Youth After School

Parent Handbook

2011—2012

Registering for YAS

To register for the YAS program, call 703-777-0343 to confirm that a space is available. Registration forms are available online at http://www.loudoun.gov/YASForms and at our office.

To register your child for the program the following items must be mailed or submitted in person to:

Loudoun County Department of Parks, Recreation and Community Services
215 Depot Court, S.E.
Leesburg, VA 20175

- **A completed Registration Form and Addendum Form**
- **$50 Monthly Program Fee to cover the first month**

Note: There are no exceptions to these required items! We must have **all** of the items listed above to register your child. First time registrations must be done in person at the PRCS office or mailed to our office..

3 Ways to Pay

BY MAIL	WALK-IN	WEBTRAC
Make Check payable to: County of Loudoun Mail to: Loudoun County PRCS Attention: YAS 215 Depot Court, SE Leesburg, VA 20175	You may pay in person at any Loudoun County Community Center (Hours vary), and the Parks, Recreation and Community Services office at: 215 Depot Court, Leesburg, VA 20175. Monday – Friday 8:30 a.m. –5:00 p.m.	Visit us at www.loudoun.gov/prcs (You will need your PRCS household #, password and credit card information)

Payments are not accepted at YAS school sites

Payments for YAS

YAS payments are due by the 1st of the preceding month. **A $10 late fee is added on the 2nd of the month if payment has not been received.** Please pay on time, we don't enjoy charging late fees.

If payment have not been received by the 10th of the preceding month, your child will be dropped from the program and may not attend YAS next month. If space is available, you may call and re-register by paying a $10 late fee in addition to the monthly fee. Please pay on time, we don't like dropping students from the program.

If child begins attending the program after the first of any given month, no pro-rated fees will apply.

Cancellation Policy

Our goal is to ensure quality programs. If you are dissatisfied with the quality of the program in which you are currently enrolled, you may request a refund according to the following policy:

Refund requests must be submitted in writing and include an explanation of why the participant is disappointed with the quality of the particular program. The written request should be dated and sent by email, fax, or mail directly to the YAS Program Assistant or YAS Program Coordinator. Only written requests will be accepted. The amount of any refund will be pro-rated based on the number of remaining class/program sessions.

If you need to cancel a class/program registration, and you make the request 15 or more days before the start date, a full refund, MINUS a 15% administrative fee (maximum of $15), will be offered. If you cancel a class/program registration 14 or fewer days before the start date, a refund of 50% will be offered. Cancellation requests must be submitted in writing. The request should be dated and sent by email, fax, or mail directly to the facility manager or program manager offering the class/program.

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Dear Parent/Guardian,

Thank you for choosing the Loudoun County Department of Parks, Recreation and Community Services' Youth After School (YAS) program as your child's "home away from home" as we begin yet another year working with schools, parents, the community, and with the children to ensure the positive development of the Loudoun County youth.

Our staff will make every effort to ensure a safe, quality program for your child. The best way to do this is to have clear expectations about the program. These are your programs, so we need to work closely together to ensure success.

This handbook will provide you with important information about the YAS program. Please read the following information very carefully and if you have any questions, please feel free to ask any staff person or contact the Youth Services Division at 703-737-8804.

Let the fun begin when the school bell rings!

Sincerely,

Suzy Connors-Anderson

Youth After School Program Coordinator

Program Goals

Quality Programming

- To provide participants with a safe, fun and friendly environment in which they can learn and grow.
- To provide staff the training and resources necessary to meet the needs of the participants.
- To provide program activities that are diverse and promotes the healthy development of all children.

Community Partnerships

- To create open lines of communication with all Loudoun County Public Schools.
- To reach out to other community organizations to broaden students' awareness of their community and the opportunities and resources available.

Loudoun County Parks, Recreation and Community Services

215 Depot Court, SE
Leesburg, Virginia 20175
Youth Admin: 703-777-0343

Monday – Friday 8:30am-5:00pm
www.Loudoun.gov/YAS
FAX: 703-771-5354

Youth Services Division:

PRCS Director- Diane Ryburn	703-777-0558	diane.ryburn@loudoun.gov
PRCS Assistant Director- Steve Torpy	703-777-0346	steve.torpy@loudoun.gov
Youth and Sports Manager- Dave Carver	703-777-0346	dave.carver@loudoun.gov
Youth Outreach Coordinator – Ray Walker	703-737-8630	raymond.walker@loudoun.gov

