DOUGLASS COMMUNITY CENTER

County of Loudoun (LCPRCS)

Department of Parks, Recreation and Community Services

CAMP REGISTRATION FORM

PARTICIPANT INFORMATION

Child's Last Name	Child's First Name	Child's Nickname	Sex	Age	Birthdate
Child's Full Address (Street, City, State, Zip Code)				Home Phone	
Child's School	Grade	Primary E-Mail Address:			

MEDICAL INFORMATION

Child's Physician	Physician's Phone	Does your child have allergies? ___**YES** ___**NO** **Allergic to:**_____ If yes, complete the **Health & Skills Form.**

Is your child under a physician's care/treatment or taking medications on a regular basis? ___**YES** ___**NO** List medication(s) that will need to be administered during program hours and **Medication Authorization Form** required.

_____

Please explain (prescription name, prescribing physician, side effects):

Does your child have **identified medical, personal care or special need(s)** (developmental, physical, emotional, or learning)? ___**YES** ___**NO**
If yes, please complete the **Health & Skills Form.**

PARENT/GUARDIAN INFORMATION

Primary Guardian's Name	DL #	Home Phone	Work Phone	Cell Phone/Pager:
Home Full Address (Street, City, State, Zip Code)				
Place of Employment		E-mail Address		Do you have legal custody of child? ___**YES** ___**NO**
Secondary Guardian's Name	DL #	Home Phone	Work Phone	Cell Phone/Pager:
Home Full Address (**if different**-Street, City, State, Zip Code)				
Place of Employment		E-mail Address		Do you have legal custody of child? ___**YES** ___**NO**
Person/Agency With Legal Custody if Different from Above	DL #	Home Phone	Work Phone	Cell Phone/Pager:
Home Full Address (Street, City, State, Zip Code)				Place of Employment

EMERGENCY INFORMATION (3 adults other than parent/guardian, 2 within 30 miles of the site, authorized to pick up child.)

1. Name	Relationship	Work Phone	Home Phone	Cell/Pager
Home Full Address (Street, City, State, Zip Code)				
2. Name	Relationship	Work Phone	Home Phone	Cell/Pager
Home Full Address (Street, City, State, Zip Code)				
3. Name	Relationship	Work Phone	Home Phone	Cell/Pager
Home Full Address (Street, City, State, Zip Code)				

The Following person is NOT Authorized to Pick Up Participant*: (Please provide name and relationship)
***Appropriate paperwork, such as a divorce decree or other legal documents must be attached if a parent is not allowed to pick up the child.**

My signature confirms that the above information is accurate; that the guidelines and procedures of the program(s) my child is registered for will be adhered to; and I understand it is my responsibility to keep contact and emergency information current.

Signature of Parent or Guardian _____ Date _____

FOR LCPRCS Use Only:

Proof of Age and Identity_____ _____ _____ _____

Form Type Place of Birth Certificate # Date Issued

VA Commonwealth School Entrance Health Form (3 pages) _____(date received)

Revised 2/13 **Forms Reviewed by** _____

Douglass Community Center **ADDENDUM FORM** **Program Year:** _____

(√) the program registering for:

___Elementary Trip Camp
___Middle School Trip Camp
___Video Gaming Camp
___ My 1st Trip Camp

Child:_____

Enrollment Date _____ **Start Date** _____ **End Date**_____

Parent/Guardian:_____

Camp Shirt Preference (Size request not guaranteed):

CHILD: ___**S** ___**M** ___**L** ___**XL**

ADULT: ___**S** ___**M** ___**L** ___**XL** ___**XXL**

EMERGENCY MEDICAL RELEASE **(Please Initial)**

___ In the event of injury/serious illness, I give permission for ***Loudoun County Parks, Recreation & Community Services (LCPRCS)*** staff to obtain medical treatment for my child. I understand that if my child needs to be transported to an emergency facility, that decision will be made by the emergency team responding to the call.

___ In the event of injury or serious illness, I do not give permission for ***LCPRCS*** staff to obtain medical treatment for my child. Instead, I instruct ***LCPRCS*** staff to_____.

