


St. Mary Catholic Elementary School

Niagara Catholic District School Board




Home of the Chargers & St. Paul Family of Schools

 @stmarycatholic

 5719 Morrison Street, Niagara ...

 st.mary.nf@ncdsb.com

 905.354.7744

 schools.niagaracatholic.ca/st...

Don't forget to follow us on Instagram @stmarycatholicschool

Follow Us by Joining: @stmarycatholicschool (instagram)

School Secretary: Ms. Linda McQueen

School Principal: Mrs. Maria Solomon

Superintendent: Mr. Domenica Massi

Updating Contact Information

Please keep us updated with changes to your contact information. It is very important that we have the most updated contact information for your child, especially if we need to contact you quickly in case of an emergency. Please forward to Mrs. McQueen any updates/information that has been changed, such as phone numbers, emails and emergency [contacts to Linda.McQueen@ncdsb.com](mailto:Linda.McQueen@ncdsb.com)
Thank you in advance for helping us keep everyone safe.



St. Mary Checklist

- Check Transportation Details for your child at NSTS
<https://www.nsts.ca/>
- Register for Safe Arrival to receive school messages and report your child's attendance
<https://niagaracatholic.ca/safearrival/>
- Register for School Cash Online to make purchases from the school
- Have your dress code ready to go (see below)
- If you need regional day care services please make sure you register with the region (see below <http://onehsn.org>)
- Follow us on social media for connection and communication Instagram @stmarycatholic
- We are a DIRECT ENTRY school which means students enter upon arrival
- Please visit our school website anytime for links to School Cash Online and School Messenger/Safe Arrival
<https://schools.niagaracatholic.ca/stmary-niagarafalls/>



Our School Bell Times and Schedule

Daily Schedule:

8:35 am - 8:45 am - Supervision & Arrival - direct entry into school

8:45-8:55 am - Morning Bell - School Starts - students arriving after 8:55 am are marked late.

10:15 am -10:30 am - Morning Recess

11:30 am - 11:50 am - Outdoor Recess (Gr,1, 2, 3 & 3/4)/Indoor Lunch (Kindergarten, 4/5 to 8)

11: 50- 12:10 am - Indoor Lunch (Gr,1, 2, 3 & 3/4) Outdoor Recess (Gr,1, 2, 3 & 3/4)

1:10 - 1:25 pm - Afternoon Recess

2:55 pm - Dismissal Bell



SAFETY FIRST!

Please remember to ensure:

- your child arrives to school before 8:45 am (supervision begins at 8:35 am). This will help develop routines, value the importance of being responsible and be ready for learning
- Kiss N Ride is used to safely drop off and pick up your child without leaving your vehicle
- you use Law St. to park your vehicle if you wish to walk your child to and from school
- Staff Parking should not be used to park your vehicle due to students and families walking on the sidewalk along Morrison Street and at the furthest end closest to the cemetery it is used

We are committed to making every effort to support a positive learning experience that helps to build disciplined, responsible and resilient learners. Your support and partnership is greatly appreciated and valued!



KISS N RIDE PROCEDURES for SAFETY

- **For safety and efficiency - Adults are to remain in vehicles** if using Kiss n Ride otherwise you must park your car to get out to walk or assist your child(ren)
- Please do not stop your vehicle to have conversations with others while in your vehicle in the kiss and ride zones as it puts others at a disadvantage behind you and everyone has somewhere to be
- **Ensure backpacks are ready and not stowed in the trunk**
- Educational staff's primary focus is the students they are dismissing, if you have a message for the school, please call or email the classroom teacher. Staff on duty in the Kiss N Ride area are unable to relay messages.

At Drop Off 1 Lane

- Drive through Kiss N Ride **1 lane through St. Andrew Church Parking Lot**
- Drive around to the gate that is adjacent to St. Mary School which is the exit of the drop off area - students exit on the right hand side of their vehicle where staff will escort them through the gate into the school
- Students are not to get out of their cars unless escorted and directed by a staff member
- Students are not to exit on the left hand side of their vehicle or in between cars
- **Ensure backpacks are ready to go with the child and not stowed in a trunk.**

At Dismissal 1 Lanes (2:55 pick-up).

