



SAINT MARK'S PRESCHOOL



# PARENT HANDBOOK

UPDATED FEBRUARY 2024

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# WELCOME TO SAINT MARK'S!

We are glad that you are a part of the Saint Mark's Preschool family. Our preschool is considered a vital ministry of Saint Mark's Episcopal Church, set aside to serve families in the community of Glendale and beyond.

Our program is based on the developmental and spiritual needs, interests and experiences of young children. We believe in balance. Each age group and classroom includes a balance of indoor and outdoor activity, active and quiet times, individual and group activity, teacher-directed and child-selected activity, and also a balance between traditional learning and the learning that comes naturally out of play **and the natural world**.

Our mandate is to respect the dignity of every child and parent who is a part of our Preschool. We do not expect or try to create an environment in which all children are pushed to be alike: all are unique, all learn in their own way, all process information differently, some are shy, some are not, some are bold, some need more time to find their comfort. We work with each child based on his or her particular social, intellectual, cultural and cognitive style to help prepare them for the years of school ahead in the public or private school systems and in the hope they develop a life-long love of learning and wonder.

We have high standards for our school and our staff. Our teachers are expected to teach, guide, nurture and engage in play with your child. All our teachers are qualified in Early Childhood Education and Child Development, as mandated by the State of California Department of Social Services, Community Care Licensing Division. Our facility number is 191225860. We are also certified by the Episcopal Church Commission on Schools, which has awarded us their highest rating. Our advisory board is the Vestry of Saint Mark's Episcopal Church, but we also rely on your experiences and questions and concerns.

We hope you will find all the information you need in this handbook. If not, please don't hesitate to contact the director or talk with your child's teacher.

With blessings and gratitude,  
The Rev'd Susie Fowler, Head of School  
Julia Peacock, Director  
Stephanie Oliver, Assistant Director

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# ENROLLMENT

## About Us

Saint Mark's accepts applications throughout the year, and offers enrollment whenever space permits. Priority for new enrollments is given to siblings of enrolled children; otherwise, enrollment is offered according to position on the waiting list. The majority of new enrollments are offered in the summer months, when spaces open up due to our older children moving on to Kindergarten and Transitional Kindergarten (TK).

Our school year begins on August 1<sup>st</sup> (or the Monday following if August 1 is on a Saturday or Sunday). We do not close for the summer months. We are open Monday through Friday from 8:00am to 6:00pm. We encourage drop off by 9:30am please.

## Enrollment Procedure

Tours are available by appointment, and are generally offered at 10:30am or 3:30pm on selected days.. To go on the waiting list for a tour, please submit the request through the [website page](#). To go onto our waiting list, complete and submit the [application form](#) found on our website at [www.saintmarksschool.la](http://www.saintmarksschool.la). When we contact you to offer you a space, your space is reserved for you upon payment of the registration fee (registration fees are not refundable should you change your mind). You will then need to complete the full enrollment package, and provide a copy of your child's immunization record (see Immunization Policy on next page). The first month's tuition will be due the 15th of the month preceding enrollment and is non-refundable.

## Programs and Schedule Options

We offer enrollments for two days a week (Tuesday, Thursday), three days a week (varies either Monday, Wednesday, Friday, or Tuesday, Thursday plus one additional day to be determined by availability) or five days a week (Monday through Friday). We cannot offer the two-day schedule on days different from stated above. Each of these is available on a full day enrollment (pick up by 6 pm) only.

## Special Needs Enrollment

While we are not a special needs school, and many children with special needs diagnoses are better served by a school that specializes in this area, we are able to grant a limited number of enrollments to children who have been previously diagnosed with mild special needs. Parents must provide us with the IEP or written professional evaluation produced during the diagnosis process (enrollment will not be granted without this), so that we may better know the challenges your child faces and better provide the help recommended by the IEP or evaluation.

## Immunization Policy

As part of the enrollment package, a signed doctor's form attesting to the child's general health and immunization record is required. An up-to-date immunization record is also required prior to your child's

first day of enrollment (except when California State Law allows exemption for one or more immunizations due to rare medical issues). In the case of an allowable exemption for a rare medical issue (parent/guardian preference is not an allowable exemption), we require specific information about the exemption in writing from your child's pediatrician. Children entering preschool at age two and older are required to have 3 doses of Polio vaccine, 4 doses of DTP vaccine, 3 doses of Hepatitis B vaccine, 1 dose of Varicella (Chicken Pox) vaccine, 1 dose of MMR vaccine and 1 or 3 doses of HIB (one is sufficient if given after a child's first birthday).