PHOTOGRAPHIC RELEASE By signing below, I give permission to ***LCPRCS*** to use photographs and videos of my child for publicity in order to increase community awareness of ***LCPRCS*** programs and in any and all publications and other media without limitation.

FIELD TRIP/SWIMMING RELEASE By signing below, I give permission for my child to participate in the program's field trips. I understand I will be notified of dates, destinations, times, and pick-up locations of trips. I understand there may be an additional charge for Camp field trips. Child's swimming level: _____Beginner (Only in shallow levels, not past shoulders)_____Average (Mid section of pool, over head)_____Advanced (All areas). Comment:_____

LIABILITY RELEASE By signing below I absolve the County of Loudoun of any responsibility for any accident or injury to my child or caused by my child to others where neglect is not involved. Furthermore, I understand that *LCPRCS* can only be responsible for my child during days and times that he/she has been checked in and that *LCPRCS* will not be responsible for my child when he/she is traveling to and from any LCPRCS activity via transportation not provided by Loudoun County.

PROPERTY DAMAGE ____I understand I may be financially responsible for property damage caused by my child during the program.

USE OF PROTECTIVE SUBSTANCES _____I agree to follow program guidelines set by *LCPRCS* for staff to assist my child with his/her sunscreen each day. My child ____Does NOT need assistance. ____Needs assistance with VERBAL prompting only. ____Needs assistance applying sunscreen. Please apply sunscreen on your child every morning of CAMP. Bring your child's sunscreen and/or diaper rash cream labeled with their name, on the first day. It will be sent home with your child at the end of the program.

Comment: _____

PARENT HANDBOOK **(Please Initial)** ____ I understand that I am responsible for accessing the Parent Handbook(s) online at www.loudoun.gov/dccCamps

REGISTRATION AGREEMENT (Please sign below)

1. I understand swimming/field trips may be part of program activities and I will be notified in advance of dates, destinations, times, and pick-up locations. Movies may be included, but limited to G and PG.
2. You must notify the program within 24 hours, if anyone in the household has a Communicable Disease. Prior to returning to any PRCS program, parents must provide a physicians' certification that the condition is no longer contagious.
3. *LCPRCS* does not permit the use of tobacco products, alcohol, drugs, or fireworks.
4. The use or threat of use of weapons is prohibited. Theft, shoplifting, any violent behavior, or destruction of property may result in immediate dismissal from the program and no refund of program fees. Parents will be expected to provide immediate transportation from the program in the event of dismissal.
5. Activity fees are collected prior to the start of the activity. Cancellations/Refunds Policy: refer to the Program's Parent Handbook.
6. I understand there are no refunds for missed days due to changed work/vacation schedule, sick days or other non-emergency reasons.
7. Fees are due according to the Summer Camp Fee Schedule that can be viewed at www.loudoun.gov/dccCamps. Late fees will be charged and participant will be dropped from the program if fees are not paid according to the fee schedule.
8. Children must be picked up by closing time. Parents will be assessed a late pick-up fee of $15/per child beginning every 15 minute interval. Late pick-up fees are due immediately @ PRCS or pay through WebTrac.
9. I understand that a Parent Handbook is available at www.loudoun.gov/dccCamps and I will abide by the contents. Any child may be removed from the program if the rules/regulations/guidelines in the Parent Handbook are not adhered to, either by the child or parent/guardian.

My signature confirms that the above information and the registration form information is accurate; that the guidelines and procedures of the program(s) my child is registered for will be adhered to; and I understand it is my responsibility to keep contact and emergency information current.

___ I certify ____ I do not certify that my child _____is legally present in the United States.

Signature of Parent or Guardian _____ Date _____

Revised 2/14

County of Loudoun
Parks, Recreation and Community Services
Douglass Community Center

Parent Handbook
For Summer Trip Camp 2014

ADMINISTRATION CONTACTS

Douglass Community Center
703-771-5913
Jon Mattia, Manager
Jennifer Cooke, Assistant Manager

CONTACT INFORMATION

MAILING ADDRESS:

Douglass Community Center
405 East Market Street
Leesburg, VA 20175

OFFICE HOURS:
Monday—Friday -- 7:00 a.m. to 9:00 p.m.
Saturday -- 8:00 a.m. to 4:00 p.m.

