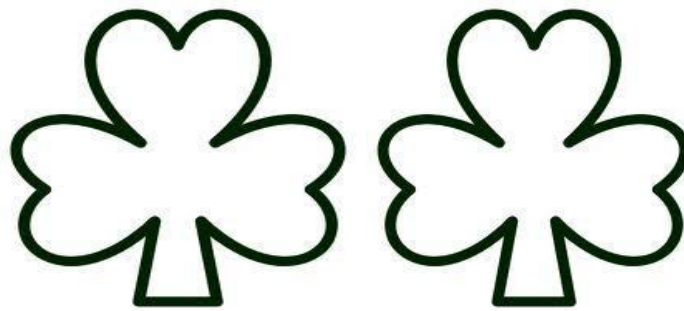




**St. Malachy Catholic School
Extended Day
Handbook
2025-26**

**7410 N. C.R. 1000 E
Brownsburg, IN 46112
317-852-2242 ext. 7204--Mrs. Wheeler**



St. Malachy Catholic School Mission Statement

St. Malachy Catholic School forms saints in the doctrine and traditions of the Catholic faith by learning, loving, and living in Christ.

“Today we will be Learning, Loving, and Living in Christ.”

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--Director

extday@stmalachy.org

Welcome to St. Malachy Catholic School Extended Day program. Our program provides time for your children to do their homework, have a snack, and to 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 sign and return the Agreement Form at the end of this handbook.**

Admission

The program is open to all St. Malachy students. 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. Each family must register with Procure. After you complete and turn in your Agreement Form, an email with instructions for registration will be sent to you. If your email changes, please notify Mrs. Wheeler. Please notify your child's teacher when your child will be attending Extended Day.

Discipline Policy

The Extended Day program follows the same policy 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 and staff will follow the Code of Conduct in the Student-Parent Handbook.

Students are expected to show respect for teachers, staff members, other students, visitors and school property. Students are expected to clean up after themselves and put supplies and equipment away properly before leaving. Students should move throughout all school areas in an orderly fashion. Students may not leave Extended Day without being called to leave by the Office Staff or leave their group without letting staff know. The safety of our students is of utmost importance, so staff need to know where students are at all times during Extended Day.

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 as long as students use headphones, follow the Technology Policy, and plug in computers when they leave. Failure to follow the expectations will result in the loss of computer privileges. No personal electronics are allowed. 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).

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 20(day before Spring Break begins), April 26, 2026 (Good Friday) and May 21, 2026 (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.

Contacting the Director during Extended Day

If you need to contact Extended Day during program hours, you may call Mrs. Wheeler 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. If a student needs to change before a sports practice or game, they may change 15 minutes before the practice or game.

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.

Procure

Procure is our sign in/out and invoicing system. When you register for Extended Day, you will be sent an invitation to download the Procure app. Once you have signed up for Procure, you will find your pin number by tapping "Profile" at the bottom of the screen and then tapping the parent name. You will be sent an invoice through Procure every other Monday with payment due the Friday of the week the invoice is sent. The invoice only shows the charges of the two weeks invoiced, not the total balance of your account. You WILL NOT make payments through Procure. See below for payment options.

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 \$200, the student will not be allowed to attend extended day until either the balance is paid in full or an arrangement has been made with Mrs. Kennison. 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.

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

Extended Day Rates 2023-2024

Monday, Tuesday, Thursday, Friday

Wednesday

3:00-4:00	\$5.00
4:01-5:00	\$10.00
5:01-6:00	\$15.00

2:30-3:30	\$5.00
3:31-4:30	\$10.00
4:31-5:30	\$15.00
5:30-6:00	\$20.00

Late Pick-up

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
2025 - 2026

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 _____