- Drive through Kiss N Ride **1 lane only**
- Remain in your vehicle until your child is brought out to the Kiss N Ride area
- If you are **FIRST** in the Kiss N Ride - and your child has not come out yet please be prepared to park in one of the empty bays as directed by a staff member
- Use caution when exiting the Kiss N Ride area as you will be crossing over the pedestrian sidewalk onto a busy Morrison Street

SCHOOL MESSENGER: - SAFE SCHOOL ARRIVAL

Please continue to use the Niagara Catholic District School Board online system to record absences. If your child is going to be absent from school for any reason, the absence **must be reported by 8:30 am** as follows: 'go.schoolmessenger.ca' or call: **1-844-287-6287**. **Please do not call the school to report your child's absence. Use the above format instead.**



St. Patrick Catholic Church - Mass Times

Saturday 5:00 p.m.

Sunday 8:00 a.m., 9:30 a.m., 11:30 a.m

REGISTER NOW



Registration 2023-2024 School Year

Registration 2023-2024 School Year

To register with Niagara Catholic please complete the form above! If you are in our school boundary - choose St. Mary Niagara Falls and join our school community - we are proud of what we accomplish every day!

Kindergarten families if eligible for busing **MUST** opt in to receive transportation. Click on the link below NSTS for more information. Questions regarding busing over the summer - call NSTS directly.

ONLINE STUDENT REGISTRATION



Bus Transportation - NSTS Niagara Student Transportation Service
If your child is in Junior Kindergarten and does not have an Ontario Education Number (OEN) then NSTS will mail your child's busing information to the address you have registered with our school.

If your child has an OEN then you can check the details of your child's busing eligibility, location, times etc....by visiting

<https://www.nsts.ca/>

Your child's OEN is located on their report card.

*** If your child's start date is after the September School Start Date, there may be a one to two week wait time for bus implementation depending on your child's start date and if there is already a pre-established bus stop or not.**



ATTENDANCE PROCEDURES - SAFE ARRIVAL

SAFE ARRIVAL PROGRAM

The Safe Arrival Parent Portal allows parents to conveniently report their child's absence and allows school staff to respond to an unexplained absence quickly.

Absences can be *reported* via:

- **-Internet (<http://nc.schoolconnects.com>)**
- **-Smart Phone App (search keyword "safearrival" school messenger)**
- **-Automated Telephone System (toll free 1-844-287-6287)**
- **-Full Day Absences and late arrival must be reported prior to 8:30 am or you will receive a call out from the school**

It is important to have a consistent routine for getting to school and home each day. It is recommended that if your child will be taking the bus home, that this is the form of transportation they will use on a daily basis. This is to ensure consistency and safety for both your child and teachers.

Should your contact information change (email, phone number, address) during the school year, please contact the office so we can update which is return available to NSTS, otherwise you may miss important information.

School Cash Online

We endeavor to be a cash and cheque free school which means all school purchases are done through SCHOOL CASH ONLINE. Please make sure you are signed up today.

<https://ncdsb.schoolcashonline.com/>



What Is School Cash Online?

School Cash Online is an easy to use and safe way to pay for your children's school fees. Now, with a few clicks, you can pay for your child's yearbook, class trips and so much more from your own home. All you have to do is register an account, attach your children and in no time you will be able to make payments online.

Register Today!

1. Create Your Profile

Go to <https://ncdsb.schoolcashonline.com/> and click on "Get Started Today".

2. Confirm Your Email

Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

Stay connected by selecting "Yes" to email notifications about upcoming fees.

- I want to receive email notifications for new fees assigned to my student and updates on school-related activities.

3. Add a Student

Click "Add Student" and fill in the required fields with your child's details.

NOTE: Kindergarten Students will be available to add at the beginning of the School Year

Why sign up for School Cash Online?

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees.

- ✓ Pay for your child's school fees online. Anytime, anywhere.
- ✓ Stop sending your child to school with money.
- ✓ Get automatic email notifications about upcoming school fees and activities.

Purchase these items and more online.

Use your computer, tablet or smartphone to register and pay online.



Which payment methods are accepted?

Credit Card

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.

eCheque

An electronic version of a paper cheque used to make payments online. Anyone with a checking or savings account can pay by eCheque on School Cash Online.

For more information, contact Parent Helpdesk at parenthelp@schoolcashonline.com or 1.866.961.1803

Parent Portal

What is the parent portal and what is it for?