ADMINISTRATIVE STAFF:

Jon Mattia, Center Manager
Voice: 703-771-5913
Email: jon.mattia@loudoun.gov

Jennifer Cooke, Assistant Manager
Voice: 703-771-5913
Email: jennifer.cooke@loudoun.gov

EMERGENCY CONTACTS
Leesburg Police Department 703-771-4500
Loudoun County Sheriff 703-777-0498
Emergency 911
Poison Control 202-625-3333

PURPOSE

The primary purpose of the Summer Trip Camp Program is to provide safe and fun recreational activities for children in grades one through eight for the days/weeks school is not in session during the summer break. The activities and trips are designed to enhance recreation, behavior, social and physical skills.

GOALS AND OBJECTIVES

All goals and objectives are taken into account when preparing daily and weekly plans as well as field trip destinations. We strive to integrate both education and fun into our field trip destinations. We will swim 2-3 days per week, with the other two days to destinations such as parks, museums, etc.

A. To provide a program which promotes children to reach their highest potential during activities.

- Develop and implement quality, daily field trips throughout the metropolitan area. Trips will be designed to enhance and develop social skills and educational opportunities, while maintaining a fun and safe atmosphere.
- Develop and implement developmentally appropriate recreational activities including sports skills, nature, music, dramatics, academic, arts & crafts, supervised free play and games.
- Teach sportsmanship
- Teach cooperation
- Teach self-discipline and respect for property

B. To provide instruction in basic recreation skills which can be used both immediately and in the future

- Develop age appropriate recreational activities and trips in sports, nature, music, dramatics, academic, supervised free play and games.
- Implement and teach sports, skills, nature, music dramatics, academics, arts & crafts, supervised free play and games.

C. To integrate the children into the community

- Develop and implement community service projects.
- Create bulletin boards and other media to inform the school and community about the program and the program's goals.
- Maintain a working relationship with the community center staff.

D. To encourage participation in activities according to children's abilities, not their disabilities

- Assisting children will aid in the development of social, physical, mental health, language and intellectual skills.
- Provide inclusion opportunities for all children.

E. To improve awareness of recreation, education and community resources.

- Engage guest visitors from recreation, education, other county agencies and the at-large community.

F. To offer quality programming

- Plan varied age and developmentally appropriate programs after assessing children's interests and needs.
- Follow established curriculum guidelines.

G. To provide a safe, healthy environment for the children and the staff.

- Maintain State of Virginia Day Care licensing standards.
- Follow all policies and procedures established by the County of Loudoun, Department of Parks, Recreation and Community Services.

PROGRAM ADMINISTRATION

The programs are administered by Douglass Community Center, a project of the Loudoun County Department of Parks, Recreation and Community Services. Please see prior pages for exact names and phone numbers.

MANAGEMENT/ADMINISTRATION
Staff supervision and daily program operation is managed by Community Center Manager. Registration, fee collection and licensing oversight is also the responsibility of the Center Manager or designated staff. Please call them with concerns on program, discipline, fee payments and program activities.

LICENSING
The Commonwealth of Virginia sets standards for and licenses child day care programs. The Douglass Community Center Trip Camp program meets these standards and is licensed.

ORGANIZATIONAL CHART
Department of Parks, Recreation and Community Services in relation to Trip Camp:

-Department Director, Diane Ryburn
-Department Deputy Director, Karen Sheets
-Community Center Manager, Jon Mattia
Trip Camp Director– Jennifer Cooke
-Trip Camp Supervisors & Leaders

ADVISORY BOARD

Douglass Community Center Advisory Board
Douglass Community Center has established a citizen advisory board. The Board:

- Act as liaisons between the staff and the community and provide advice on community recreation needs and expectations.
- Conduct fund raisers to enable the centers to provide additional programs and services to the community.
- Help plan, publicize and carry out special events.

Parents are encouraged and welcomed to attend monthly meetings and become active members of the board. The meetings afford parents the opportunity to assist staff in planning and carrying out quality programs and special events. Check with the Center Manager for exact times and locations.

