



# EXTENDED CARE HANDBOOK

2026-2027

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Aftercare Hours 3:15 pm - 5:30 pm

St. Monica Catholic School  
6131 Michigan Road  
Indianapolis, IN 46228

Website: [www.smsindy.org](http://www.smsindy.org)

Dear Parents and Students,

***“Let the little come to me because the kingdom of heaven belongs to people like these.”***

***Matthew 19:14***

Welcome to St. Monica Catholic School Extended Care Program! In choosing St. Monica School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you enter a partnership with St. Monica Catholic School Extended Care Program.

The Extended Care Handbook reflects the policies of St. Monica Extended Care Program for the 2026-2027 School year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Monica School Extended Care Program during the 2026-2027 school year. Failure to uphold this agreement will result in your child's termination from the program and/or the school.

The faculty and staff of the Extended Care Program look forward to working with you to promote a positive experience for your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Gabriela González,  
Extended Care Program Director  
[g.gonzalez@smsindy.org](mailto:g.gonzalez@smsindy.org)

**St. Monica School**

**Mission Statement of St. Monica School**

St. Monica Catholic School Ministry is a community of families united in values who celebrate differences, form lifelong learners in an academically robust environment, and engage all students and families to grow as disciples of Christ.

### **Vision Statement of St. Monica School**

It is the vision of St. Monica Catholic School to support the spiritual, social-emotional, and cultural needs to develop all students in academics, self-discipline, spiritual growth, and service in order to represent visible signs of God's love.

### **Mission Statement of St. Monica School Extended Care Program**

St. Monica Extended Care Program is a vital part of the mission of St. Monica Catholic School, extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child- spiritually, academically, and socially.

### **Attendance**

When a student enrolled in Extended Care is absent from school, a parent should call the Extended Care Office by 12:00 PM each day of the absence and leave a message for the Director stating that their child will not be attending the Extended Day program on that day. This allows the Director to plan for the number of staff members that will be needed each day. Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Extended Care Program.

Students in attendance at school and enrolled in the Extended Day Program must notify the school if their child will not be attending the Extended Day Program. Students who are enrolled in Extended Day will be charged for the number of days for which they are enrolled.

Our after-care program is from the end of the school day until 5:30 pm. The fee is \$10.00 per child per day. [Pre-registration](#) and payments are required. We offer snacks and homework support, as well as time outside and in the gym. If your student is not picked up from the North Lot or East Lot, a charge will be applied to the student's account. Please note that aftercare services **will not be available** on the following dates:

- November 24, 2026
- December 18, 2026
- March 26, 2026
- May 28, 2026

Please plan accordingly; **note that every Thursday is an early dismissal day at 1:00 PM.**

### **Releasing a Student from the Extended Care Program**

Under no circumstances will a child be released to anyone except a parent/guardian or an adult listed in emergency contacts in PowerSchool, unless prior written permission has been secured from the principal or a written request of the custodial parent has been made. Non-custodial parents have the right of access to information regarding the child's schooling unless a legal restraining order has been provided for our files.

### **Admission Information**

#### Nondiscrimination

The School Commission, Administration, and the Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic, and other school-administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to understand and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines that are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

Requirements include the following, which are on file in the School Office:

- ❖ Health Records
- ❖ Immunization Records
- ❖ Birth Certificate
- ❖ Record of IEP

Extended Care Requirements:

- ❖ Completed Application
- ❖ Emergency Form
- ❖ Medical Release Form

All new students will be given a trial period of not less than one quarter. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Monica Extended Care Program. The recommendation and decision of the Director in collaboration with the Principal is final.

### **Financial Obligations**

#### **2026-2027 Fee Schedule**

Extended Care Fee.....\$10.00 per child  
Pick up Late Fees.....\$1.00 per minute for every  
minute after 5:30PM

- ❖ Please note that if there is an outstanding balance from the previous school year and no payment or payment arrangement has been made, your student's Extended Care application will be placed on hold pending resolution of the account balance.