## Schedule Changes

Should you desire a change to your child's schedule, please contact the school office to inquire about availability. If we can accommodate the change, complete a Change of Schedule form, available on [the forms page of our website](#). If the new schedule is not immediately available, submit the Change of Schedule form to be placed on the waiting list until it comes available.

## Re-registration

Re-registration of current students takes place in February/March for the upcoming school year that begins on August 1. To guarantee your child's continuing enrollment, the re-registration form must be completed by the deadline given, and authorization given for the non-refundable re-registration fee to be processed. This form gives an opportunity to request a schedule change for your child. Such requests will be honored on a first come, first served basis. NOTE: It is important that this form is submitted by the given deadline; the day following we offer unregistered spaces to new families.

## Withdrawal/Last Day Notice

If for whatever reason you need to withdraw your child's enrollment, we require one month's written notice so that we can offer your child's space to a child on our waiting list. **One month's notice is required and tuition must be paid for that notice period.** Last Day Notice forms are submitted via [the forms page of our website](#).

## Summer Sessions for students transitioning to Elementary School

If your child is leaving Saint Mark's in the coming summer to attend a Kindergarten or TK program, his or her last official day as a preschool student is the day designated at the end of May. Because his or her first day in the new school is sometime during August, you have the option of enrolling him or her at Saint Mark's during June, July and part of August in our Summer Sessions. You may enroll your child for Summer Session I or Summer Session I and II (we do not offer July only enrollment), or Summer Session I and II and Extended Session through to mid-August. Parents of eligible children will receive a special registration form in February. Summer Session I must be paid in full by May 15 (for the month of June) and by June 15 (for the month of July or July and August). If payment is not received by these dates, we will consider your child withdrawn. Because we have declined enrollment to another family beginning in June and/or July while your child attends Summer Session, Summer Session tuition is not refundable and is not pro-ratable. Please note also that we cannot extend your child's enrollment past mid-August, as this is the start of the new school year here and those spaces will have been granted to new families.

## MyProcure

During the enrollment process, you will be asked to create an account on [myProcure.com](http://myProcure.com), the software that we use for contact and accounting purposes. When you have made your account, you will be able to access account balances, statements, and to change any personal information (phone numbers, addresses, etc) as well as see what immunization records we have on file for your child.

Any changes to emergency contacts or pick-ups other than parents will need to be done via email to the school office. These changes can only be made by school administrators.

## Parent Connect App

Shortly before your child's start date, you will be given a unique 10 digit code to set up access to the Parent Connect App. This is separate to the myprocure.com website mentioned above. Parents will use the app to sign children in and out, as well as receive photographs, curriculum/activity updates and such reports. The app is also used to send messages between parents, and the teachers and administration of the school. This is a closed system, so photographs will only be accessible by currently enrolled parents in a particular classroom.

# TUITION AND FEES

## Registration Fees\*

New Enrollments	\$300
Annual Re-Registration Fee, after first year	\$150

\* Siblings of currently enrolled children registration is \$150 and receive a 50% discount off re-registration fees.

## Monthly Tuition

Tuition is due the 15th of the preceding month. The rates are posted on our website and available in the preschool office. When you have two or more children enrolled at Saint Mark's Preschool at the same time, a 10% sibling discount is applied to the lower tuition; there is no discount on the diaper supervision fee. Parish members in good standing receive a 10% discount on tuition; there is no discount on the diaper supervision fee. Please note that tuition and diaper supervision fees are not pro-rated or refunded for any reason including for holidays, sick days, school closure days, or days your child is otherwise absent, including family vacations or extended time away. To maintain your child's enrollment, full tuition must be paid the 15th of each month for the following month (i.e., August tuition is due on July 15).

## Tuition Payments and Late Fee

Tuition may be paid by bank check or online by ACH transfer through Tuition Express. We do not accept personal checks or cash, and we cannot accommodate credit or debit card payments. Tuition is considered late if it has not been received by the seventh day after it is due. All late tuition payments will



incur a fee of \$30 charged to your account. We reserve the right to cancel the enrollment of any child for unpaid or chronically late tuition payments. Tuition increases will go into effect each year, usually on August 1.

### Extra Day

On occasion, parents whose child is enrolled on a Tuesday, Thursday or a three-day schedule may wish to add an extra day on a particular date. If there is space available to accommodate the request (please talk to the director first), we require one week's notice. Rates are:

Extra Full Day	\$85
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### NSF Fee

We charge \$25 for any check or ACH returned for insufficient funds.

