Welcome YAS Families,

We are excited to kick off another school year. We have a lot planned this year to make sure that your child’s time outside of school is exciting and fulfilling!

Our mission is to offer a safe and inclusive recreation-based program where middle schoolers develop confidence by building leadership, decision making, fitness and collaborative skills.

Our team of professionals is committed to providing engaging activities and a safe environment for every participant. Our work is directed by our following program values:

- We put our participants first.
- We are open and honest.
- We are a team.
- We are forward thinkers.
- We have fun.

If you ever have any questions, concerns or compliments, please contact the supervisor at your site or reach us in the office at yas@loudoun.gov or 703-777-0343.

Thank you for choosing YAS!!!
What’s Included

- What to Expect
- Having Fun
- YAS Hours
- Payment
- Cancellation
- Paperwork
- Attendance
- Dismissal
- Late Policy
- Brightwheel
- Communications
- General Policy Reminders
- Participant Agreement
- Contacts

Did You Know?

PRCS offers teacher workday, holiday and summer programs at various locations. Activity Guides will be sent home throughout the year. You can call 703-737-0323 for more information.
What to Expect

We know you want your child’s outside of school time to matter. Our staff works to design activities and programs aimed for middle schoolers.

When participants arrive at YAS after the dismissal bell, they will sign themselves in using the Brightwheel appl.

Since some kids have an early lunch, site staff will have a healthy snack available soon after participants arrive. Snacks vary from week to week but include popcorn, crackers, fruit etc.

Though, the actual schedule varies from site to site, the YAS afternoon includes time for homework, socializing and physical activity. Participants may come to YAS after participation in school clubs or practice. Participants will also have a variety of activities to choose from once they are on site such as STEM, creative expression and active play. They can also expect guest speakers and special programming including field trips.

YAS sites close at 6:15, but a child may be picked up at any time prior to 6:15pm by an authorized emergency pick-up person. With parent or guardian permission, participants may also sign themselves out and then walk home.

There will be a designated area for you to sign out your child. Be sure to check the site board for important information and upcoming events of YAS. Your site staff is always available to answer any questions.
The 5 Minute Rule!

YAS staff is committed to providing a variety of fun and interesting programming. We know each participant will not love every activity. But, as our middle schoolers grow, it’s important they try new things. All we ask is kids give us five minutes before they decide they don’t like it.

Participants can expect different activities each day centered around health/fitness, creative expression, teamwork or real life applications of what they have learned in school. What does that mean? Here are some activities YAS kids have enjoyed in previous years:

- Sports clinics and intramurals
- STEM activities
- Movie making
- Guest Speakers
- Arts and Crafts
- Book Clubs
- Computer Programming
- Cooking
- Fieldtrips

We want YAS to be fun, and to make the most of outside of time outside. YAS participants, if there’s something you’re interested in learning more about, a favorite activity or a skill you want to share, tell your site supervisor!
YAS Hours

YAS is open when Loudoun County Public Schools are in session.

Site hours are from school dismissal until 6:15 pm.

If LCPS closes early for any reason, YAS is cancelled.

If LCPS cancels after school activities for any reason, YAS will be open since YAS is an after school program, not an activity. But when activities are cancelled, please pick up your child as early as possible, especially if there are worsening weather conditions, we want our staff to get home safely too.

Our staff will remain on site until every child has been picked up.

LCPS announces closing information through its website (www.lcps.org) and social media. You can also check local radio and television stations.

Have you subscribed to Alert Loudoun?

Weather alerts, traffic updates and emergency announcements can be sent directly to your cell phone, email or other device.

Go to https://www.loudoun.gov/alert to register. Personalize alerts so you get the information you want.
The fee for YAS is $50 per month. Payment is due on the first of every month. You will actually be paying YAS fees one month in advance;

Here’s the payment schedule:

<table>
<thead>
<tr>
<th></th>
<th>August 1</th>
<th>September 1</th>
<th>October 1</th>
<th>November 1</th>
<th>December 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>September fee paid at registration</td>
<td></td>
<td>October fee due</td>
<td>November fee due</td>
<td>December fee due</td>
<td>January fee due</td>
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<tr>
<td>January 1</td>
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<td>February 1</td>
<td>March 1</td>
<td>April 1</td>
<td>May 1</td>
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<tr>
<td>February fee due</td>
<td></td>
<td>March fee due</td>
<td>April fee due</td>
<td>May fee due</td>
<td>June fee due</td>
</tr>
</tbody>
</table>

Things happen, we understand…

If you miss a payment due date, a $10 late fee will be applied to your account.