YAS Program

Suzy Connors-Anderson, Program Coordinator	703-737-8804	suzy.anderson@loudoun.gov
Mark Davis, Program Assistant	571-258-3195	mark.davis@loudoun.gov

Program Sites

Belmont Ridge	703-724-7863
Blue Ridge	540-338-3622
Eagle Ridge	703-723-5321
Farmwell Station	703-724-1019
Harper Park	703-779-9771
Mercer	703 542-7781
River Bend	571-434-2565
Seneca Ridge	703-421-2980
Smart's Mill	703-771-0429

YAS Calendar

*Movable Teacher Workdays

August	September	October	November	December	January
August 29 First Day of School	**September 5** Labor Day 	**October 10** Columbus Day Program Closed 	**November 7-8** Student Holidays Program Closed **Nov. 23—25** Thanksgiving Program Closed 	**Dec. 22 – Dec. 31** Winter Break Program Closed 	**Jan. 1-2** Winter Break Program Closed **Jan. 16** Martin Luther King Jr. Day Program Closed **Jan. 25*** Moveable Student Holiday Program Closed

February	March	April	May	June
Feb. 20 President's Day Program Closed 		**April 2-6** Spring Break Program Closed **April 9** **Student Holiday** **Program Closed** 	**May 28** Memorial Day Program Closed 	**June 8** Last day of school

PRCS does offer teacher workday, holiday and summer programs at various sites.

Have a GREAT YEAR!

GENERAL INFORMATION

YAS Program Components

YAS participants have daily opportunities to engage in study time and a wide range of recreational activities of their choosing with guidance and supervision by the staff members. Activities will be planned and structured by the staff with emphasis on participant input.

Each participant will have the daily opportunity for:

Snack: A healthy snack.

Study Time: (Monday-Thursday)

At least 30 minutes of time will focus on homework or educationally oriented activities to stimulate creativity and challenge each participant's skills.

Active Play: Games and sports that help each participant build confidence and skill mastery as well as supervised free play.

Creative Play: Creative opportunities are offered in arts and crafts, drama and music.

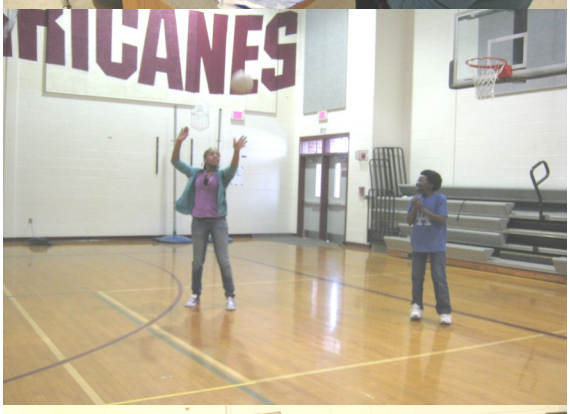
Special Events: These special events may include field trips, guest speakers, sports activities, and community service projects.

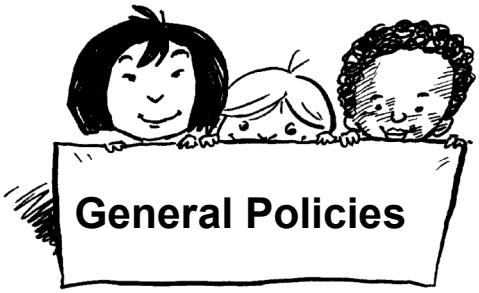
Program Schedule and Fees

Program Dates: August 29, 2011 – June 8, 2012

Program Time: School dismissal – 6:15pm

PRCS also offers teacher workday, holiday and summer programs at various locations. For more information please call 703-737-8042.





General Policies

1. It is the responsibility of the parents to notify YAS staff of proper registration information and current phone numbers for the child's file. Please request an **Information Update Form** from your site supervisor to document any changes to your contact information.
2. Snack Policy: Snacks are provided at our sites and meet the nutritional needs of the participants as established by the U.S. Department of Agriculture. All snack menus are posted for parental information. Since we do not supply food for special diets, religious, or medical reasons, parents are required to provide such food for their child. The diet must comply with the USDA nutritional guidelines.
3. Participants are allowed to leave with someone other than their legal guardian (must be age 16 or older) only if written notification from the legal guardian is provided. A participant will be released only to the persons who are listed in the emergency section of the registration form. Anyone picking up a child must be prepared to **SHOW PHOTO IDENTIFICATION.**
4. The site telephone is for emergencies only during program hours.