### Late Pick-Up Fee

We charge \$3 per minute for every minute past the school's closing time of 6:00pm. This amount is charged to your account and is due no later than the next tuition payment. We reserve the right to cancel the enrollment of any child after three late pick-ups or for unpaid late pick-up fees. There is no grace period for either pick-up time.

### Annual Statements for Income Tax Filing

Annual statements of tuition for income tax filing purposes are available through your MyProcure account. Our tax ID number is 95-1782327.

## SOME BASICS

### First Days of School Anxiety

Your child's first day (or first few days) of school can be difficult for him or her and for you! We want to make this period of time as comfortable a transition as possible.. Parents are always welcome to call the school or message through the app for updates on their child's progress and to speak to their child's teacher, if desired. It is common for separation anxiety to last for up to two weeks, particularly for children who have no experience being around other children or away from a parent. The best way for you to ease your child's transition is to not show him or her your own anxiety, but to be positive and upbeat about him or her going to school. Please do not be overly concerned if your child is crying as you are leaving: we know this breaks your heart, but children generally stop crying shortly after you have left (this can also break your heart!). In a short few days your child will embrace his or her new environment of friends, learning and play. If the anxiety persists beyond two weeks, we will work with you to find a more individualized approach to helping his or her transition. Further information on separation anxiety is available on [the forms page of our website](#).

## What to Bring with Your Child

- **A lunch and snacks for the day, including a reusable water bottle.** We do not have refrigerator capacity to keep it cool, so please pack an ice pack to keep your child's food cool if necessary. Label your child's lunch box, food containers and water bottle with your child's name. Carbonated drinks and candy are not permitted.
- **A complete change of clothes and shoes** to be kept at school in the event they are needed. All clothing should be labeled with your child's name, most especially coats, jackets or any item of outerwear. The extra clothing should be kept in a ziploc baggie or small backpack for safekeeping in his or her cubby and periodically taken home to be laundered or swapped out for something more seasonally appropriate.
- **A child size sleeping bag** for his or her nap/rest time. It must be labeled with your child's name. At the end of the week, please take the sleeping bag home for laundering and return it the following week. We do not permit sheets or blankets.
- If your child is not toilet trained, please bring **a sufficient supply of diapers for the week, as well as wipes** to be kept in his or her cubby and used as needed. If toilet training, we require underwear to be worn for hygiene reasons.
- **Sunscreen:** Unless you have instructed us otherwise, we provide and apply a generic sunscreen with SPF 50 for outside play when necessary. If your child uses a specific type of sunscreen, you will need to provide it clearly marked with your child's name. Parents authorize us to apply sunscreen via the Enrollment Agreement in the Enrollment Packet.
- **Diaper Cream.** If needed. Parents authorize us to apply diaper cream via the Enrollment Agreement in the Enrollment Packet. Please supply cream clearly, labelled, in a ziploc baggie. Hand deliver to a teacher or drop off in the preschool office.
- **Medication:** If your child needs to take medication while they are at school or needs to have on hand medication in the event of a particular reaction, the medication must be in the original container and labeled with your child's name. Your child's teachers may only administer medication, prescription or non-prescription, with the written approval of the parent/guardian and with instructions from the child's pediatrician. Parents are required to complete a Medicine Sheet, available on [the forms page of our website](#) and in the school office, and the medication itself must be handed over for safekeeping to your child's teacher. Please note that it is in violation of State law to keep the medication in the child's lunch box or backpack (including sunscreen and diaper rash cream).
- **Epi-pens and breathing treatments:** We have an Incidental Medical Services Plan which allows us to administer epi-pens and breathing treatments provided we have written authorization from your child's pediatrician, a completed Medicine Sheet including the pediatrician's contact information and staff training by a parent or medical practitioner. Please discuss your child's potential need for this intervention with the director upon enrollment or when it becomes appropriate.

## What NOT to Bring with Your Child

- **Toys:** Toys from home are not allowed, with the exception of designated share days, and a soft toy kept in cubbies for use solely at naptime.
- **Nuts:** We are a nut-free school in order to keep all our children safe, some of whom have nut allergies of varying severities. Please do not send peanut butter sandwiches, whole nuts, granola

or breakfast bars with nuts, etc. If you have packed a sunflower seed spread sandwich, that resembles peanut butter), please let your child's teacher know to avoid confusion.