GENERAL INFORMATION

Dates: Sessions from June 16, 2014 to August 29, 2014.

Days: Monday through Friday

Time: 7:00am to 6:00pm (Trip times vary by destination)

Eligibility: Children entering first grade through those entering 9th grade in the fall of 2014.

Ratios: Staff to camper ratios are at least 1 staff to 15 children for regular education students.

Please Bring: Campers are to bring a bag lunch labeled with child's name, snacks, drinks and labeled with child's name sunscreen daily. Refrigeration is not available, and staff cannot be responsible for purchasing lunch for your child. Also, some destinations will not have food and drink available for purchase. Your child should be dressed appropriately for outdoor activities including camp t-shirt and closed toe shoes.

Camper Shirts: Each registered child is provided with at least two camp T-shirts per summer. Camp shirts are to be worn to camp each day. Additional shirts may be purchased for $6.00. Camp-ers signing into camp in the morning **without a camp shirt will be required to purchase a shirt** to wear that day. ***Please put your child's name on the tag of their camp shirts.*** Brightly colored wrist bands will be provided for your child to wear on swimming days.

Sample Trip Camp Schedule

Individual games/activities will vary from group to group.

7:00-8:25am	Camp opens, children play board games, self directed play, create crafts with miscellaneous art supplies, supervised free play.
8:25-8:30am	Rest room/Water Break
8:30-9:30am	Daily Opening ceremonies, Announcements, etc.
10:30am-5:00pm	Daily Field Trip. Lunch break during the day.
5:00-6:00pm	Indoor/outdoor games, activities or project.

We will go swimming each week.

Swimming

1. Children should wear their suits to camp under their clothing, and put a change of under clothing in their bags for after swimming.

2. **Bring:** A large towel
   Sunscreen **– Labeled with child's name**.
   Sunscreen is essential to prevent burning. We cannot provide sunscreen for your child because of possible allergic reaction. Please be sure your child has sunscreen. Staff will log repeated applications throughout the day and supervise application. Staff is unable to apply sunscreen to your child unless they are under 9 years of age and sunscreen permission is completed. If your child does not have sunscreen, you will be contacted for instructions.

3. **Swimming Levels**

Beginners	Shallow only / first rope
Average	Shallow - Mid sections
Advanced	Any area of pool, including diving.

4. Children must be on site 30 minutes prior to announced departure times. Buses leave on time.

Fees

1. **Loudoun County Participants:**
   $195 per elementary camp week and $240 per middle school camp week.

2. **Out of County Residents:**
   Are charged 50% additional.

Payments

1. Checks are made payable to:
   County of Loudoun
2. Visa, MasterCard and Discover will be accepted
3. Online payments can be made. See staff for details.

Payment Schedule

Fees are due 14 days prior to the beginning of each camp week.
**** After this date, child may be removed from the slot, and the slot filled by the next available child. If slot is still available, a $20 late fee will apply.

Late Pick-up Fee

A $15 late pick-up fee will be assessed for every 15 minute time period after 6:00pm. Late charges will begin being charged immediately after 6:00pm. Parents who are frequently late may be asked to seek alternate childcare.

Reduced Rates

Reduced rates may be available through the Loudoun County Department of Social Services. Please call 703-777-0360 to determine eligibility.

Registration

1. Registration started in March by Lottery format and is ongoing until filled.

By registering for a session the parent agrees to make the full session payment regardless of the number of program days the child actually attends. **Once registered and paid, there are no refunds.**

2. Out-of-County Residents

Out-of -County residents may register beginning on March 26, 2014 (space permitting) during regular community center hours. The fees are 50% above those of county residents.

REQUIRED LICENSING PAPERWORK

Trip Camp is licensed by the Commonwealth of Virginia Social Services. As a result, there are certain mandated paperwork requirements that we must strictly enforce. The following paperwork must be completed properly and submitted prior to the first day of your child's attendance. Incomplete paperwork will prevent attendance and no refunds will be issued.

- Summer program application.
- Health/Immunization form signed by doctor.
- Proof of identity. Birth certificate, passport or current report card.