5. Loudoun County PRCS staff are responsible for reporting all suspected abuse or neglect to the Department of Family Services.

6. Limitations on attendance are as follows:
   a) Participant's temperature is 100 degrees or over.
   b) Contagious illness (Prior to returning to the program, parents must provide a physician's certification that the condition is no longer contagious)
   c) Uncontrollable behavior.
   d) Early dismissal from school resulting from illness.

7. Each participant will store personal belongings in a designated area. Staff are not responsible for lost, broken, or stolen items.

8. Special Needs: We will attempt to accommodate a participant's special needs to ensure successful participation in the program.

9. Schedule Changes: If your child will be absent from the program please call the site phone number and leave a message to notify staff of the absence prior to the beginning of the program or provide written notification to the site supervisor**. All participants are encouraged to attend YAS at least twice a week. Participants absent for two consecutive weeks without notifying program staff will be automatically dropped from the program.** Families may re-register but may be placed on a waiting list until another space becomes available.

10. Program Withdrawal: Please submit written notification of your intent to withdraw your child from the program at least two weeks prior to withdrawal date. See page 4 for contact information.

Drop-In Policy

Parents may choose to complete a Permission to Walk Form. This allows a child to sign him- or herself out of the program at will. YAS Staff will not allow participants who do not have a Permission to Walk Form on file to leave the premises.

Loudoun County PRCS will not be liable for any child after they have signed out. After sign-out, children MUST exit through program doors and leave school grounds immediately.

Site Pick-Up Policy

It is the responsibility of the parent that each child is picked up during specified hours of operation. Participants must be picked up by the parent or another authorized adult
(16 and older) designated by the parents.

Attendance/Sign In Policy

All children are expected to sign in with their arrival time on a daily basis. If a child leaves the school premises, he or she will not be allowed to sign in for the afternoon, this includes children sent home sick, suspension, or the child or parent decides child should walk/ride bus home.

Late Pick-Up Policy/Procedure

Parents are required to pick up their child/children by closing time. Please pre-arrange a back-up person who will be available to pick up your child in case circumstances prevent you from arriving on time *and list that person as an emergency contact on the registration form*. A late fee will be charged (see below) in the event of a late pick up. If the parent or emergency contact cannot be reached and the site has not heard from a parent 45 minutes after closing, PRCS will request the services of Child Protective Services and the Loudoun County Sheriff's Office.

Late Pick-Up Fee: $15.00 per child beginning every 15-minute interval. Parents who are habitually late or delinquent in paying late fees will be asked to seek alternative after school programming. **All late fees must be paid in full within 15 days of occurrence.**

Example: Parent arrives any time between:
6:16 - 6:30 ⇨ $15.00 per participant
6:31 - 6:45 ⇨ $30.00 per participant

Late payments are not accepted at the site.

(Please *see Payment Methods and Locations* on p. 2)

Non-Attendance Policy

The YAS program strives to create a safe and positive environment and encourages daily participation. Staying actively involved in after school activities builds self confidence, improves academic success, and decreases opportunities for negative peer pressure. In order to provide after school opportunities for committed parents and students, YAS program policy requires participants to make every effort to come to the program on a regular basis. Active students must participate in the program at least twice a week, unless parents notify the program staff that their child will be absent for an extended period of time. **Participants who are absent for two consecutive weeks without notifying program staff will be automatically dropped from the program.** Re-registration will be on a space-available basis; students may be placed on a waiting list until another space becomes available. The program fee must be paid each time a child enrolls.

Behavior Management Policy

YAS focuses on honesty, respect, fairness, trust, caring and responsibility. Program rules are designed for the safety, health and happiness of the children, staff, and volunteers. We want each child to enjoy the activities and to benefit from his/her experience in the program. Please review these rules with your children prior to beginning the program:

Student Agreement

- ✯ **I** will follow YAS rules at all times.
- ✯ **I** will be honest, respectful, fair, trustworthy, caring, and responsible.
- ✯ **I** will treat others with respect.
- ✯ **I** will refrain from abusive language or aggravating others by teasing, bullying, fighting, pushing, or kicking.
- ✯ **I** will follow all school rules that have been detailed in the Loudoun County Public Schools Student Rights and Responsibilities Handbook.
- ✯ **I** will not bring valuables, excessive amounts of money, weapons, or dangerous objects to the Program.
- ✯ **I** will not use or possess illegal substances.
- ✯ **I** will remain seated and use safety belts in county vehicles.
- ✯ **I** will remain quiet and follow directions when asked to do so.

