



PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!

MASC

Morgan After School Club

PARENT HANDBOOK



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Dear Parents and Guardian:

Thank you for your interest in the Morgan After School Program!

Included in this packet you will find a parent/guardian handbook designed to give parents and guardian helpful insight into the After-School Club offered by Paducah Parks & Recreation in collaboration with Morgan Elementary. It includes detailed information about Morgan After School Club activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year, and review our Code of Conduct and Disciplinary section with your participating students before attending the program.

The After-School Club strives to provide an atmosphere where children can enjoy, grow, and learn. The children benefit greatly from the many special qualities contributed to the After-School Club from Parks & Recreation staff, Morgan Elementary staff and the parents and guardians of the children attending. We are looking forward to another year!

Parent signature packets must be returned and processed before students can attend, and student's must be enrolled before 2:00 pm on the first day they plan to attend. If you have questions about the handbook or the application, feel free to reach out to us at the Paducah Parks & Recreation Office 270-444-8508.

Best Regards

Elizabeth Kimball
Paducah Parks & Recreation
Recreation Specialist
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270-444-4761

The Purpose of the Morgan Elementary After School Club:

- To enhance school culture and student engagement by offering a variety of extracurricular and recreational enrichment activities through which students can explore their interests and talents.
- To support the academic achievement of the students by providing homework/study hall time.
- To support students' socio-emotional development by providing a safe positive environment.

Alignment with Morgan Elementary School

The Paducah Parks & Recreation, Morgan After School Club, are tightly aligned with the school day. Students are expected to follow each site's student code of conduct. All school behavior and rules and expectations apply during afterschool time, as well as those rules and regulations set by the Paducah Parks & Recreation.

Calendar of Operation:

The program starts on **August 25, 2025** and will be through **May 7th, 2026** from dismissal until 5:30 pm. The program will run on 4 separate quarters, closely related to the school calendar:

- **Quarter 1** August 25th, 2025 – October 16th, 2025
- **Quarter 2** October 20th, 2025 – December 18th, 2025
- **Quarter 3** January 5th, 2026 – March 5th, 2026
- **Quarter 4** March 9th, 2026 – May 7th, 2026

The program is closed during school breaks, holidays, and is subject to early dismissal on dates occupied by Morgan Elementary.

Late Pick-Up Policy:

- A late pick-up is defined as arriving after 5:31pm.
- After 3 late pick-ups, written notice will be given and your child will be dismissed from the program for one day.
- After 4 late pick-ups, written notice will be provided and your child will be dismissed from the program for one full week.
- Excessive late pick-ups defined as 5 or more will result in written notice and dismissal for the remainder of the quarter

****Late pick-ups will be tracked and documented by staff. If you are running late, we encourage you to contact us as soon as possible so we can plan accordingly.**

Programming

The After School Club strives to meet each child's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs.

Hours of Operation

Days: Monday – Thursday

Time: 3:30 pm to 5:50 pm

****If Paducah Public Schools are closed due to weather or other unforeseen events the Morgan After School Club will also be closed. Parents will receive a Talking Points message in case of weather-related closures, from Paducah Public Schools.**

Basic Daily Schedule:

3:15 pm-3:30 pm	Attendance check and snack time in the cafeteria
3:30 pm-3:45 pm	Free Play/Recess
3:45 pm-4:15 pm	Study Hall
4:15 pm-5:05 pm	Extended Study Hall & Recreational Activities
5:05 pm-5:30 pm	Dinner/Pick Up in the cafeteria

Check-in/Check-Out Policy:

- **Check-in:** Staff will check in children each day
- **Check-out:** Parent/guardian/authorized pick-up persons must sign out their child each day. Be prepared to show photo ID at time of pick-up.
- **Late Pick-up:** If a child is not picked up by 5:30 pm, staff will contact parent/guardian or emergency contacts.

Contact Information

• Paducah Parks & Recreation Office	270-444-8508
• Jennifer Adams (Paducah Parks & Recreation Supervisor)	270-444-1331
• Elizabeth Kimball (Paducah Parks Recreational Specialist)	270-444-4761
• Rachel Reuter (MASC Liaison)	(270) 444-5760

Communication

- **Methods:** In-person, email, phone call, or in writing. Verbal messages by the child are not be accepted.
- **Grievances:** Please contact the program supervisor
- **Confidentiality:** All information concerning children, and their families is kept confidential

Abuse/Neglect:

- **Staff Responsibility:** Each staff member will be informed of the child abuse/neglect laws and their responsibility to report any incidents.
- **Reporting:** If a staff member knows or has reasonable cause to believe that a child is in an abused or neglected environment, they shall report it to the Cabinet for Families and Children

Snacks & Meals

- Provided By: Paducah Public School Food & Nutrition Team
- **Indicate any food allergies on the registration form**

Program Supplies

- Toys and Supplies: Several types are available during designated times
- Electronics: We do not allow the use of personal electronics during program hours unless instructed directly by program staff. We encourage electronics to be brought to the program, if they are the children are responsible for their electronics and Paducah Parks & Recreation and Morgan Elementary are not accountable for these electronics

Lost and Found Articles

Articles lost during the regular After School Program hours are placed in Morgan Elementary's lost and found. Any article marked with a child's name is immediately returned to a Morgan Elementary employee. All jackets, clothing, lunch boxes, etc. should be plainly marked with the name of the child. If our child loses an item, encourage him or her to check the lost and found. Parks & Recreation Staff is not responsible for school textbooks, homework folders, or library books. Children are to be responsible for their own possessions.

