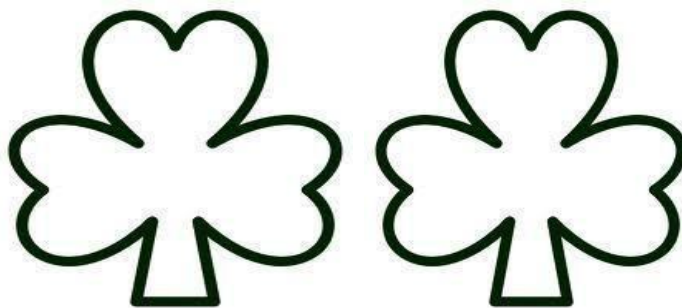




**St. Malachy Catholic School  
Extended Day  
Handbook  
2024-2025**

**7410 N. C.R. 1000 E  
Brownsburg, IN 46112  
317-852-2242 ext. 7204--Mrs. Wheeler  
463-209-9650--Text Message Phone during program hours**



*St. Malachy Catholic School Mission Statement*

*To provide quality education that fosters academic excellence and integrates the traditions of the Roman Catholic Faith and the teachings of the gospel of Jesus into all curricular areas.*

*To nurture the spiritual, intellectual, physical, social and emotional development of each student.*

*To support, respect and accept all individuals as members of God's Family  
"Today we will be learning, loving, and living with Christ."*

**Team Members**

Benita Wheeler -  
Director Cathy Nixon  
Erin Thomas  
Sandy Wagoner  
Beth Nell  
Megan Roberts  
Kathy Dant  
Lisa Nault  
Stephanie Adler  
Morgan Warnock  
Kaela Wilson  
Bernice  
Akakpo Claire  
Maupin Taylor  
Maupin Izzy  
DeCesare  
Abby Criscillies  
Joe Styck  
Madison Styck  
Madison Lam  
Grace Rody  
Leah Rody

**Hours of Operation**

Monday, Tuesday, Thursday, Friday 3:00pm to  
6:00pm Wednesday 2:30pm to 6:00pm  
(317)852-2242 ext 7204--Mrs.Wheeler

[extday@stmalachy.org](mailto:extday@stmalachy.org)

(463)209-9650--Text Message Phone during program hours

Welcome to St. Malachy Catholic School Extended Day program. Our program provides time for your children to do their homework, have a snack, and play outside and indoors with their friends. This guide will help you with policies associated with our program. **Please go over this handbook with your student and click “agree” on the online registration form, or sign and return the form at the end of this handbook.**

### **Admission**

The program is open to all St. Malachy students. Each family must register with Procure. An email with instructions for registration will be sent to you. If you are new to the Extended Day program, fill in the *St. Malachy Extended Day Agreement Form*. This is due on or prior to the first day of attendance. Please notify your child’s teacher when your child will be attending Extended Day.

### **Discipline Policy**

The Extended Day program follows the same rules as St. Malachy Catholic School.

### **Code of Conduct**

Students at Extended Day are representatives of St. Malachy Catholic School, and are expected to conduct themselves in an orderly manner at all times during Extended Day hours or while on school property.

Students are expected to show respect for teachers, staff members, other students, visitors and school property. Students should move throughout all school areas in an orderly fashion.

Extended Day staff members are responsible to maintain discipline for all students attending Extended Day. If a student exhibits behavior inconsistent with the Code of Conduct for St. Malachy Catholic School/Extended Day Program, the following procedures will be followed:

**1st Incident**–The student and staff member will discuss and resolve the problem. A time out will be given. The issue will be communicated to parents.

**2nd Incident**–The student and staff member will discuss the problem, the student will be in time out in the office for the rest of the day, and the parent will be notified that if there is a third incident, the student may not attend Extended Day the following day.

**3rd Incident**–The student will be sent to the office for the rest of the day and parents will be notified that the student may not attend Extended Day the following day.

**Habitual misbehavior, disrespect or failure to follow rules will be discussed with Mrs. Kennison and may result in dismissal from the program.** Communication between the staff and parents is a vital component of our program.

## **Personal Belongings/Toy Policy**

The Extended Day program provides age appropriate toys and games. Please do not allow your child to bring personal belongings/toys from home. This includes collector cards, fidget toys, and slime. Extended Day adheres to the policies of the St. Malachy Catholic School handbook.

## **Electronics**

All students will follow the St. Malachy School Student Technology Acceptable Use Policy. Laptops/Chromebooks will be available for use for homework in Middle School only during ASAP time. No personal electronics are necessary. Students will follow the St. Malachy School Cell Phone-Smart Watch policy. Cell phones and smart watches will be held at the front desk.