Homework Agreement

- ✓ **I** will come to the homework area when it is time to work on homework.
- ✓ **I** will bring to the program the books, notebooks, and worksheets that I need.
- ✓ **I** will try my best to understand the homework assigned at school.
- ✓ **I** will write assignments in my planner and bring my planner with me to the program.
- ✓ **I** will remain quiet and considerate of others during homework time.
- ✓ **I** will ask for help when I need it.
- ✓ **I** will bring reading material with me if I do not have homework.

General discipline techniques will be progressive in nature, constructive, age appropriate and will include positive reinforcement for appropriate behaviors and careful explanation of behavior that is unacceptable.

The following behaviors may lead to an incident report, possible suspension, or termination from the program:

1. **Refusing to follow basic safety and program rules.**
2. **Stealing or defacing YAS property, school property or the property of others.**
3. **Bullying and/or engaging in fights (Loudoun County PRCS will call parents to pick up any participant unable to function cooperatively with others or who is a threat to the safety of him/herself or others).**
4. **Repeated disrespect towards staff or rude and inappropriate behavior towards others.**

Immediate termination may occur if YAS staff feels they cannot maintain the safety and welfare of the child or other participants in the program.

Parent Notification

It is the student's responsibility to remain in control and respectful of others' person, property, and feelings. In the event that a student has difficulty maintaining appropriate behavior, a staff member will:

a. Try to redirect the student so the undesired behavior stops.

b. Use a verbal warning with constructive suggestions.

A student who is repeatedly disruptive or disrespectful will receive a Parent Notification Report. This report outlines expected behavior as well as the undesirable behavior and actions taken to correct it. The site supervisor will speak with the parent or guardian at pick-up or by phone as well as give the Notification to the parent. For students who walk home, the Notification will be sent with the student. The parent/guardian will be asked to sign the Notification and a copy will be made for site records. Students who walk may not return to the program until the form has been signed; the expectation is that the student will bring the signed form with him or her to the program the following day. A parent signature indicates that the parent is aware that an incident occurred. Three Parent Notification Reports will result in an Incident Report. This Incident Report documents the pattern of behavior and may necessitate a suspension depending on the behavior and frequency within a timeframe.

Incident Reports

An Incident Report informs the parent or guardian of behavior that is absolutely unacceptable under YAS program guidelines and violates the Student Agreement (outlined on page 11). An Incident may result in a suspension if the behavior is repeated or of a violent nature and/or puts other program participants or staff at risk. Suspension, as well as duration, is to be determined by the YAS Program Coordinator. An Incident Report also describes the incident, action taken by staff, and follow up action. A parent will be asked to sign the Incident Report on site and a copy will be made for site records. A parent signature indicates that the parent is aware that an incident occurred. Three incident reports will result in expulsion from the program.

Zero Tolerance Policy

PRCS does not permit the use of tobacco products, alcohol, drugs or fireworks. The use or threat of use of weapons is also prohibited. In addition, theft, shoplifting, any violent or abusive behavior or destruction of property will not be tolerated. Any violation will result in **immediate** dismissal from the program with no refund.

The YAS program has a zero tolerance policy on bullying. The first incident will result in a write up with a possible suspension from the program.

Inclement Weather/Program Cancellation

If school closes early YAS will be cancelled for that day and parents and school officials are responsible for implementing emergency pick-up arrangements.

If school is…

Delayed ⇨ Program is open as usual.

Dismissed early ⇨ Program is closed.

Closed ⇨ Program is closed.

If weather conditions worsen during program hours, site staff may contact parents to pick up participants earlier than normal. **YAS staff will remain on site until all participants have been picked up**.

School/program closings or delays will be announced on:
Radio Stations: WAGE 1200 AM, WINC 92.5 FM, WZYQ 103.9 FM
Television Stations: WUSA TV 9, WTTG TV 5, WRC TV 4, WJLA TV 7
Website: www.loudoun.k12.va.us

Citizen's Alert Network

Loudoun County, VA uses the Citizen's Alert Network to immediately contact you during a major crisis or emergency and also to keep you informed about other news and events in Loudoun County. Alert Loudoun delivers important emergency alerts, notifications and updates to you on all your devices:

- email account (work, home, other)
- cell phone (via SMS)
- pager
- Smartphone

When a major incident or emergency occurs, authorized senders may instantly notify you using Alert Loudoun. Alert Loudoun is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.
There are also non-emergency categories to sign up for, such as news releases, sports information and tax deadline reminders.
Visit www.loudoun.gov and click on Alter Loudoun under "e-Services" on right side of page for more information and to sign up!