- **Costumes/Dress up Clothes:** Please do not send your child to school in dress up clothes or costumes, with the exception of our designated days. These days will be on the preschool calendar and reminders sent by message and email.

## Authorized Pick-Up and Drop-Off Persons

California State Law requires that your child must be dropped off and picked up each day by an authorized adult. By law, both parents are authorized to pick up your child unless we have a copy of a court order restricting a parent. You may also designate other adults to pick up or drop off your child, but we must be aware of this and have them noted as emergency contacts on your enrollment paperwork or a change notified to the director by email. If there is an extraordinary circumstance and someone other than who is listed as an emergency contact needs to pick up your child, please notify the school office and provide his or her full name and relationship to your child. We will ask for a photo ID to verify their identity before releasing your child into their care. Authorized emergency contacts will be asked to sign your child in or out on a classroom iPad.

## Key Fobs

The preschool is secured during school hours, with entry and exit only available by key fob activation. Key fobs are required to enter the main gate from the parking lot, and to enter and exit the sandbox gate. During enrollment, you will be asked to let us know how many key fobs you require and for whom. There is a \$10 fee for each fob. If you lose a key fob or require additional fobs, please notify the school office or submit the form found on the [forms page](#) of our website.

## Dress Code

Children should be dressed comfortably for school activities and appropriately for outdoor play (including mud and water) and messy artwork. Please do not send your child to school in anything you are not comfortable seeing dirty or that cannot be easily laundered. For safety reasons, dress shoes or any shoe or sandal without a back strap must not be worn here. We require that children wear only closed-toe shoes or sandals. We do allow children to go barefoot or be in their socks in the sandbox area. We do not allow children to be in costumes/dress up with the exception of our regular designated costume days. No toy weapons of any kind are permitted.

## iPad use

Each classroom has an iPad. Teachers use the iPads to help research lesson planning and to play music in the classrooms. At times the iPad will be used at carpet time to supplement a story or learning activity, for example to show a short clip or photographs of a cultural theme or an animal. In the TK and 3-year old classrooms, the iPads may be used at transition times to show sight word or phonics learning videos, or to listen to a book.

## Chapel Program

Our older students attend "chapel" once a month. Led by the Assistant Director or a teacher, this is a short time of reflection, and a spiritual introduction to what is at the heart of the Episcopal Church - kindness,

respectfulness, inclusion and prayers: of gratitude, for our own needs, and for the needs of others. The children will hear a story, sing, and are encouraged to pray. Chapel is usually held in the church, but will also be held in the garden and other outdoor spaces as arises. Chapel dates are posted on the general calendar but are open to last minute changes.

## HEALTH AND SAFETY

### Absences and Sick Policy

Please notify the school office by email, message through the app, or voice message if your child will be absent for any reason. If your child is sick and has a fever, diarrhea or vomiting, they must be kept at home for his or her own well-being, as well as that of his or her classmates and the teaching staff. Your child may return to school only when they have been fever-free for 24-48 hours and have not had an incidence of vomiting or diarrhea for 24 hours. Certain other illnesses have their own timetables for return to school as governed by the Health Department.

Should your child become ill while in our care, we will call you or a designated emergency contact to pick them up promptly. Your child will be kept comfortable and isolated as much as possible from classmates until his or her pick-up arrives.

If your child is diagnosed with a communicable disease such as Covid-19, measles, hand, foot and mouth disease, chicken pox, head lice, etc., please notify the school office as soon as possible.

We continue to follow requirements and recommendations from the Los Angeles Health Department with regard to COVID-19. If any member of your household tests positive for Covid-19, your child must stay home from school for the period of time determined by the County Health Department.

### Accidents and Injuries

Ouches are an inevitable consequence of children who are busy and active, and having fun. When your child suffers a minor injury (such as a scrape, bruise, scratch or bump), you will be notified through the procare app either via direct message or via an ouch report. If your child suffers an injury more serious than a scrape, bruise, scratch or bump, you will be contacted immediately by telephone or message. In the case of a more severe injury, emergency personnel will be contacted, after which you will be contacted. If you cannot be reached, a designated emergency contact will be called and/or your child's pediatrician.

### Car Seats

California State Law requires that every child under the age of eight should be in a car seat when traveling by car. Your child will not be released into your care or the care of any of your authorized emergency contacts unless the car is outfitted with a car seat.

### Child Abuse or Neglect

We are legally mandated and morally obligated to report any reasonable suspicion of child abuse or child neglect to the appropriate agencies.