POLICIES AND PROCEDURES

Program Accountability

Sign in and out Procedures

- Parents or guardians are required to sign their child in each program day that the child attends. If the parent/guardian does not sign the child in then program staff cannot be held responsible for the child for that program day. Staff will take attendance many times throughout the day as the groups changes from point A to point B.

- Parents or guardians must specify on registration form who has permission to pick-up their child from the program. Parents must provide in writing if another person is to pick-up and sign-out their child. This person must be aged 16 or up.

- A child will be dismissed only to those persons authorized in writing do so. A certified custody order must be on file on site to prevent a natural parent from picking up a child.

- If parents contact the staff by phone, staff will verify parents request with a return phone call before child will be released. If an adult comes to pick up a child without prior written consent, the parent or guardian will be contacted before the child will be released.

- Parents, legal guardians, or other persons listed on the registration form are required to sign the child in or out of the program.

Emergency Pick-Up Information

Two emergency contacts (other than parents/guardians) must be listed on the Children's application before a child will be admitted to the program. Emergency contacts must be with in a 15 mile radius of the day camp site. One of these emergency contact will be contacted to pick-up child in the event of an emergency if the parents/guardians can not be reached, or if child is not picked up within 15 minutes of close of program.

CAMP DISCIPLINARY POLICY

The goal of the Loudoun County Parks, Recreation and Community Services Summer Trip Camp Program is to provide a positive, caring environment, which will help to nurture the growth, development and socialization of your child. The Code of Conduct will be explained to the children during the first week of camp.

During the first week of camp, a Parent Notification/Camp Contract will be sent home.

When a discipline problem occurs we will follow this procedure in order to find a workable solution:

1. Contact parents to discuss the situation and together work on a positive solution. Incidents as they occur will be documented on an Accident/Incident Report form.
2. If the situation does not improve, the parents will be contacted requesting a conference. Events since the first discussion will be reviewed and alternative solutions will be explored.
3. After these attempts to rectify the situation have been made, three incident reports have been given and no progress is evident, the family may be asked to remove the child from the program temporarily.
4. If the inappropriate behavior continues, permanent dismissal from the program may result.
5. In instances involving safety of your child or other campers such as, but not limited to, the child running away from the facility or intentionally separating themselves from the group while on a field trip, permanent dismissal from the program may be immediate on the first incident.

Violation of the camp zero tolerance policy will result in immediate dismissal from camp.

Zero Tolerance Policy: PRCS does not permit the use of tobacco products, alcohol, drugs or fireworks during our summer camp programs. The use or threat of use of weapons is also prohibited. In addition, theft shoplifting, any violent behavior or destruction of property will not be tolerated. Also, A CHILD WANDERING FROM THE GROUP OR INTENTIONALLY LEAVING IS CAUSE FOR IMMEDIATE DISMISSAL ON THE FIRST OFFENSE. Any violation will result in immediate dismissal from camp with NO refund of camp fees. Parents will be expected to provide transportation home in the event of dismissal from camp.

Behavior Rules / Discipline Procedures

A. Camp Code of Conduct

The Code of Conduct is included in this parent handbook so that the parents and children are informed of the behavior expected of all our participants for the safety, health and happiness of the children, staff and volunteers involved with the Trip Camp program. Parents should go over the code of conduct with their child prior to camp. **Staff will emphasize these basic concepts: Honesty, Respect, Fairness, Trust, Caring, and Responsibility.** In addition, site rules will be developed by the children with the guidance of the Day Camp staff.

Trip Camp Code of Conduct

- Campers and staff have fun.
- Children are treated with respect and are respectful to each other, the property of others and the staff.
- Campers are fair to one another and to the staff. They follow good sportsmanship in their play.
- Campers use proper language.
- Campers obey the bus rules when riding in bus or other vehicles and swimming pool rules when at the pool.
- Campers stay with their designated group and leaders during the program and obey designated camp boundaries. This is very important in order to ensure safety in public places.
- Campers care about each other. They obey site playground rules and safety rules.

B. Bus Rules

- Children must stay in seats during movement of the bus.
- Children must follow directions of the bus driver.
- Eating and drinking are not permitted on the bus.
- Children must board and depart bus as a group.
- Children may talk quietly on the bus to neighbors but must not yell across aisle or to someone several seats away.
- Children must keep noise level low during the ride.
- Hands, clothing must stay inside the bus during the time the bus is in motion.