The cost per day includes a nutritious snack and drink. Cost for makers, paper, other materials, games, and equipment.

### **Payments**

- St. Monica Extended Care Program is a prepaid program
- All students must be picked up by 5:30 PM. Students who are not picked up by the designated closing time will incur a late pickup fee of \$1.00 per minute. Please ensure that pickup arrangements are made accordingly.
- There will be a \$45.00 returned check fee for all checks made payable to St. Monica Catholic School that do not clear the bank.
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Extended Care.
- If no payment is received, you will be called to pick up your child. The student will not be allowed to attend Extended Care until fees are paid off.

### **Payment Options:**

- Online payment [click here](#)
- Cash (School Office hours 8 am - 2:45 pm)
- Check (There will be a \$45.00 return check fee for all checks made payable to St. Monica School that do not clear the bank.)

### **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the Extended Care Program.

For more information about:

- ***Discipline Philosophy and Student Accountability***
- ***Grievance Procedures***
- ***Computer Media Policy***
- ***Crisis Plan***
- ***Emergency Drills***
- ***Harassment***
- ***Expectations of a St. Monica Student***
- ***Expectations of a St. Monica Parent***

***Please visit [St. Monica Family Guide 2026-2027](#)***

### ***Lost and Found Items***

Any items found in the Extended Care Room or on the School grounds will be placed in the Lost and Found Bin. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

### ***Homework & Instruments left in the classroom***

Students will not be permitted to return to their classrooms to retrieve homework, musical instruments, books, sweaters, or other personal belongings after dismissal.

### ***Office Records***

Since the Extended Care Program utilizes the school database, Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

### ***Uniforms***

Students in the Extended Care Program will wear their school uniforms at all times. Students are not allowed to change into playing clothes.

### ***Weather Emergencies***

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure, or public crises. The faculty and administration are aware of the hardship on students and parents alike which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety

risk has been created by unusual circumstances. All families will be enrolled in our text message system. Follow the directions for signing up additional 10 family members located at our Resources Page. This system will send a direct email or text message alerting you to cancellations and other important information throughout the year. Every method is used to notify parents of an impending cancellation. Our primary source of communication is the text messaging system. We will also contact WTHR Channel 13 television network. Please visit the Channel 13 websites for this information as well. Look specifically for “St. Monica School” or “Saint Monica School” because the school doesn’t always follow the plans of the township schools. The closing will be added to the family calendar and facebook. In unusual circumstances where school must be canceled during the school day, we will notify parents via the text message system, email, and telephone.

### **Volunteering**

St. Monica School relies on many families to volunteer their services preparing lunches, making copies, assisting teachers, serving as room parents, supervising the playground, participating in fundraisers, and a variety of other valuable ministries. The education of our children is a shared effort. We encourage families to give of their time and talents in assisting teachers throughout the year. Students are expected to show the same respect and cooperation with family volunteers as is shown to any staff member.

### **Family Volunteer Requirements**

Each family is expected to volunteer at least 10 hours at St Monica. The main responsibility of a volunteer is to assist the administration and/or teachers. There are a myriad of volunteer opportunities available at St. Monica. Each family is asked to support an activity in at least two ministries. With nearly 290 families represented, all volunteer requests should be filled with a wide variety of friendly and giving families. Please visit our volunteer opportunities and find a ministry that calls to you. Instructions for signing up will be found there.

Those who volunteer around children are required to have Safe Parish training and a background check. Directions are found on our website [Here](#).

### **Sports and/or Extracurricular activities after school**

Students enrolled in the Extended Care Program may only be released to an authorized adult who checks them out. If a student needs to leave Extended Care for a practice, lesson, or other activity, please arrange for the coach, teacher, or another authorized adult to come to Extended Care and sign the student out.

Students will not be permitted to leave the building unaccompanied. If no authorized adult is present to check out the student, the student must remain in Extended Care until proper release procedures have been followed.