If payment is not received within 10 days of the due date, your participant will be dropped from the YAS program.

The drop process is automatic after ten days. Your site supervisor is not able to accept any payments.

If enrollment was cancelled and you want to rejoin the program, call the PRCS office at 703-777-0343 to re-enroll. This can not be handled at the site.
If you need to withdraw your participant from the YAS program, you must submit the request in writing. When submitting a cancellation request, be sure to include your child's name, YAS site attended, and the date you want the cancellation to take effect. You can email this request to yas@loudoun.gov or you can mail it to:

Loudoun County PRCS  
Attn: YAS Program  
742 Miller Drive SE  
Leesburg, VA 20177

You can also fax the request to 703-771-5383, Attn: YAS Program.

The amount of any refund will be prorated based on the number of remaining program sessions. If you need to cancel program registration, and you make the request 15 or more days before the start date, a full refund will be offered - minus a 15% administrative fee (to a maximum of $15). If you cancel a program registration 14 or fewer days before the start date, a 50% refund will be offered.

Remember, all requests to withdraw from the YAS program must be dated and submitted in writing.
The Paperwork

YAS must have several registration forms on file for your participant:

- Completed Registration Form
- Completed Addendum Form
- Completed Identity Form
- Completed VA School Health Entrance Form
- Completed LCPRCS Health & Skills Form if your child has any identified medical, personal care of special needs.*

The forms and payment may be submitted in person or mailed to PRCS Administration Office at 742 Miller Drive SE Leesburg, VA 20177.

Everything must be submitted before your participant can attend YAS.

Registration paperwork is not accepted at YAS sites.

Children want the same things we want. To laugh, to be challenged, to be entertained and delighted.

-Dr. Seuss

YAS also requires the following forms to be turned in within the first week attending the program. These two forms can be turned into site supervisors.

- Completed Personally Owned Electronic Device Permission to Use Form
- Completed Permission to Walk Home Form
When participants arrive at the YAS site, they will sign in electronically. We will be using the Brightwheel app. This allows Parents/Guardians will be able to see when a child has signed in if they have the Brightwheel app downloaded. In the event of internet or other technical problems, participants will sign in on a paper roster.

YAS staff will also take attendance every day.

YAS policy requires parents to provide a written note or phone message or a text message to the site when their child is going to be absent from the program. If your child is not accounted for, YAS staff will contact you to make sure you know your child is not there.

If your child has different activities and attends YAS only on certain days, feel free to send in a monthly calendar or inform staff of the days your child will be absent regularly. You can pick up a calendar template at your YAS site; this can save both you and our staff a phone call.

Once a child leaves school for the day, they are not allowed to sign in to YAS that afternoon. For example, a child who goes home sick cannot come back to YAS that day. If you decide your child should ride the bus home, the child cannot get home and then return to YAS. Any participant that has been suspended from school may not attend YAS while the suspension is in effect.

In addition, if a child signs themselves out of YAS for the day, they may not return to the program later that same day.

Children that are no longer enrolled in the YAS program cannot stay and will be sent up to the School’s Main Office to have them call their parents or guardians for pick-up.
YAS uses the Brightwheel app for electronic check-in and check-out. When your participant arrives, they will click on their name and check in. Check out follows the same process.; make sure when signing out that you click on the correct name of who is signing the participant out.

If you download the Brightwheel app you will be able to see when your child checked in. The app is especially useful for parents who allow their kids to sign themselves out because you will be able to see when your child left YAS.

You will receive more information on Brightwheel from your site supervisor. Note, YAS does not accept payment through Brightwheel.

http://mybrightwheel.com/
Safety is a primary concern at each YAS site; this includes making sure our dismissal policies keep participants safe. There are several ways for your YAS participant to leave site at the end of the day:

- A parent or guardian may come to the site and sign the child out.

- Parents/Guardians may give written permission for someone other than themselves to sign a child out. The designated person must be 16 or older and be listed in the emergency contact section on the child’s registration form. **Anyone picking up a child must be prepared to show photo identification. If someone is not on the pickup list they will not be allowed to pick up the participant.**

- Parents/Guardians may give their YAS participant permission to sign themselves out and walk home. The walk home form must be complete, signed and on file at both the site and the main office. The form will remain in effect for the year unless you request to cancel it. That request must be in writing and emailed to yas@Loudoun.gov or mailed to PRCS administrative offices at PRCS, Attn: YAS, 742 Miller Drive SE Leesburg, VA 20177. Permission forms are available at your site.