The [Niagara Catholic Parent Portal](#) allows parents access to information regarding their child including report cards, alternative report cards and timetable and your child's classroom teacher for the following school year.

How do I login to the parent portal?

Use this [helpful guide](#) and follow the instructions.

<https://cdn.niagaracatholic.ca/wp-content/uploads/2020/09/Niagara-Catholic-Maplewood-Parent-Portal-Instructions-Sept-2020.pdf>



School Apparel - Gradhoodies

BigBear Spirit Wear

We are happy to be partnered with BIG BEAR SPIRITWEAR! Orders for Spiritwear can be processed at anytime and purchases are done online at

<https://www.bigbearspiritwear.com/st-marys/>

The owners of Big Bear offer three ways for families to acquire their purchases.

1. Pick up your purchase at the store at 6893 Oakwood Dr. Unit #1 in Niagara Falls, ON - L2G 0J7. They are open MONDAY thru THURSDAY 10AM – 5PM AND FRIDAY 10AM – 3PM
2. Have your purchase shipped to St. Mary Catholic for \$3. It will arrive with your name and will be given to your child to bring home.
3. Have your purchase shipped to your home with cost of shipping based on current Canada Post rates.

Please note if you want to have your child's name on their spiritwear (hood or sleeve) it is an extra \$6.00 for embroidery. No Nicknames please. Last name and first initial or first name and last initial only.



DRESS CODE Expectations

All Niagara Catholic Elementary Schools have a dress-code. Students are expected to be in DRESS CODE every day unless otherwise noted.

Simply put, DRESS CODE = Collared WHITE or NAVY blue shirts (with no logos other than school logo) and navy blue bottoms. School hoodies are allowed.

Alternative Dress Days/Themed Days: On special theme days, students are allowed to dress in theme. For instance, we may have Orange Shirt Day or Pink Shirt Day. Typically on these days regular uniform bottoms are required unless otherwise noted such as a BRIGHT COLOURED DAY when students wear bright colours from HEAD TO TOE

Out Of Dress Code Days: On these days uniform bottoms and tops are not required. No sleeveless, cropped or revealing tops or shirts with negative images or words allowed. No ripped jeans. Shorts and skirts/dresses need to be reasonable in length, typically a walking short length.

GRADE 8 Student DRESS CODE PRIVILEGES: Students in grade 8s are given special privileges and allowed to wear our St. Paul High School hoodies, sweat shirts, dress shirts, polo shirts, t-shirts with the school logo on them or the St. Paul High School dress pants or shorts. No track pants please.



NIAGARA CATHOLIC

Standardized Elementary Dress Code

Niagara Catholic has a standardized dress code for students in all of our Catholic elementary schools. All students wear navy blue bottoms and navy blue or white shirts.

OUR DRESS CODE COLOURS

Tops

At a minimum, every student is required to wear one of the following:

- Navy or white Oxford shirt (short or long sleeve) or;
- Navy or white collared shirt (short or long sleeve) or;
- School-designed spirit wear

The elementary standardized dress code shirt must be plain (no logos or advertising) and buttoned in a respectable manner. Visible t-shirts worn under the elementary standardized dress code top must be either navy blue or white.



Bottoms

At a minimum, every student is required to wear one of the following:

- Navy sweat pants (Kindergarten - Grade 3) or;
- Navy pants (capri, cargo, denim, kobe or corduroy) or;
- Navy skirts, skirts or dresses or;
- Navy walking shorts.

Only knee-length shorts, skirts or dresses are permitted. All clothing must be in good repair. Grade 8 students have the option to wear grey secondary uniform pants.



Shoes

For health and safety reasons, running shoes with a full back and closed toe are the recommended footwear. Parents/guardians should provide a pair of indoor shoes for physical education and indoor wear. Socks must be worn with the elementary standardized dress code pants or shorts at all times.

Nurturing **Souls** & Building **Minds**

BEFORE AND AFTER CHILD CARE

Boys and Girls Club of Niagara (off-site) - also busses students to Father Hennepin to school in the morning and picks up students at the end of the school day for their before and after school program. Contact them directly for more information. <https://bgcn.ca/programs/child-care>

Registering with the REGION for Child Care

Choose Login (if you already have an account) or Create an Account. You will require an email account to register. Once registered, a link will be sent to your email.