C. Discipline and Incident Reports

Typical steps pertaining to discipline and incident reports:

- Child doesn't abide by rule; supervisor gives verbal warning and informs parent.

- Child's second offense; staff attempts to redirect, writes an incident report and informs parent. Parent and camp staff, together with the child, develop strategies to improve behavior. Upon parent receiving a 2nd inci-

dent report, staff will inform parent that **if behavior does not improve, the 3rd report may lead to suspension from the program.**

- Child's third offense; staff writes an incident report and informs parent. Supervisor consults with their Supervisor for the appropriate action and parent is informed of decision. If a suspension is appropriate, the parent will be given 24 hours notice in most cases so that alternative arrangements can be made.
- In instances involving safety of your child or other campers such as, but not limited to, the child running away from the facility or intentionally separating themselves from the group while on a field trip, permanent dismissal from the program may be immediate on the first incident.

Incident reports are also written for other serious events on site such as fire, drug reaction, security, or other unusual situations.

Cause and Procedures for Dismissal

The Day Camp program and staff are pledged to make every effort to maintain a child in the program. Only after all procedures have failed on the part of the administration, staff and parents, and with just cause, will dismissal be considered.

Cause

- Failure to pay fees as required.
- Failure to complete all required registration procedures.
- Failure to comply with program policies, procedures, and code of conduct.
- Child wandering or intentionally leaving the group while on a field trip. (first offense)

Procedures

- If cause for dismissal is evident the staff will contact the parents and all efforts will be made to remedy any problems that exist. In most situations the parent will be given at least 24 hours notice before a suspension from the program.
- After a suspension, a probationary period of at least three days duration will be set to allow time for the problem to be resolved.
- If after the three day probationary period, the problem still exists, the staff and parents will again discuss possible solutions. Suggestions may be made to seek referral of the problem to other County resources or agencies. Only after all resources have been expended will dismissal be considered. Parents will be notified in writing of the dismissal and will be given a 24 hour notice in most cases.

Withdrawal Procedures

Parents should notify Center Manager in writing through a letter of withdrawal if they plan to withdraw their child from the program.

Field Trips/Special Events

Trip Camp will participate in daily field trips throughout the Washington/Baltimore Metropolitan Area. Many of these trips are taken to places that are very busy and crowded. Due to this, it is very important that you review the following guidelines with your children carefully.

- Your child MUST have their camp shirt on every day. This allows staff to quickly distinguish your child from the general public when in busy settings such as museums.

- On swimming days, each child will be provided with a brightly colored wrist band to wear to identify them to our group.
- Review procedures with your child on what they should do if they are separated from the group.

Swimming Procedures

On the first day of swimming children will be briefed on rules, regulations, and procedures at the swimming pool. When children arrive at the pool they will be directed to sit in an assigned area. The staff will begin swim testing will begin. The life guards will administer the swim test and qualify the children in three areas.

1. **Beginner -** shallow end only.

2. **Average -** shallow and mid-depth area.

3. **Excellent -** any area (including diving section).

Children are required to come back to the assigned areas during pool breaks and staff will take a head count. Children will stay in assigned area. Children change at the pool before returning on the bus to camp. Staff make a sweep of changing areas to make sure nothing is left behind, and they will take a head count on the bus before departing swimming pool. Sunscreen should be applied periodically during pool breaks. Staff will remind campers.

Children's Belongings
A designated area will be set aside for children's personal belongings. All campers should have a labeled book bag for their belongings. An area will be designated for their storage. Campers are discouraged from bringing valuable items to camp.

Electronics Policy

The use of electronic devices is permitted at Trip Camp only under the following conditions:
- Every item must be labeled by a permanent method such as an engraver, permanent marker, serial number recorded, etc.
- Items are not to be shared with other campers under any circumstances.
- The use of two-way messaging is not allowed.
- Items are to be used ONLY for bus rides.
- Camper must bring a combination padlock and lock the items in the provided lockers while at the center.
- Under no circumstances will the Douglass Community Center and the County Of Loudoun be held responsible for lost, damaged or stolen items.
- Staff reserves the right to restrict use of devices for the group based on any possible overall group behavior issues.

