

Paducah Parks and Recreation

# Tot School



1400 HC Mathis Drive  
PO Box 7265  
Paducah, KY 42002  
(270) 444-8508

[www.paducahky.gov](http://www.paducahky.gov)



PADUCAH PARKS & RECREATION  
ALWAYS SOMETHING TO DO!

**Mark Thompson**  
Executive Director

**Amie Clark**  
Recreation Superintendent  
aclark@paducahky.gov



## **City of Paducah**

# **Paducah Parks and Recreation**

PO Box 7265, 1400 HC Mathis Drive  
Paducah, KY 42002-7265  
Phone: 270-444-8508 Fax: 270-444-8627

July 19, 2018

Dear Tot School Parents,

Welcome to the beginning of a new year in our Tot School program at Paducah Parks and Recreation. We are really excited about this upcoming school year and are looking forward to working with you to teach and enhance your child's development in preparing them for Kindergarten.

We will have an open house on Friday, August 10<sup>th</sup> from 9:00 am – 12:00 pm for all of the children to come and see the classroom and meet the teacher(s). If you haven't already, please bring copies of your child's birth certificate and immunization forms for us to keep on file.

A monthly calendar with activities and field trip information will be sent home at the beginning of each month. We ask that you would commit yourself to helping your child at home by continually reinforcing what we are talking about in class. Ask questions about what they are doing each day to help engage them in thinking and remembering what they are learning. Thank you so much for enrolling your child in our Tot School program and we look forward to working with you this year!

Sincerely,

Kathy Reese  
Tot School Instructor

Amie Clark  
Recreation Superintendent



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## **Tot School Operating Schedule**

The Tot School Program follows the Paducah City School Schedule for the most part, but there are some exceptions. For these exceptions, on days that we will be closed and the city schools are open, please refer to your monthly calendar.

### **Registration**

Paducah Parks and Recreation does not charge a registration fee, but your first month's payment is due when you register. Each payment of \$115 is due by the 1<sup>st</sup> Friday of each month. You will need to see the secretary in the office, located on the first floor of the Parks Department building, to take care of any payments and registrations.

The monthly cost goes to pay for supplies for the class including daily snacks and snacks for special parties, arts and crafts supplies and other educational materials as well as field trips. We accept credit/debit card payments, and registration online. To set up your account online visit [www.paducahky.gov](http://www.paducahky.gov) and go to Parks under the Departments tab. On the home page there is a link that will connect you to the online version of our class catalogue. Holidays and breaks have been taken into account and figured into the monthly payment already. There will not be any discounts for absences.

If you are late with a payment, your child will not be able to return to class until your account is balanced. There will not be any discounts for missed classes due to an account that is out of balance.

When registering please include emergency contact information, and anyone other than yourself who will be picking up your child from class. Please complete the attached form inquiring about your child's interests, likes, and dislikes. This will help us become more familiar with your child and meet his or her individual needs. To withdraw your child from the class you must see the office secretary to complete the process.

### **Curriculum**

The curriculum for Tot School has been developed by the teaching staff and will include different monthly themes that will be broken down into weeks. The classroom will be set up to enhance the learning experience and provide the children with variety in the same space. Activities will include dramatic play, art, music, reading, games, movement, and learning, to enhance emotional and social development. We would like you to ask your child questions about what they are learning in class to extend their opportunity for learning at home.

Each child will have their own folder to bring home papers, notes, and arts and crafts. Please return these folders back to class each day so that we can continue to send your child's work home easily and all together. Each day when your child returns his/her folder they will receive a sticker to put on the front.

### **Health**

Please keep your child home if he or she exhibits any of the following symptoms:

- Fever of 100 degrees Fahrenheit or higher during the previous 24 hour period, with or without fever reducing medicines.



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- Discolored mucus from nose for 3 days or more (green/gray mucus is a sign of infection),
- Vomited two or more times during the previous 24 hour period,
- Symptoms of contagious infection (strep, croup) or infestation (head lice),
- Persistent cough, earache, or sore throat,
- Unexplained rash and or skin infection such as boils, ringworm, or impetigo,
- Eye puffiness or redness that could indicate pink eye and other contagious eye infections.

If you bring your child to school and we notice any of the above symptoms we will call you to come pick up your child immediately. Please let us know of any illness that your child has that his or her classmates could have been exposed to so that we may notify parents of possible exposure accordingly.

You will be called to come and pick up your child if he or she becomes ill while at Tot School. In this situation parents are expected to pick up their child immediately.

We use hand sanitizer in the classroom frequently as well as routine disinfecting of surfaces to try and prevent the spread of germs as much as possible. We appreciate your diligence as well in helping us eliminate the spread of germs.

### **Inclement Weather**

Tot School follows the Paducah City Schools policy for inclement weather. If inclement weather seems inevitable, please check local radio and television stations for Paducah City School closing announcements. If the city schools close, Tot School will be closed.