Policy on Shelter in Place

Dear Participants and/or Parents:

The vents of recent years have made us all keenly aware of the need to review and refine the Department of Parks, Recreation and Community Services emergency plan. With that in mind, preparing for emergencies requires considering all likely scenarios. We believe that all County facilities are very safe during emergency situations. The Department has updated our emergency response plan to include the "Shelter in Place" concept. This concept has been added to the Loudoun County Public Schools Emergency Response Plan and is another safeguard to protect our participants and staff.

As you may know, "Shelter in Place" is designed to create a neutral atmosphere within a building by shutting down all ventilation systems and closing all doors and windows. The procedure is intended to seal off a building for a limited time if there is a chemical threat. "Shelter in Place" will help keep chemical agents from leaking into buildings and therefore protect all that remain inside.

In the event that a "Shelter in Place" procedure must occur, all Parks, Recreation and Community Services program participants will be directed by emergency officials to remain inside and follow procedures. During this time, no one will be permitted to enter or leave until emergency officials have given an all-clear status. The Department is prepared to provide water and food for our participants for the limited time that the plan is necessary.

Due to the heightened awareness of emergency preparedness, please, if needed, immediately update your emergency contacts and medical information that we have on file. During emergency situations, we will make every effort to communicate the status of all facilities and programs through local television, radio and the County web site. The new alert system enables citizens to sign up to receive instant alert notifications from County agencies through mobile devices and email.

Citizens may register for this free service at www.loudoun.gov, e-Services, link to Citizen Alert System and register for PRCS Childcare Emergency Alert Plan.

While working with other County agencies, the Department continues to refine our safety plans. Your patience and understanding, should an emergency arise, is essential in order for the department to safely protect our program participants and calmly reopen our facilities.

Please be assured that staff is committed to the safety of all our participants. If you have any questions or comments, please give me a call at 703-777-0343.

Sincerely,

Diane Ryburn, Director

Loudoun County Parks, Recreation and Community Services

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
Make checks payable to:
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **August 1st, 2011**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
Make checks payable to:
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **September 1st, 2011**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
Make checks payable to:
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **October 1st, 2011**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
Make checks payable to:
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **November 1st, 2011**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
15**Make checks payable to:**
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **December 1st, 2011**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

PAYMENT DUE BY

AUGUST 1, 2010

Any payment received after the 1st is considered late and a $10 late fee will be applied. Participants will be dropped from the program if payment is not received by the 10th. The late fee and full payment of $50 will be required to reinstate participant into the program if there are open slots.

YAS 2011—2012

PAYMENT DUE BY THE

1st of Preceding Month

Any payment received after the 1st is considered late and a $10 late fee will be applied. Participants will be dropped from the program if payment is not received by the 10th. The late fee and full payment of $50 will be required to reinstate participant into the program if there are open slots.

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Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
Make checks payable to:
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **January 1st, 2012**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
Make checks payable to:
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **February 1st, 2012**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
Make checks payable to:
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **March 1st, 2012**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
Make checks payable to:
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **April 1st, 2012**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

Mail to:
LCPRCS-YAS Program
215 Depot Court, SE, 3rd Floor
Leesburg, VA 20175
17**Make checks payable to:**
County of Loudoun

YAS $50 per child
Household #: _____
Child's Name:_____
Child's Name:_____
Child's Name:_____

Payment Due: **May 1st, 2012**

Amount Due: $50
Total Participants: x_____
Total Paid: $_____

YAS 2011—2012

PAYMENT DUE BY

AUGUST 1, 2011

Any payment received after the 1st is considered late and a $10 late fee will be applied. Participants will be dropped from the program if payment is not received by the 10th. The late fee and full payment of $50 will be required to reinstate participant into the program if there are open slots.

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Loudoun County Department of Park, Recreation, and Community Services

Youth Programs Division

Parent/Program Registration Agreement Addendum

Youth After School Parent Handbook 2011-2012

Registration Agreement:

My signature confirms I have been informed of the Youth Services Division-YAS policies on:

1. General Policies as stated on page 9 of the parent handbook:

2. **Shelter in Place**: As stated in the parent handbook on page 15 and in the YAS Emergency Preparedness Plan as stated and posted at each YAS site

Name of Child: _____

Signature of Parent or Legal Guardian: _____

Date: _____/_____/_____

Please sign and bring this document to you YAS site on the first day of the program

Say ***YAS*** and let the fun begin…

Roots For Success