



PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!

MASC

Morgan After School Club

PARENT HANDBOOK



Table Of Contents

Welcome.....	2
Mission Statement.....	3
Alignment with Morgan Elementary.....	3
Calendar of Operation.....	3
Late Pick-Up Policy.....	3
Programming.....	4
Hours of Operation.....	4
Basic Daily Schedule.....	4
Che-in/Check-out Policy.....	4
Contact Information.....	4
Communication.....	5
Abuse/Neglect.....	5
Snack & Meals.....	5
Program Supplies.....	5
Lost and Found Articles.....	5
Illness.....	6
Medical Emergencies.....	6
Homework Policy.....	6
Advisory Panel.....	6
Registration.....	7
Discipline and Discipline Consequences.....	8
Parent Signature Packet (Needs to be returned)	10-16

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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
ekimball@paducahky.gov
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.

After School Program Participant Application And Signature Forms

(Please review and complete all areas)

Participant Information:

First _____ Last _____

DOB: _____ Age: _____ Grade: _____

Home Address: _____

Parent/Guardian Information:

Primary Contact:

First Name _____ Last Name _____

Relationship to student: _____

Phone Number (cell) _____ (work) _____

Email: _____

Home Address: _____

Secondary Contact:

Full Name: _____

Relationship to Student: _____

Phone Number (cell) _____ (work) _____

Email: _____

Home Address: _____

Medical Information

Allergies: __yes __no

If yes please explain _____

Medical Conditions: __Yes __No

If yes please explain _____

Primary Care Physician: _____

Primary Care Physician Address: _____

Primary Care Physician Phone: _____

Hospital of choice (circle one) Mercy Baptist

___ I give permission for the program staff to seek emergency medical treatment for my child.

Paducah Parks & Recreation After School Program Waiver

I understand that this event is potentially hazardous, and that I (or my child) should not enter and participate unless medically able and properly trained. I assume full responsibility for any injury or accident which may occur while traveling to or from the program related activities, during the activity, or while on the premises of the activity. I also am aware of and assume all risks associated with this activity, including but not limited to falls, contact with other participants, effects of weather, traffic and conditions of the road.

I hereby release the City of Paducah, Paducah Parks & Recreation, Paducah Public Schools and each of their agents from any liability arising out of my or my child's participation in this program. This waiver includes any and all claims, whether caused by negligence or the action or inaction of any of the above parties.

- ☐ I hereby grant full permission to use any photographs, videotapes, motion pictures, website images, recordings or any other record of this event.
- ☐ I do not grant permission to use any photographs, videotapes, motion pictures, website images, recordings or any other record of this event.

Parent/Guardian Signature

Date

Pick Up and Drop Off Authorization Form

ALL PARTICIPANTS MUST BE PICKED UP PROMPTLY AT 5:30PM

Late Pick-Up Policy

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

I, _____ have read and understand the Late Pick Up Policy.

Parent/Guardian Signature

Date

Please list yourself and all persons that will be picking up your participant for the after-school program and include their up-to-date cellphone numbers. All persons listed here will be required to present a picture ID when picking your camper up. All authorized persons must be at least 18 years of age. Persons not listed here will not be allowed to take your participant from supervision of staff. **Please add names as they appear on driver's license.**

First Name	Last Name	Phone Number
_____	_____	_____
First Name	Last Name	Phone Number
_____	_____	_____
First Name	Last Name	Phone Number
_____	_____	_____

Behavior and Discipline Policies

All parents and guardians must read and review the provided Behavior and Discipline Policies with their participant before they arrive at the After School Program. Parent/guardian must sign below acknowledging they have read this section.

_____	_____
Parent/Guardian Signature	Date
_____	_____
Student Signature	Date

Emergency Contact Form

First Emergency Contact

Name _____ Cellphone _____

Email Address _____

Address _____

Relationship to Participant _____

Second Emergency Contact

Name _____ Cellphone _____

Email Address _____

Address _____

Relationship to Participant _____

Payment Agreement Form

- **Program Duration:**

- 1st Quarter 8-25-2025 to 10-16-2025
- 2ⁿ Quarter 10-20-2025 to 12-18-2025
- 3rd Quarter 1-5-2026 to 3-5-2026
- 4th Quarter 3-9-2026 to 5-7-2026

- **Fee Amount:**

\$100.00 per Quarter

**If waiting for fee assistance approval the price per semester will be given at time of application approval

- **Due Dates for Quarterly Payments:**

- **Quarter 1:** 8-22-2025 (Date)
- **Quarter 2:** 10-17-2025 (Date)
- **Quarter 3:** 1-2-2026 (Date)
- **Quarter 4:** 3-6-2026 (Date)

- **Accepted Payment Methods:**

- ☐ Cash
- ☐ Check (Payable to: Paducah Parks & Recreation)
- ☐ Credit/Debit Card (Service fees apply)

Agreement

I, the undersigned, agree to pay the above fees in accordance with the terms stated in this agreement. I understand and accept the payments terms and refund policy.

Parent/Guardian Signature: _____ Date: _____
Program Representative Signature: _____ Date: _____

Fee Assistance Program

Paducah Parks and Recreation and the City of Paducah are committed to providing quality programs that are affordable to the community. Our Fee Assistance Program is designed to assist community members with the

cost of our recreation programs. Fee Assistance covers a percentage of the fees dependent upon income or participation in a government safety net program. Fee assistance must be completed for each calendar year. Proof of income or residency is required at the time of applying for the Youth Recreation Fee Assistance Program. On the application, you must enter your household annual income, the number of people in your household, and whether anyone in your household is enrolled in one of the government programs. Fee Assistance recipients must meet the following criteria:

- Reside within City of Paducah, KY city limits with ability to confirm residency (Driver's License/State Identification, Lease Agreement, mortgage Statement, Utility Bill)
- Submit proof of income or enrollment in a government safety program:
- Proof that the child is a foster child or involved in the child welfare system
- Copy of SNAP program enrollment o Copy of Women, Infant, Children (WIC) program enrollment AND one of the following:
- Copy of most recent Federal Income Tax Return (Form 10410/1040EZ/1040NR)
- Or for those who do not file Federal Income Tax, copy of most recent Supplemental Security Income (SSI) record Limitations An eligible participant will be limited to scholarships for:
- The maximum amount each individual family member can receive is \$300 per calendar year.
- Punch card programs, daily fees and memberships at the Paducah Recreation Center are ineligible for fee assistance.
- Noble Park Pool daily admission fees and membership are ineligible for fee assistance.
- No more than three (3) seasonal recreation programs per year.
- The maximum allowable fee assistance is sixty-five percent (65%) of a program fee.
- Fee Assistance may be rescinded and restitution of any fees paid if application information is falsified.
- Fee Assistance may be rescinded and restitution of any fees paid if the awardee does not attend programs regularly. Regular attendance is a requirement to guarantee placement in the program.

For Administrative Use Only:

- ☐ Qualifies for fee assistance: Total per quarter _____
- ☐ Does not qualify for fee assistance: Total per quarter _____