## **Medical Information**

To dispense medications to a child, we must have a physician's written order for the specific medicine and dosage instructions. If a student becomes ill, parents will be notified and must arrange for immediate pick-up of the ill child (ie,.diarrhea, fever over 100 degrees, vomiting, and/or unidentified rash).

## **COVID**

Refer to the St. Malachy Catholic School Health and Safety Re-entry Plan.

## **Calendar**

We follow the school calendar and will only be open when school is open. If there is an emergency early dismissal, Extended Day WILL NOT BE OPEN. You will need to make arrangements to pick up your child from school at dismissal time. We will not be open on March 29 (Good Friday) April 8 (Total Solar Eclipse) ,and May 22 (Last Day of School) .

## **Snacks**

Snacks are provided each day after school at Extended Day. Students are always welcome to bring their own snacks from home to have during snack time.

## **Pick-Up**

When you arrive:

1. Park
2. Enter the Main Door airlock, press the call button and let staff at the desk know who you are picking up, they will call for your child/ren.
3. Use your Pin Number to sign out on the kiosk labeled Extended Day.
4. Wait in the airlock and office staff will send your child/ren out to you.

Parents must give prior notification to the school office or to Mrs. Wheeler if someone other than the individuals listed on the school's Emergency Contact Form will be picking up your child/ren.

## **Text Phone—463-209-9650**

If you need to contact Extended Day during program hours, you may send a text message to the Text Phone (formerly the Pick Up Phone). You can only TEXT to (463)209-9650. Calls to the Text Phone will not be answered. In the event you must speak to Mrs. Wheeler please contact her at (317) 852-2242 ext 7204.

### **After School Activities**

If your student is involved in after school activities, they must first check into Extended Day before going to their activity. If they need to leave Extended Day early for a practice/game, the coach must come in and sign them out. STUDENTS WILL NOT BE ALLOWED TO LEAVE WITHOUT PRIOR NOTIFICATION FROM A PARENT.

### **Uniforms**

Uniforms are to be kept on during Extended Day. The only exception is that shirts may be untucked. Skirts need to stay on, even if there are shorts under them and belts need to stay on. This will eliminate lost items of clothing.

### **Billing**

Invoices will be sent electronically every two weeks. Please make sure Extended Day has your correct email for billing. If you are not receiving your invoices by email, please notify the director.

### **Payment**

Payment is due every two weeks. You may pay by Cash, Check (to St. Malachy School) or online through the link on the St. Malachy School Website (Shamrock Shortcuts/ Morning-Extended Day/Extended Day Payments). Payment is required even if your child is out of school due to illness or other absence. In the event that a family's balance exceeds \$100, the student will not be allowed to attend extended day until the balance is paid in full. Please contact John Kiefer, the church business manager, if you would like your weekly extended day balance auto withdrawn in our Facts Management System. His number is 317-852-3195, ext. 7101 or [jkiefer@stmalachy.org](mailto:jkiefer@stmalachy.org).

\*Returned checks are subject to an additional \$15.00 service charge.

### **Extended Day Rates 2024-2025**

Monday, Tuesday, Thursday, Friday		Wednesday	
3:00-4:00	\$5.00	2:30-3:30	\$5.00
4:01-5:00	\$10.00	3:31-4:30	\$10.00
5:01-6:00	\$15.00	4:31-5:30	\$15.00
		5:30-6:00	\$20.00

### **Late Pick**

**There will be a \$1.00 charge per minute, per student for each minute after 6:00 p.m.** If there are more than 3 separate occurrences that your student is picked up after 6:00, your Shamrock School Time privileges may be revoked.

### **Sibling Discount**

There is a 20% discount for families that have more than one student attending Extended Day on the same day. The discount will show up on your invoice.

**St. Malachy Extended Day Program**  
**Agreement Form**  
2024-2025

We have read the Extended Day Handbook and will follow the rules and policies.

**Family Last Name:** \_\_\_\_\_

Parent Name \_\_\_\_\_

E-mail \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent Name \_\_\_\_\_

E-mail \_\_\_\_\_

Phone number: \_\_\_\_\_

Student Name \_\_\_\_\_ Grade and Teacher \_\_\_\_\_

**Student Signature** \_\_\_\_\_

Student Name \_\_\_\_\_ Grade and Teacher \_\_\_\_\_

**Student Signature** \_\_\_\_\_

Student Name \_\_\_\_\_ Grade and Teacher \_\_\_\_\_

**Student Signature** \_\_\_\_\_

Student Name \_\_\_\_\_ Grade and Teacher \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_