

St. Matthew Catholic School

Extended Care Policies and Procedures

Hours of Operation: 3:00 p.m. – 6:00 p.m. Monday through Friday on days school is in session.

Extended Care is not offered on the following dates for the 2025-26 school year:

Friday, December 19, 2025 – 1:00 p.m. dismissal - Start of Christmas Break

Friday, April 3, 2026 – 1:00 p.m. dismissal - Good Friday

Friday, May 15, 2026 – 1:00 p.m. dismissal - Field Day

Friday, May 22, 2026 – 1:00 p.m. dismissal - Last Day of School

SMARTCARE SOFTWARE APP – FAMILY USAGE REQUIRED

Smartcare Software is used to automate student sign-in and sign-out and to automate the billing process. The parent responsible for bill payment and all individuals who will be picking up students are **REQUIRED** to download and use the Smartcare app.

Yearly Registration Fees

\$25 registration fee per family will be charged on your child's first Extended Care stay of each school year. No separate registration form is needed for Extended Care.

Extended Care Fees

PreK – 8th grade students will be charged \$5.00 per hour (or partial hour) and will be signed into Extended Care at 3:15 p.m. There will be a \$5 per minute charge for students picked up after 6:00 p.m.

EXTENDED CARE PAYMENTS – DUE WEEKLY

Families are expected to remit Extended Care payments on a timely basis each week and to keep their balances current. Smartcare will email an invoice on Sunday with payment due on Tuesday. Payment can be made with a credit card through the Smartcare app or by cash or check remitted to the school office or the Extended Care desk. If a family carries a balance from one month to the next, the family may be asked to make other childcare arrangements.

Pick Up

Parents, guardians, authorized adults, or high school age siblings are required to sign students out of Extended Care using the Smartcare app. Please have a valid picture I.D. available to show staff members when asked to do so. Students going to an extracurricular event from the Extended Care program need a note/email from a parent or guardian giving them permission to be signed out by the adult in charge of the extracurricular event. Please know that these policies are in place for the safety of your child.

Student Activities

Daily activities include a snack, board games, outdoor/indoor recess and study time. Study time is approximately 30 minutes for students in 2nd and 3rd grades and approximately 45 minutes for students in grades 4 through 8.

Discipline

Students attending Extended Care are expected to follow the same school guidelines stated in the student handbook. The Extended Care staff will use the same discipline report as used during the school day. A student who receives three written reports or commits a more serious offense will be required (along with his or her parents) to meet with the Principal and Extended Care Director to determine if the student can continue attending the program.

Preschool/PreK Extended Care

We offer Before Care and Extended Care for our Pre-K students and Before Care for our 3's Preschool students on Tuesday, Wednesday, and Thursday. PreK Extended Care hours of operation and fees are the same as listed above.

Before Care hours are from 7:30 a.m. to 9:00 a.m. A parent must walk the child into the building and sign in at Room 102/103. The fee is \$7.50 per day. If your child arrives at school before 9:00 a.m., he or she will be signed into Before Care and the \$7.50 charge will be added to your Smartcare account.

Important Contact Information

Extended Care Emergency Number: 317-457-3165

Extended Care Director: Mary Brooks mbrooks@saintmatt.org

Principal: Cara Swinefurth cswinefurth@saintmatt.org