Health and Emergencies

I . Daily Health Check

- Each child has a daily health inspection upon arrival at the program. If the staff feels the child is not well, or has a fever, recurring vomiting or diarrhea, you will be asked to take the child home. To allow a child to attend, while sick or before complete recovery, is not only individually harmful, but exposes the entire group to the risk of infection.

2. Communicable Diseases

Please call the Center Office if your child will not be attending the program for any reason. We do take daily attendance and need to know why your child is absent for the day.

A child with a fever of 100 degrees or more or who has recurrent vomiting or diarrhea may not attend the program.

If a child has been sick and running a fever of 100 he should remain home for at least 24 hours after the fever breaks or the parent must submit a written physician's note stating the child may return to the program.

If a child enrolled in the program has a communicable disease, parents are required to notify the center manager immediately so the parents of the other children can be notified.

Parent will inform the center within 24 hours or the next business day after any member of the immediate household has developed any communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported *immediately.*

Children who have had a communicable disease may be asked to present a doctor's certificate stating they are no longer contagious before returning to the program. Children will be assisted in washing their hands both before and after eating and using the bathroom.

3. Immunizations

- Each child is required to have the immunizations and vaccinations appropriate for a child their age before acceptance into the program. The child's immunizations must be certified by a doctor on the type of medical form provided by the program.

- A child may be exempted from the immunization if the parents submit to the Center Manager a "Certificate of Religious Exemption."

4. Ill or Injured Children

- If a child becomes ill or is injured while at the program the parent will be immediately contacted. If the parent is not available, the emergency contact person will be called.

- Ill children will be taken to and cared for in the site or center office until they are picked up.

- In an extreme emergency, the child will be taken by the local rescue squad to the closest emergency facility. If site ratios permit, a member of the center staff will follow the child and stay with him until a parent arrives.

5. Medications

If a child must take medication during the program hours, the parent must complete a Medication Authorization form giving the staff permission to administer the medication.. The site Staff will secure medication away from children in a locked medicine box. Program staff will document all medication given. Staff must inform the parents of any adverse reaction to medication given during program hours or of any medication errors.

The authorization form must include the prescription number, exact dosage, the name of the medicine, time to administer and any special instructions. The medication must be in the original prescription container.

Please tell the staff if there any potential side effects. Parents/guardians must take the medication home at the end of the day (except for epi-pens)
The parent and your physician must sign a long term medication form if you need our staff to administer a medication to your child on an ongoing basis. Epi-pen's are included in this section.

Reporting Suspected Child Abuse

All suspected child abuse will be reported to the Loudoun County Department of Social Services for investigation. Any suspicion of abuse or neglect will be reported to the Site Supervisor immediately. On site staff will contact their appropriate supervisor in the Parks and Recreation Department and County policy will be followed.

Fire Drills

State child care licensing requires that we perform monthly fire drills.

Air Quality, Code Red
Code Red signifies that the Environmental Protection Agency has determined that the combination of heat, humidity, and air borne pollutants have rendered our air space unhealthy for small children and older adults with respiratory illnesses. Staff will adjust the daily schedule of activities and remain inside as much as possible. Participants will be encouraged to increase water intake and remain as cool as possible.

National Security, Code Red Emergency. When a Code Red alert for Loudoun County is enacted, the centers will be under a Sheltering In Place operation. This means no one will be allowed in or out of the building during this alert. National and local security officials have determined this is the safest, short term measure until the all clear alert is sounded. Centers have food and water on hand and communication lines will remain open as possible. To receive instant alert notification, register for the free service – PRCS Childcare emergency alert plan at www.loudoun.gov.

Licensing Information for Parents about Child Day Programs

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, chapter 10 of the code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes that are not required to be licensed.

Standards for licensing child day centers address certain health precautions, adequate play space, a ration of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to Demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating
without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to $100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
3959 Pender Drive, Suite 320
Fairfax, Virginia 22030
703. 934.1505