## Dietary Restrictions

If your child has food allergies or dietary restrictions, please record this information on your Application for Enrollment and Health History forms, or if diagnosed after enrollment notify the director. Your child's teacher will be alerted and any necessary precautions will be taken.

## Emergency Procedures

In the event of an emergency, such as fire or earthquake, please do not call the school. We know this is incredibly hard, but staff members will be engaged in taking care of the children and environment, and are not available to answer your calls. In addition, the phone lines must remain open to contact needed emergency personnel and the parents of any children who may have been injured (if your child has been injured, you will be notified immediately).

We will post information about any emergency through the procare app, on Facebook and also through a school-wide email and/or text message system as soon as we are able. These will include instructions for you. If we are not able to post instructions through these avenues, come directly to the school. All children will remain at the school until they are signed out to a parent or authorized representative; no child will be released to anyone not on his or her parents' emergency contact list. In addition, no child will be released to his or her parent or authorized representative until all children signed in that day have been accounted for at the time of the emergency.

Children who have not been picked up by a parent or authorized representative within one hour of closing will be taken to the nearest evacuation site if necessary (Saint Mark's Church is an authorized evacuation site, but in the case it has been rendered unsafe, the nearest center to us will be used). Local television and radio stations will be issuing emergency information, and it will also be posted on Facebook and any other means available to us. Emergency supplies, in the event of a prolonged emergency, are provided by the preschool.

## Medication from Home

Please see the section on medication under What to Bring with Your Child.

## Naps/Rest Time

We are required by the State of California to provide an extended period after lunch for the children to nap. Children who do not nap are asked to rest or sit quietly with a book or non-disruptive activity. Our nap/rest period here is from 12:30pm to either 2:00pm (PreK rooms) or 2:30pm (younger rooms). Rest time for the TK classroom is 1:00pm to 2:00pm. Nap time is when the teachers take their lunch breaks, and take time to plan future curriculum. We do not provide coverage during naptime for children to be doing activities other than quiet activities while resting on their sleep mats. After a period of time, and if staffing ratios allow, children not sleeping are moved to a quiet independent table activity.

## DISCIPLINE POLICY

One of the responsibilities we have to your child is to help him or her find constructive ways to communicate his or her needs, fears, anger and frustration as they learn to thrive in a community setting. Our teachers establish limits and maintain an environment that promotes sharing, collaboration, constructive yet honest expression, taking turns, following direction, and being able to sit quietly for age appropriate lengths of time. Indoors and out we arrange for a variety of activities that help with these objectives.

We encourage your child to express what they are feeling and to find the words to do so. They are encouraged to talk about anger, sadness and fear, as well as joy, gratitude, wonder and excitement. We work with them to teach them that physical expressions of anger and frustration, such as hitting, scratching and biting—very common childhood go-to's—are not acceptable and help them to redirect his or her emotions in more positive ways. We do not threaten children, use physical forms of punishment, or in any way demean a child.

The following are examples of positive discipline:

- **Redirection:** For example, if children are racing dangerously indoors, they might be taken outside for an organized running game; or if they are throwing toys at one another, a game of ball or bean bag toss might be organized. Redirection is always preceded by an age appropriate explanation.
- **Fix Up:** Children are asked to help fix the results of their actions. For example, if food has been thrown or spilled, they are asked to help the teacher clean it up; or if one child hurts another child, the “offender” is asked to help the teacher comfort the child who was hurt.
- **Time Away:** When a child is disruptive and shows no signs of controlling it, he or she may need to be removed from the situation for a short while in order to find some calm. This is not a punishment but removal to a safe zone. During this time away, the teacher and child talk about the situation in an age appropriate way.

## WHEN WE ARE CONCERNED ABOUT A CHILD

In addition to simply loving the children in our care, we are charged with keeping them safe, helping them to develop the social skills necessary for the school years (and life) ahead and preparing them for Kindergarten, step by step. Every now and then a child will show signs of some concern that might stand in the way of one or more of these charges. This can be speech development, motor skill development, or learning delays, or aggressive or disruptive behavior outside the norm for his or her age group. Your child's teacher will be keeping you apprised of growth on an ongoing basis. We see ourselves as being in collaboration with you, as parents or guardians.