[Sign Up For Niagara Region Childcare](#)

NPIC Nominations 2023-2024 School Year



Anaphylaxis

We are a Peanut Free School.

Within our school community, there are several students who have a life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio).

The best way to reduce the risk of accidental exposure to these students is to respectfully ask for the co-operation of the parents/guardians within this school community to avoid sending peanut butter or products with peanuts listed in the ingredients.

There is a wide range of nutritious foods available to pack for your child. Visit <http://www.eatrightontario.ca> for suggestions. For more information on anaphylaxis, visit <http://www.anaphylaxis.ca> or <http://www.aaia.ca> We are working hard at preventing accidental exposure. It is also important that we have common routines throughout the entire school

There are many shared areas (washrooms, fountains, gym, library, computers, etc.) students could come in contact with allergens.

The teachers will explain the importance of the following health and safety routines to the students in their classrooms:

1. Wash your hands with soap and water before and after eating.
2. Do not bring food that contains peanuts/tree nuts.
3. Do not accept food from other students especially if you have food allergies.
4. Snacks are not permitted outside in the schoolyard.
5. Dispose of all food waste properly.

Message about our EDUCATIONAL RESOURCE TEACHER

Your child's entry to school can set the stage for a comfortable transition into the school environment right from day one.

Our Educational Resource Teacher (ERT) Mrs. Alaimo assists students in Kindergarten through Grade 8 who may need extra support with various aspects of school life.



The role of the Educational Resource Teacher is helping all children, but especially those with physical, social or educational learning needs. The ERT works together with classroom teachers and families to ensure that every child is successful and feels a sense of belonging while at school.

Please feel free to reach out directly to our ERT directly at jennifer.alaimo@ncdsb.com with any questions or concerns connected to:

- **Medical (e.g., Diagnoses)**
- **Mental Health**
- **Speech and language development**
- **Occupational or physical therapy needs**
- **Toileting and self helps skills**
- **Social interaction and behaviour needs**
- **Other worries**

Working together to create a safe and comfortable environment for our students is our goal and we are here to help support your child and family in any way we can!



Online Class Platforms

All classes K-8 will have an online class platform on the NCVLE which stands for Niagara Catholic Virtual Learning Environment. These classes are set up by our board technology department at the beginning of each school year and ready to access around the first week of school or thereabout.

The NCVLE online class platform for your child(ren) can be found via the following link

<https://niagaracatholic.elearningontario.ca/d2l/login>

Students will login with their email and password. Emails and passwords will be given to students by their classroom teacher. For returning students, their **niagaracatholic.ca email** remains the same but their password may require updating each school year. Passwords are given to the students by their classroom teacher.

Students are expected to follow the Niagara Catholic Code of Conduct Policy which includes Administrative Operational Procedures for Student Use of Electronic Communications Systems when using all and any board governed technology including the NCVLE. You can read this policy below.



What Students Need For School

All grades - Kindergarten to Grade 8 students need these items:

- * lunch bag with lunch & 2 snacks (no nuts or nut products)
- * refillable water bottle
- * indoor shoes if possible (Velcro or slip in unless you child can tie their own shoes)
- * backpack
- * containers your child can open for lunch/snacks

Kindergarten:

- * personalized hand sanitizer if you wish
- * box of kleenex to share (helps build inventory in the class - we go through a lot of kleenex)
- * dry eraser marker
- * Change of clothes (shirt, underwear, socks, shorts/pants etc) label everything - please send in on the first day - best to send in inside ziplock bag (to store at the school)

Grades 1-3:

- * Pencil Case
- * backpack
- * dry erase markers
- * box of kleenex to help build classroom inventory
- * crayons/markers/pencil crayons
- * Gr. 1 and 2 Change of clothes (shirt, underwear, socks, shorts/pants etc) label everything - please send in on the first day - best to send in inside ziplock bag (to store at the school)

Grade 4-6:

- * pencil case
- * backpack
- * lunch bag, refillable water bottle
- * calculator
- * dry erase markers
- * box of kleenex to help build class inventory
- * pencil crayons/markers
- * glue stick
- * personal pencil sharpener

Grade 7-8:

- * 1 - 1 1/2 inch binder - nothing larger please it won't fit in the desk (avoid zipped binders as well they are too big for inside student desk)
- * dividers (8 tabs)
- * calculator

- * box of kleenex to help build class inventory
- * markers/pencil crayons
- * highlighters
- * post - it notes
- * personal pencil sharpner
- * dry erase markers
- * glue stick
- * backpack, lunch bag, refillable water bottle

Cell Phones and Personal Devices

Cell phones are generally more disruptive than helpful during school hours. We recognize students may require their cell phone for safety and communication purposes for before and after school but use during school hours is prohibited unless the student acquires permission from their classroom teacher.

