

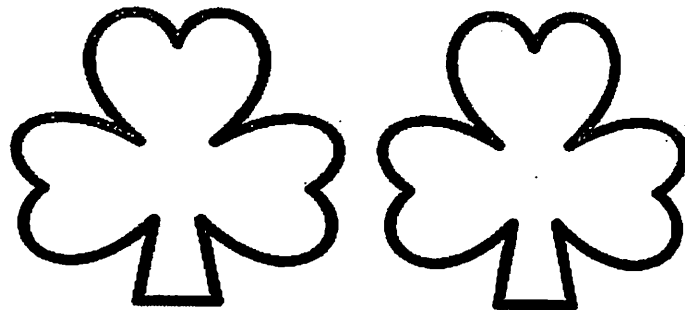
**St. Malachy
Shamrock School Time
Handbook
2022-23**

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

Cindy Stratman

Cathy Nixon

Dorea Stutz

Erin Thomas

Sandy Wagoner

Mary Feeney

Beth Nell

Sarah Imel

Kathy Dant

Lisa Nault

Stephanie Adler

Ella Katsaros

Kaela Wilson

Alana Holtz

Taylor Maupin

Izzy DeCesare

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

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

Welcome to St. Malachy Shamrock School Time (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 Shamrock School Time program, fill in the *St. Malachy Shamrock School Time 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 Shamrock School Time.

Discipline Policy

The Shamrock School Time program follows the same rules as St. Malachy Catholic School.

Code of Conduct

Students at Shamrock School Time are representatives of St. Malachy Catholic School, and are expected to conduct themselves in an orderly manner at all times during Shamrock School Time 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.

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

1. The student and staff member will resolve the problem. (Verbal warning, one on one meeting, written warning, etc.)
2. The student and staff member will resolve the problem and the parent will be notified. (Written warning sent home, phone call to parents, etc.)
3. The staff member will communicate with the director. (Student will meet with the director)
4. The student, staff member, director and parent will meet to resolve the problem.
5. We reserve the right to discontinue service due to behavior issues.

The staff member will determine whether discipline will begin at procedure 1, 2, or 3. The director has discretion to advance to procedure 4 or 5.

Continued misbehavior or failure to follow rules will result in dismissal from the program. Communication between the staff and parents is a vital component of our program.

Personal Belongings/Toy Policy

The Shamrock School Time 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. Shamrock School Time 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, Shamrock School Time 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 October 14th (day before Fall Break), April 7 (Good Friday), and May 25 (Last Day of School) .

Snacks

Snacks are provided each day after school at Shamrock School Time. 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 school office 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
4. Wait in the office until your child/ren arrive

Text Phone—463-209-9650

If you need to contact Shamrock School Time 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 Shamrock School Time before going to their activity. If they need to leave Shamrock School Time 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 Shamrock School Time. 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 Shamrock School Time 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.

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

Extended Day Rates 2017-2018

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 Shamrock School Time on the same day. The discount will show up on your invoice.

St. Malachy Extended Day Program
Agreement Form
2022 - 2023

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 _____