### **Drop-off and pick up**

Drop off will begin no earlier than 8:45 am. Please pull up along the side entrance to the building. A teacher/helper will assist in getting your child out of the car and into the building once you have signed your child in. We ask that you do not bring your child to class yourself unless you are late. We provide this service to make the transition from home to school much easier on both the child and the parent. We will go up to the classroom at 8:55 am. Class begins at 9:00 am.

Pick up will begin promptly at 2:00 pm. Please make sure that you plan accordingly so that you will arrive to pick up your child on time. We will keep the children in the classroom for pick up. Please wait outside of the classroom until the teacher opens the door. Please sign your child out before taking them out of class for the day. Our number one concern is the safety of the child. If you are sending someone else to pick up your child please let us know ahead of time so that we can make sure each child goes home with the correct person. Also, make sure that your pick up person knows they will need to provide a picture ID until our teachers are familiar with who they are and which child they are picking up.

### **Discipline**

Our discipline procedures are based on the understanding that children need clear and consistent limits. Our goal is to assist the child in learning responsible behavior and we will do



our best to use positive reinforcement as much as possible before placing a child in “time out”. When discipline is needed we will implement the following:

1. Try to correct the child’s behavior by talking about what he or she is doing.
2. Spend a few minutes (same as age) in “time out” chair, or next to teacher.
3. If problem persists, we will speak with parent directly about child’s behavior by phone or in person.

Unacceptable behavior that would warrant discipline includes repeated intentional disruption of class, endangerment of another child or self (biting, scratching, hitting, throwing toys, etc.), destroying Paducah Parks and Recreation property or the property of others, and defiance to authority.

Children who continue to act out in violent and aggressive behavior will be removed from the program without warning.

### **Clothing and Personal Belongings**

We will do our best to protect clothing by wearing smocks when we use paint and markers that might get into clothes. We will be using tempera paints and washable markers most of the time. Even so, please remember to send your child in play clothes that are washable and comfortable. We will also be playing outside on days that may be quite cool, so please remember to send your child in the appropriate clothing, including jackets, mittens, hats, etc, as the weather changes. Each child will have their own cubbie to keep their belongings in during class.

We have plenty of toys for the children to play with while they are in school and would appreciate if personal toys are left at home. Any toys that are brought from home will be left in the child’s cubbie to be picked up at the end of the day.

### **Tot School Program on Channel 2**

Tot School and WKCTC Television Studio work together to provide a fun, informational program for toddlers and their parents which is aired on Channel 2 three days a week. The Tot School program is 30 minutes long when aired and is shown on Channel 2 on **Mondays at 4:30 pm, Tuesdays at 8:30 pm, and Wednesdays at 8:30 am**. The show includes two to three art projects, one snack, and occasionally a guest speaker. Each show will need up to 4 students and 1 teacher. The participating students will be transported to and from WKCTC by one of the teachers in the city vehicle, or parents can meet over at WKCTC with their child. We will do the recording at least once a month, and sometimes more, depending on holidays, etc. Please know that your child will be recorded and then broadcast to the local cable network area. If you do not wish your child to participate, please let us know. Every child will get an opportunity to participate at least once during the school year, unless otherwise specified by the parent. You will be notified as the taping approaches if your child will be going so that you can plan accordingly. It is always cute but not required to dress according to the shows theme.

### **Toileting Policy**

All children must be completely potty trained in order to participate in the Tot School Program. This includes that all children must be wearing regular underclothes and no pull-ups. However, we understand that accidents do happen, therefore please provide your child with an extra set of clothes and underwear to keep at school. Send a new set as the seasons change to



accommodate the changing weather. To make trips to the bathroom less frequent for us, please be sure to have your child use the restroom before bringing them to school.

## **Graduation**

We will celebrate graduation at the end of the spring semester for all students, whether they are going in to Kindergarten or not. Graduation Day will include a ceremony, gifts from the teachers, food, and fun games and activities for the kids. All parents, siblings, and grandparents are invited and encouraged to attend. Any admission fees or costs for Tot School students will be provided for by the Parks Dept. Any family wishing to attend extra events will be responsible for their own fees. We will have a sign up sheet and more information as this day approaches.

## **Special Occasions**

We do celebrate all of the holidays in Tot School with a party and other activities that go with the holiday. Such holidays include Halloween, Christmas, Valentine's Day, St. Patrick's Day, Easter, etc. Halloween will include trick or treating through the offices. To avoid any children being left out, the teacher's will choose a Fall Character for the children to dress up as on the day of the party. The Christmas party will include a gift exchange (\$10 gift), a visit with Santa Claus, and decorating a Christmas tree (during the entire month of December). Easter will include an Easter egg hunt and a visit from the Easter Bunny. Children will also receive a goody bag at each holiday party with fun prizes inside.