Illness

Procedure: If a child becomes sick, staff will call the parent and/or emergency contact to pick up the child. The child will be made comfortable while waiting.

Conditions for Non-Attendance:

- Fever of 100°F or higher
- Diarrhea
- Vomiting
- Eye discharge or Pink Eye
- Lice (live or nits)
- Too tired or ill to participate in activities
- No medication will be administered one the school day has ended. If medication is needed parents will be contacted to pick up the student

Medical Emergencies

Procedure: In a medical emergency, staff will first call 911, then notify the parent/guardian. If the parent/guardian cannot be reached, emergency contact will be called. First AID and CPR, by trained staff, if necessary will be administered until emergency personnel arrive. If immediate medical attention is required, the child will be transported to the hospital. All accidents will be reported to Morgan Elementary School and the designated Parent/Guardian

Homework Policy

- Homework time: Participants will have time to start/complete homework. If they have no homework, they must read or work quietly on acceptable materials. Electronics are not allowed during this time
- When possible extended study hall will be provided if possible
- On days of special events, clubs, or field trips homework time might not be available
- Responsibility: Participants must be honest about their homework and have any required supplies or materials needed to complete their assignment.

Advisory Panel

- Members: School FRYSC Director, School Liaison, and Paducah Parks & Recreation Program Coordinator
- Responsibilities: Review registration application, review policy and procedures, consider financial aid requests

Registration

- Eligibility Open to Morgan Elementary students in grades K-5
- Parent Signature Forms must be returned and processed before student can attend the AfterSchool Club
- All registration forms and payment must be received and processed before the student may attend the After School Club
- Non-Discrimination Policy: The program does not discriminate based on race, color, national origin, age sex, or disability

Process:

- Review Parent Packet
- Review Code of Conduct and Disciplinary guide with your student(s)
Complete Student Application and signature forms
- If applicable fill out Paducah Parks & Recreation Fee Assistance Form
- Return application and signature forms to Paducah Parks & Recreation Office or Morgan Elementary Office for review
- Once documents are reviewed and accepted, you will be contacted by the Paducah Parks & Recreation Office to arrange payment

**Registration is not complete and your student may not attend until all forms have been received, approval is given, and registration payment is made to the Paducah Parks & Recreation Office.

**Spots are limited per grade, and enrollment is based on a first come first-served basis. A waiting list will begin once a grade level has filled.

**Parents and Morgan Elementary School will be updated on roster changes.

Admission Considerations: Reasons for Non-Acceptance or Dismissal

- All applicants:
 - Three or more recent referrals due to behavior
 - Truancy issues
 - Defiant of violent behavior in the classroom
- Returning Applicants:
 - Unruly behavior requiring parent pick-up three times
 - Immediate Dismissal for Major Infractions
 - Violence/fighting
 - Repeatedly not following direction
 - Defiant behavior
 - Running away from supervision

*Admission reconsiderations may occur after 1 quarter of positive behavior report from Morgan Elementary

Fees & Billing

- **Registration Fee:** \$100.00 per session (each quarter is equal to 1 session)
- Payment must be received by the first day of each quarter, before your student will be allowed to attend
- **Payment Deadlines:**
 - **Quarter 1** **8-22-2025**
 - **Quarter 2** **10-17-2025**
 - **Quarter 3** **1-2-2026**
 - **Quarter 4** **3-6-2026**

**Students may be enrolled in the program anytime during the quarter, as long as enrollment procedure is completed first.

**Financial Assistance is available through Paducah Parks & Recreation. Application must be submitted and approved by Paducah Parks & Recreation Office

Discipline and Discipline Consequences

- First Offense: A conference will take place between the participants and the activity leader alerting the participant of the unacceptable behavior and given corrective advice.
- Second Offense: A conference will take place with the participant activity leader, and the site coordinator. A consequence may also take place, such as "Time Out"
- Third Offense: The participant will receive a behavior report. Parent/Guardian will be notified

**Refunds will not be distributed to households for suspended from the After-School Program

Examples of Unacceptable behavior

- Physical or mental abuse of other participants, staff, or oneself (bullying)
- Physical altercations (kicking, hitting, slapping, punching, pushing, etc.)
- Leaving designated areas without permission
- Destruction of property
- Profanity and/or disrespectful language

- Threatening violence towards other participants or staff
- Jeopardizing the health or safety of themselves, other campers, or staff
- Refusing to listen when staff gives direction or guidance

*****Any child who does not accept the physical boundaries of the program or other students and staff, or exhibits behavior that threatens his or her well-being, or the well-being of others, is subject to dismissal.***

**Discipline for unacceptable behavior will be determined by After School Club Staff and will depend on the specific situation. Certain behaviors will warrant suspensions and/or dismissal from the After-School Club. Suspensions and length of suspensions will be determined based on the severity of the action of the participant; and are up to the discretion of the Paducah Parks & Recreation Staff in cooperation with Morgan Elementary School. Suspension may require a participant to be sent home early from the After-School Club.