

Parent Information 2025 -2026



ARRIVAL / DISMISSAL PROCEDURE

Arrival

Arrive on Plater Street lining up close to the curb – ***NO CARS ARE TO BE DOUBLE PARKED– EITHER ALONG THE BUILDING OR PARKING LOT. Please do not block the crosswalks.***

Turn right into the alley off of Plater St. , but do not discharge students until you make a LEFT turn into the DROP-OFF ZONE on the parking lot. Please exit out onto Edmund Street.

Students will exit the vehicles on the passenger side and will be helped by safety patrol students and staff to proceed safely into the main entrance of the school.

AT NO TIME SHOULD A PARENT EXIT THE CAR IN THE DROP OFF ZONE.

All traffic will exit the parking lot onto Edmund Street. ***PLEASE DO NOT PASS OTHER CARS IN THE DROP OFF ZONE AS THIS POSES A DANGER TO STUDENTS.***

No student should be dropped off prior to 7:50 AM as there is no adult supervision until that time. Parents may enroll in Extended Care if they must drop off their child earlier.

Dismissal Procedures

Vehicles are to turn right to enter the parking lot through the alley entrance on Plater Street only. Vehicles will be lined up in rows beginning at the residential side of the lot. (Parents are asked not to arrive prior to **2:30pm** as physical education classes are conducted on this lot.)

Upon arrival parents should wait along Plater Street until the lot is open. ***NO CARS ARE TO BE DOUBLE PARKED– EITHER ALONG THE BUILDING OR PARKING LOT. Please do not block the crosswalks and driveways.***

The rows will be dismissed through the Edmund Street exit. **ALL CARS MUST EXIT WHEN DIRECTED ASKED TO DO SO.** *If your child is not yet in the car, you must exit the parking lot and re enter through the Plater Street entrance.*

Since no child may be left unattended, students not picked up 15 minutes after dismissal time will be sent to Extended Care and parents will be charged for at least one hour according to the Extended Care fees. Students will only be released to custodial parents or those on the emergency contact list.

The school office will be closed from 2:45-3:15PM daily to ensure safe and timely dismissal for all students. The last entry into school for early dismissal will be no later than 2:30 . This means the phones will not be answered and no more early sign outs are allowed.

PikMyKid App

The PikMyKid app is required for all families in order to run a safe and efficient dismissal. Existing families, your account has rolled over for the new school year. Please make sure if you have a new student entering, they are registered to your account. All students will bring home a PikMyKid Car Tag at the start of school with an ID number and QR code.

New families, please download the PikMyKid app onto your mobile device. Please keep your child's car tag handy in your car and hand them out to anyone who plans on picking up your child. You will be the Primary Parent for your child and in control of their dismissal time through the App. You can delegate alternate individuals, but they should have the App also as it will send a matching student ID number to the phone for us to validate the correct person is picking up the proper child. If you are part of a car pool, each child's number will be sent to the phone for validation.

Administrative Team

Principal, Joseph Schmitz jschmitz@stjoanarc.org

Assistant Principal, Michele Bauer mbauer@stjoanarc.org

Advancement Director- Mrs. Elisa Maid emaid@stjoanarc.org 410-272-1387 ext. 223

Business Manager- Mrs. Pam Franke pfranke@stjoanarc.org 410-272-1387 ext. 217

Administrative Assistant- Mrs. Sierra Vara svara@stjoanarc.org 410-272-1387 ext. 218

Office Assistant - Mrs. Christina Hinch chinch@stjoanarc.org 410-272-1387 ext 217

SJA School Calendar

All SJA events will be posted to the calendar located online on the school website. Please sync your device to this calendar. This is a live calendar so please check back weekly for updated events. <https://stjoanarc.org/calendar/>

Emergency & Weather related Closings/Delayed Openings

St. Joan of Arc School follows the same procedures for school closing and delays as does the Harford County Public School System. If Harford County schools close early because of inclement weather, SJA will do the same.

Extended Care will not open on days when school is closed. Morning Care will not be open when school is opening late. If school is dismissed early, Extended Care will be opened 1 hour after dismissal.

Track It Forward

This is the website we use to track volunteer hours for the year. Each family is required to volunteer 20 hours per school year. If you choose not to volunteer, your FACTS account will be billed on May 14, 2026 for \$10.00 per incomplete hour for up to 20 hours. Existing families, please make sure your information is correct and you have an account on Track It Forward. New families, please click the link below to register and create an account for the school year. Each family only needs one account. Some opportunities are already available. We are looking forward to having volunteers back in our school! For questions about Track It Forward or volunteer hours please contact Sierra Vara at svara@stjoanarc.org
<https://www.trackitforward.com/site/stjoan-arc-school>

VIRTUS (Volunteer)

All volunteers must complete VIRTUS training. Please [click here](#) to learn more. If you have been VIRTUS trained previously, please make sure your account is up to date. Contact Pam Franke at pfranke@stjoanarc.org if you have questions about your VIRTUS status.

FACTS

All families are required to have a FACTS account. This account is initially set up through School Admin during the registration process. FACTS is the platform all Archdiocesan schools use for tuition payments and incidental expenses (field trips, novels, extended care, etc.) There are two sections within your FACTS account. One for tuition and the other for incidental expenses.

Tuition payments are automatically withdrawn from your designated account. The incidental account can be set up as automatic withdrawals or you may go in and pay when billed.

Please note if you need to reschedule a tuition payment you must contact Pam Franke 3 business days prior to the scheduled payment date.

Any questions regarding your FACTS account please contact Pam Franke, Business Manager at 410-272-1387 ext 217 or pfranke@stjoanarc.org

PBIS

PBIS reinforces positive behavior. SJA stands on the principles of respect, responsibility and leadership. [Click here](#) to learn more about PBIS. Teachers will provide parents with account information the first week of school.

School Newsletter

A weekly newsletter is posted electronically on the school website under [News](#) every Wednesday at 4:00pm.

Media Release

As stated in the Student/Parent Handbook, parents who do not want their child to participate in media opportunities are asked to notify the principal in writing by September 1.

Timeline for Grant/Aid and ReEnrollment

November 1 - FACTS (Grant and Aid) applications open

December 1- January 8th - ReEnrollment for Current families in School Admin

February 28 - FACTS Grant and Aid deadline

PowerSchool

PowerSchool is the online portal for reporting student progress in grades 3 -8. Teachers will provide parents with account information the first week of school.

Extended Care

St. Joan of Arc School offers affordable before and after school care for families who have a need for this service. Hours are from 7:00 am until school begins and dismissal until 6:00pm on regular school days. Extended Care will be provided for early dismissal days until 4:00pm **on designated days only**. [Click here](#) to register or email extendedcare@stjoanarc.org for more information.

School Uniforms

School uniforms are purchased from Flynn O'Hara Uniform Company. Uniforms can be purchased at the brick and mortar store or online.

Flynn O'Hara Uniforms
8868 Waltham Woods Rd.
Parkville, MD 21234
410-828-4709
<https://flynnohara.com>

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of neatness and grooming that does not interfere with the health and safety of themselves or others, nor with the educational process or religious dimension of the school. All uniforms must be clean, in good repair and properly fitted. All clothing must be labeled with the child's name.