If there are more serious concerns for which appreciable progress is not being made, such as those that might indicate a child will have an extremely difficult time in Kindergarten, behavior is a threat to the safety of peers or oneself, or behavior inhibits our ability to tend to the other children present, the director

will arrange a meeting with the parents and the lead teacher for a more formal conversation. In some cases, we may require that the child have a formal assessment by an outside professional. If we require this, we will also need to receive a copy of the evaluation so that we can more adequately determine how we can be of better help to the child, or—more rarely—so we can enter into conversation with the parent or guardian about options outside of Saint Mark’s Preschool for the child’s particular needs.

If an evaluation is required by us, but the parent or guardian declines, it may result in cancellation of the child’s enrollment.

## CALENDAR

### Holidays

Our holiday schedule for each year is available on [the forms page of our website](#) and is also available in the school office. In general, the school is closed::

- Labor Day
- Veterans Day
- Thanksgiving: Wednesday, Thursday and Friday of Thanksgiving Week
- Christmas Break (including teacher-in-service days early January)
- Martin Luther King, Jr Day
- Presidents Day
- Good Friday
- Spring Break (corresponding with GUSD)
- Memorial Day
- Juneteenth
- Independence Day
- Teacher In-Service Days: 2 or 3 days end of July (or TBD)

### Minimum Days

Minimum days may be scheduled throughout the year. We close at 12 noon on a Friday in the spring to prepare for our Open House. Please check the calendar on the website or via the weekly emails.

### Celebration of Cultures

Our school is a reflection of our world: it is incredibly diverse. To honor this diversity we strive to celebrate different countries or cultures throughout the school year, particularly those experienced by our families. We love families to help us celebrate by reading a book or providing an appropriate activity. Please speak to the director or your child’s teacher.

## SPECIAL EVENTS

### Birthdays

Each child's birthday is celebrated in the classroom in the same way for each child: on the day closest to their birthday, children receive a crown, get to sit on our special birthday rug, and have "Happy Birthday" sung to them. There are also games and dancing in celebration, as arranged by their teachers. We do not allow birthday cakes or food items of any kind, balloons or other activities to be brought to the classroom by the parents. Please note that we do not allow goodie bags or treats from home for birthdays or any other celebrations.

### Classroom Parties and Special Days

We celebrate special times of the year (Christmas, Halloween, Easter, etc.) as well as other more wacky and fun days during the year with classroom parties. Occasionally we ask parents to volunteer items and time to help. Please look out for information in the weekly email and via the procare app.

## PARENT COMMUNICATION

### Email Newsletter

Each week we publish an email newsletter to all parents with information about the week ahead and beyond. The email newsletter also includes valuable links to our school calendar. Please keep us updated about any changes to your email accounts.

### Website

We have a beautiful and comprehensive website with all information about our school you could possibly need. You can see the calendar, photos, print or complete forms, and refresh your understanding of policies and procedures. The website address is [www.saintmarksschool.la](http://www.saintmarksschool.la).

### Parent Art Folders

Each child has a parent folder in their classroom where your child's artwork is kept. Please check the folders regularly and take the art home.

### Social Media

Saint Mark's Preschool has a Facebook and Instagram account that we use for news, announcements, reminders, and photos of your children's art and activities. We do not include any photographs that show a child's face. **Members of staff are not permitted to connect with families on any aspect of social media**



**so please do not send friend requests or follow requests to your child's teacher, and do not accept such requests from any member of Saint Mark's staff.**

## Telephone

If you need to speak to your child's teacher by phone, please contact the school office at 818.240.3860 x102. Please do not ask your child's teacher for their personal cell phone numbers. We encourage messaging through the app as a more immediate channel for communicating with your child's teacher or the administration.

## Parent-Teacher Conferences

We offer formal parent-teacher conferences once a year, optional to parents. Notice given in the weekly emails and days/times offered. If at any other time you would like a meeting in person or on the telephone with your child's teacher, please let us know and we can arrange it. Please keep discussion with teachers at drop off and pick up to a minimum so as not to distract teachers from supervision.

## Email Directory

Upon your child's enrollment parents and guardians are asked to provide email addresses they want included in a classroom email directory. This directory is distributed twice a year, usually in September and February, as a convenience to parents who wish to arrange playdates or send out birthday invitations. Please be mindful when sending out birthday party invitations to be inclusive or very limited to avoid hurt feelings.

## Parent Connect App

We use the parent connect app mentioned in the enrollment section for messages between parents, teachers and administration. Shortly before your child's start date, you will be given a unique 10 digit code to set up access to the Parent Connect App. Teachers will only be able to receive and respond to messages during their shift hours. You will receive photographs to update you on activities that have taken place. This is a closed system. Only currently enrolled parents have access.