Parents may send a special treat (store bought only) for the class to celebrate their child's birthday. Please tell the teacher in advance so that we can plan for the party. Due to allergies DO NOT send any juice with red dye or anything containing peanuts, tree nuts, or peanut butter.

## **Parent Involvement**

Your child's continuous development and happiness are our main priorities. Parent involvement is crucial in aiding our program in this goal. We will begin the year with an Open House, so that you and your child may visit the classroom and meet the teachers. We encourage your involvement whenever your schedule permits. Please consider the following opportunities, and let us know of your interest in helping:

- Reading stories during story time
- Chaperone field trips
- Be a guest speaker and share any important family traditions, talents, or hobbies

Your involvement is very important to us. If you have any successes or concerns that you would like to share with us please feel free to do so at any time. We will keep you informed of what is coming up with monthly calendars and notes, and how your child is progressing in the class.



## Class Schedule

We will use this schedule on a regular basis, although it may vary from time to time due to field trips or special activities. Class will meet on Mondays and Wednesdays and tentatively follow the schedule below. This schedule is subject to change without prior notice.

<b>8:45 – 9:00</b>	Morning Drop-off
<b>9:00 – 9:20</b>	Bathroom Break
<b>9:20 – 9:45</b>	Snack
<b>9:45 – 10:30</b>	Circle Time (welcome, name game, pledge, weather, singing)
<b>10:30 – 11:15</b>	Play Time (inside or outside, depending on weather)
<b>11:15 – 11:25</b>	Clean Up
<b>11:25 – 11:45</b>	Bathroom Break
<b>11:45 - 12:15</b>	Lunch
<b>12:15 – 12:45</b>	Play Time
<b>12:45 – 1:00</b>	Clean Up
<b>1:00 – 1:30</b>	Art Time
<b>1:30 – 1:55</b>	Music Time/Story Time
<b>2:00</b>	Pick up

Be sure to pack your child's lunch each day. Send items that they love to eat and are easy to serve. Microwaveable items are fine, but we ask that you keep in mind we have several little ones to help and to keep these items to a minimum. We do not have refrigeration so be sure to include an ice pack in their lunch if there is anything that needs to stay cold. We always save the dessert for last, and work with your child to eat a portion of their lunch before they are able to eat their dessert. This is determined on a child to child basis as we learn each of their eating habits. We will start the year by sending their left overs home so that you can see how much your child is eating.

Sometimes we do have children with food allergies, so for the beginning of the school year, please do not send anything in your child's lunch that contains peanuts or tree nuts. If you send an alternative (soy butter, instead of peanut butter) include a note in their lunch box so that we are aware of the substitution.



# Tot School 2018-19 Calendar

## August

August 10	Open House	9:00 am
August 13	First Day	9:00 am –2:00 pm

## September

September 3	Labor Day	Closed
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## October

October 8-12	Fall Break	Closed
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## November

November 21-23	Thanksgiving Break	Closed
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## December

December 13-31	Winter Break	Closed
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## January

January 1-6	Winter Break	Closed
January 7	Program begins	9:00 am –2:00 pm
January 14	Martin Luther King, Jr. Day	Closed

## February

February 18	President's Day	Closed
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## April

April 1-6	Spring Break	Closed
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## May

May 15	Last Day/Graduation	9:00 am – 2:00 pm
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## Child Information Questionnaire

Child's Name \_\_\_\_\_

Birthday \_\_\_\_\_

Favorite activity \_\_\_\_\_

Favorite toys \_\_\_\_\_

Favorite games \_\_\_\_\_

Favorite books \_\_\_\_\_

What makes your child mad? \_\_\_\_\_

\_\_\_\_\_

What makes your child sad? \_\_\_\_\_

\_\_\_\_\_

What makes your child happy? \_\_\_\_\_

\_\_\_\_\_

Does your child dislike certain foods? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have any Food Allergies/Allergies? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

T-shirt Size (Please Circle): YXS (2/4)    YS (4/6)    YM (6/8)    YL (8/10)

### **In Case of an Emergency:**

Mom's Cell \_\_\_\_\_

Dad's Cell \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

**Pick up and Drop Off Authorization**

Please list ALL of the people that will be allowed to pick up your child picking up your child from Tot School, including primary and secondary guardian. List them in your order preference 1 – 6 and be sure to include phone numbers in case of an emergency. We will ask for Photo Identification for verification until our Teachers know who they are. Only the people listed below will be able to pick up your child from the Tot School Program. Thank you.

The following list of people may pick up \_\_\_\_\_ from Tot School.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**\*\*\*\*Pick Up only. Not necessarily Emergency Contact List. Please note Emergency Contacts on Registration Form and above with an (\*). Thank you!\*\*\*\***

