollment in our program.

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

TOILET TRAINING & SPARE CLOTHING

St. Mark's students enrolled in the Preschool beginning with PS3 must be fully potty trained. St. Mark's requires children to be self-sufficient in all aspects of bathroom use and asks that families reinforce a child's ability to undress, wipe, flush, and redress, as well as wash hands. Staff may assist children with clothing fasteners, if needed, but cannot assist with wiping. It is important for parents to understand that adherence to this policy helps ensure a positive school experience for your child and other children in the class.

A potty trained child is a child who can do the following:

- Tell the adult they need to use the restroom BEFORE they have to go. Students should be able to use words to indicate their need to use the restroom in advance of an accident.

- Have the dexterity to pull down underwear and pants and get them back up without assistance.
- Get on/off the toilet by themselves and flush.
- Toilet accurately with all waste going in the toilet.
- Wipe (urination and bowel movement) without assistance.
- Wash and dry hands.
- Wear regular underwear. (Pull-Ups not allowed)

It isn't uncommon for a child who is fully potty trained to have a setback when he/she is in a new environment. Preschool staff are aware that accidents will happen and are prepared for this. A grace period will be in effect from the first day of school until Labor Day, allowing your child time to demonstrate achievement of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance at such time.

Effective Labor Day, the following policies will be implemented for children involved in accidents:

- If a child has three or more accidents in one week, or is having accidents on a continual basis, parents will be notified that the child must stay home for at least one week—or longer—until he or she is fully toilet trained.
- Nap times accidents (if attending ASM) will be handled separately, and teachers will work with parents to come up with solutions.

Please understand that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Instead, it ensures a positive, sanitary, and manageable classroom environment. It prioritizes:

- Student safety and self-sufficiency.
- Teachers' ability to focus on all students and the curriculum.
- Classroom hygiene and logistics, as facilities are not equipped for diaper changes.

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.

All Preschool children will need to provide a spare uniform or set of seasonally appropriate clothing to be kept at school, including several pairs of underwear and a pair of shoes. PLEASE return replacement clothing items/shoes the next school day when soiled items are sent home.

GENERAL SAFETY

All doors to the preschool building are locked at all times and can only be accessed by a key or key card. The playground area is completely fenced. Visitors must ring the doorbell to be admitted by a staff person.

The school and its grounds are monitored and patrolled by a police officer during the main school hours.

The PS2 classrooms are reinforced with cinder block construction and have metal shades that can be lowered to cover the exterior windows. These rooms are also used as our safe rooms for all preschool students for purposes of inclement weather or the like.

All Preschool students participate in two safety drills per month, including fire, tornado/inclement weather, shelter in place, active intruder, and evacuation.

EXTRACURRICULAR 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 who wish to participate. With that in mind, please let Mrs. Kristen 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.

PARENT/TEACHER CONFERENCES

The Preschool offers parent/teacher conferences two times a year – in mid-fall and mid-spring. Online sign-ups will be available in the weeks prior to the October conference day. Mid-spring conferences are scheduled at a time that is mutually convenient for teachers and parents/caregivers. Phone and 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. Teachers will not have continual access to their cell phones while they are with their students, so text messages and emails 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, with the exception of an emergent situation. You may also reference the St. Mark's Cathedral School Parent-Student Handbook for more details regarding appropriate communication with teachers.

PRESCHOOL 2 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

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. All parents must check in at the front reception desk and wear a visitor badge while on school premises.

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, field day, and class birthday and holiday celebrations. Parents are encouraged 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.

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, redirection, and modeling of appropriate behaviors 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.

We are beholden to the baptismal covenant and are called to respect the worth and dignity of every human being. Thus, 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 handheld electronic devices are used very sparingly, and for no more than 15 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 websites, 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.

***ADDITIONAL POLICIES NOT COVERED IN THIS HANDBOOK CAN BE FOUND IN THE ST. MARK’S
CATHEDRAL SCHOOL PARENT/STUDENT HANDBOOK***

PRESCHOOL FACULTY & STAFF

PS2 – Cheery Chicks		
Sarah Burford	Lead Teacher	sburford@smc.school
Nicole Lowe	Co-Teacher	nlowe@smc.school
PS2 – Sweethearts		
Mallory McCotter	Lead Teacher	mmccotter@smc.school
Ellen Erwin	Co-Teacher	eerwin@smc.school
PS3 – Barnyard Buddies		
Sydney Holloway	Lead Teacher	sholloway@smc.school
Courtney Holland	Co-Teacher	cholland@smc.school
PS3 – Little Geese		
Jennifer Gill	Lead Teacher	jgill@smc.school
Penny Gwin	Co-Teacher	pgwin@smc.school
PS3 – Lovebugs		
Catherine Guidry	Lead Teacher	cguidry@smc.school
Lauren Ewing	Co-Teacher	lewing@smc.school
PS3 – Sunshine Squad		
Emily McPeters	Lead Teacher	emcpeters@smc.school
Annie Johnson	Co-Teacher	ajohnson@smc.school
PS4 – Color Crew		
Paige White	Lead Teacher	paige.white@smc.school
Trina Roteff	Co-Teacher	troteff@smc.school
PS4 – Little Sprouts		
Claire Hernandez	Lead Teacher	chernandez@smc.school
Suzan Patel	Co-Teacher	spatel@smc.school
PS4 – Sky Squad		
Evie Schonfarber	Lead Teacher	eschonfarber@smc.school
Ashley Smith	Co-Teacher	asmith@smc.school
Kindergarten – Astronauts		
Jennifer Ash	Lead Teacher	jash@smc.school
Pam Hergenrader	Co-Teacher	phergenrader@smc.school
Kindergarten – Explorers		
Aimee Greene	Lead Teacher	agreene@smc.school
Pam Hergenrader	Co-Teacher	phergenrader@smc.school

Head of Preschool		
Kristen Dennis	Head of Preschool	kdennis@smc.school
Morning Receptionist		
Sue Scheel	Morning Receptionist	sscheel@smc.school
ASM		
April Cogar	Preschool ASM Director	acogar@smc.school
Enrichments		
Aaron Bergman	P.E. (PS2-K)	abergman@smc.school
Rev. Ely Bulnes	Chapel (PS2-K)	ebulnes@smc.school
Gabby Coleman	Music (PS2-K)	gcoleman@smc.school
Lilian Erie	Christian Ed (PS2, PS3)) Science (PS2, PS3) Spanish (PS3-K)	lerie@smc.school
Stefani Farris	STEM (PK4, K)	sfarris@smc.school
Lauren Hill	Library (PK4, K)	lhill@smc.school
Kelly Rangel	Art Studio (PS3-K)	krangel@smc.school
Dicksey Sanders	Story Time (PS2, PS3) Christian Ed (PK4, K)	dsanders@smc.school
Cheryl Vines	Computer Lab (K)	cvines@smc.school