"Cell or smart phones, tablets, laptops, audio or video recording devices are prohibited for use by students in all Niagara Catholic elementary and secondary schools classrooms unless specifically approved by school staff for instructional or co-instructional purposes."

Collection of phones at the beginning of class is a common practice, especially in the older grades where they can be kept in a safe place until the end of the day. Please take the time to read the Electronic Policy for Students below

[Electronic Cell Phone Policy \(Students\)](#)

[Electronic Communication System \(Students\)](#)

Kindergarten Students Wanted! No Experience Necessary

What you need to know when your child is coming to school for the first time. We got you!

PERSONAL BELONGINGS

Please label all your child's belongings on the inside. This includes backpacks, lunch boxes, water bottle, shoes, jackets, sweaters etc. **This is very important especially since there is a dress code, and many items look similar.



Welcome to Kindergarten

- Also, please send in an extra set of clothing in a large Ziploc bag with your child's full name clearly printed on the front of the bag for those unexpected accidents or falls outside.
- Please encourage your child to leave toys at home as they can be easily lost or broken. Please ensure that your child has a pair of running shoes that he/she can put on easily (Velcro/slip-on) to be left at school for indoor use.
- **SNACKS/LUNCH**
 - There will be two nutrition breaks (one in the morning and one in the afternoon) and a lunch break daily. Please help us encourage good nutrition by providing a healthy lunch and small daily snacks such as pieces of fruit, vegetable slices, raisins, yogurt, crackers, cheese etc.
 - Please emphasize that snacks and lunches are not to be shared with friends due to food allergies.

MEDICAL NEEDS

- Please let us know if your child has any medical needs including allergies, seizures, medications etc...
- We will also put you in touch with our Educational Resource Teacher, Mrs. Alaimo who will contact you regarding any necessary paperwork
- If your child is required to have medication administered at school we require a form to be completed by your doctor which you can obtain by contacting Mrs. Alaimo by email at jennifer.alaimo@ncdsb.com. Please have your doctor complete and return to the school.

MILESTONES or LEARNING/BEHAVIOUR/SOCIAL/EMOTIONAL/PHYSICAL NEEDS

- Should your child be entering 1st year or 2nd year Kindergarten with us for the first time and they have not met their basic age-based milestones, such as talking, toileting, ability to follow basic directions, etc...please let us know so we can connect and meet to discuss your child's needs and begin setting a plan in place for their success. Please contact our Educational Resource Teacher through email at to discuss your child's needs jennifer.alaimo@ncdsb.com



We Welcome Our New St. Mary Families

Frequently Asked Questions

What if my child forgot their lunch or an important item and I need to bring it to them?

Simply pack it up and bring it to the school labeled with your child's name on it. When you arrive at the school ring the buzzer tell us you are dropping lunch or other items for your child, state your child's name. We will let you in. You can drop it on the table right outside the office. We also will keep post-its and pens at the table in case you forgot to label your child's lunch/items with their name. We will make

sure your child receive their lunch/items. Please note this does not mean we will be pulling your child out of class when you arrive. We aim to not interrupt instructional time for forgotten items such as lunches or shoes etc.....

What if my child is feeling sick during the day?

We ask you do not send your child to school if they have a fever/chills, nausea, diarrhea or extreme cold/flu symptoms. If your child takes sick during the day the classroom teacher will call home to touch base with parents. *Students are not to text their parents from their phone to be picked up unless they have teacher permission. If it is decided the child needs to go home, parents will be asked to come to pick up their child. If parent is not available we will call the child's emergency contact on our register. Please make sure you have working phone number and emergency contact on file for the school to call in case of an emergency. If you have special circumstances (such as using email instead of phone call, a work number we should use) please let the office know and we will note it in our records how to reach you in case of an emergency.

What if my child needs to leave early for an appointment or is coming late?

You MUST put it into safe arrival and indicate the time they are either arriving or leaving. This is the safest method for us to know students are safe and being legitimately picked up by their parent or guardian. The fastest way is to have the school messenger application on your phone. It literally takes less than a minute to enter in the information.

Can I send in food treats (pre-packaged) for my child's birthday for the entire class?

The short answer is no. And, sorry. We know you really want to celebrate and have fun. The long answer is below under Birthday and Food.

My child's birthday is coming up and I want the teacher/school to give me the names of the children in the class and information so I can contact other families to invite children to my child's party.

So sorry we are bound by confidentiality but if you want to hand out invitations at school (discreetly of course so other children don't feel left out) you are welcome to include your phone number in the invitation so parents can contact you.

My child is older and we have decided some days they are walking home and some days they are taking the bus. Do I need to write a note every single day to tell the teacher how my child is getting home.

No, but you can send the classroom teacher an email and tell them that your child is going to alternate between the two (bus/walking) and that your child will let the teacher know on the days they are not taking the bus before leaving for the day. This way we don't hold up buses and we also don't worry about the whereabouts of your child.

I am upset about something that happened in school with my child. What should I do?

First of all please make sure you encourage your child to communicate with their classroom teacher if there are ANY problems in class, with learning, outside at recess etc.....so the classroom teacher (not just the teacher on duty) has an opportunity to deal with the issue immediately. Building self-advocacy is very important and is a life-long learning skill.

Secondly, reach out to your child's classroom teacher first and have a conversation to discuss your concerns, clarify information and perhaps investigate the situation or respond. You may call the office and the office staff will relay your message to the classroom teacher and have them return your call to speak with you when they are not teaching. If the concerns are more involved reach out to the

classroom teacher and set up a time convenient for both you and them to meet face to face. Administration is always available but the first conversation is always with the classroom teacher unless the immediate health and safety of a child is at risk.

My child has anxiety and is struggling to come to and remain at school? What do I do?

You reach out to us so we can help and come up with a plan to assist you and your child with making their transition to school and time at school manageable. There are lots of things we can try to help you and your child. Please reach out to the Educational Resource Teacher, Mrs. Alaimo or Mrs. Solomon and we will set up a time to discuss.

My child doesn't like their class assignment.

Please note that in school with many blended classes students may be separated from certain classmates and have the option of various teachers. It is crucial you speak positively and have an open mindset about your child's class and assignment for the school year. Remind them that this is a new opportunity to make new friends and have different experiences. The way we speak about school, learning and the school community impacts your child's mindset and attitude about school. We want to encourage positive, happy and open mindsets and build students who are resilient and able to adapt kindly to various situations in life. What we say in front of students matters.

Birthdays and Food

Please note we are bound by the Anaphylaxis Policy which clearly states we are to provide a safe environment for all students with known and potentially unknown allergies. We therefore discourage the sharing of foods at lunchtime and do not allow outside treats to be brought into the school to share with other students for special occasions. We also follow Healthy Schools guidelines which promotes healthy eating and lifestyles.



Food treats are not allowed to be brought in and shared with the class for birthdays. We appreciate your cooperation with this aspect of helping us be a safe and accepting school.

We aim to announce each child's birthday over the announcements. Birthdays which fall on the weekend are announced either on the Friday or the Monday of the student's weekend birthday.

Looking Forward to Having You Join St. Mary Catholic School

Thank you for taking the time to read this message in its entirety! I am Mrs. Solomon, serving as the dedicated principal of St. Mary Catholic School for the last three years. It is my priority to get to know each and every one of you, establish connections, and extend a warm welcome to our St. Mary family. Creating an atmosphere where everyone experiences a strong sense of belonging, deep understanding of their significance and achieves their fullest potential is of utmost importance to me. Your ongoing collaboration is



greatly appreciated as we join hands to support your child along their educational journey. God bless Mrs. Solomon

Our Office Secretary

Mrs. McQueen is our amazing office secretary!

Mrs. McQueen is the first person you will likely see as you enter our building. She comes to us with a great deal of experience. She loves her school community especially making them happy with our many Food Days!

Remember she is the only secretary assigned to our school and is in charge of many things including, registration, attendance, enrollment reporting, finances, answering phones and email and doors and the list goes on..... Please be patient and kind as we know a school can get very busy and there are times you may have to wait. Thank you so much as we aim to please and provide you with great service at St. Mary Catholic School.