YAS sites closes at 6:15 pm, you may pick your participant up at any time prior to closing.

**YAS participants who sign themselves out should always check out with their site supervisor before they leave.**
Late Policy

At one time or another, nearly everyone finds themselves running late. Traffic is backed up, an appointment runs long or you lose track of time. Consider a Plan B for YAS pickup. Site staff is able to release your child to anyone you list on your emergency contact section that is older than age 16 and has a photo ID.

YAS sites close at 6:15. Our staff is not paid for time on site after that so we ask that you make every effort to be there or go to Plan B!

There are late fees in place which run $15 per child for every 15 minutes. So, if you have one child and you arrive at 6:30, there will be a $15 late fee. If you arrive between 6:31 and 6:45, the fee is $30 and so on.

Late fees are due with-in 15 days from the date assessed. YAS staff cannot accept late fee payment at site. You will have to pay online, by mail or in person as you do for your regular monthly payment.

If after 45 minutes of site closing YAS staff can’t reach any parent/guardian or emergency contact, PRCS will request the services of Child Protective Services and the Loudoun County Sheriff’s Office. If you are habitually late picking up, your child you may be asked to leave the YAS program.
Communication

Communication is key. In fact, for the YAS staff, effective communication is a core value. We strive to be professional and respectful in all interactions and hope to receive the same from YAS families and participants.

Each site will have a monthly calendar posted for you to see what activities will be going on that month. Site and office staff are available for meetings at your request. It’s impossible for site staff to have an in depth conversation during program hours.

Each site has a landline telephone and cell phone available for parents/guardians to contact program staff during program hours. This is for quick calls to set up logistics. Our staff is expected to focus solely on participants and programming during site hours.
YAS policies are designed to ensure participant safety.

Participants will store their personal items in a designated area. Staff is not responsible for lost, broken or stolen items.

We will attempt to accommodate a participant’s special needs to ensure successful participation in the program. Please discuss with your site supervisor.

PRCS staff are responsible for reporting all suspected abuse or neglect to the Department of Child Protective Services.

Participants will be permitted to use personal devices only if they have a permission form on file. Participants are expected to use the school WiFi. YAS staff is not responsible for monitoring a participant’s internet usage.

A snack will be provided each day. We do not supply food for special diets, religious, or medical reasons. Families may provide participants with a different healthy snack if necessary. Occasionally, food is part of a YAS activity. Check the site calendar or ask your supervisor if you have any concerns.

Keep your contact information current. If there any changes, please let us know by filling out a household update form. Ask your site supervisor for a form or email us at yas@Loudoun.gov

Code of Conduct: All visitors/children/parents and staff will be expected to maintain a high level of composure and communication while at a YAS site. Our purpose is to create a positive, safe and friendly environment for all, at our YAS sites. Any disruption to the daily program will be reported to PRCS upper management and could result in consequences which might affect a specific child/family, guest or staff member. If anyone needs to discuss concerns and matters of importance which might not be appropriate to discuss in front of the YAS participants other parents and guests, please request a meeting time directly with the site Supervisor. All are welcome to follow on their request/concerns directly with the Program Coordinator(s) and/or Youth Development Coordinator.
Participant Agreements

YAS is meant to be fun and engaging for participants. In order for things to run smoothly, we need participants to do their part. Please review the following with your child.

Participant 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
❑ I will not bring valuables, excessive amounts of money, weapons, or dangerous objects to the YAS 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.

YAS sets aside time for homework and participants are expected to abide by the Homework Agreement.

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, chromebook 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.
### YAS Site Contacts

<table>
<thead>
<tr>
<th>YAS Site</th>
<th>Site Land Line Phone</th>
<th>Site Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Ridge</td>
<td>703-724-7863</td>
<td>571-233-1327</td>
</tr>
<tr>
<td>Blue Ridge*</td>
<td>540-338-3622</td>
<td>571-233-1344</td>
</tr>
<tr>
<td>Eagle Ridge</td>
<td>703-723-5321</td>
<td>571-233-2144</td>
</tr>
<tr>
<td>Farmwell Station</td>
<td>703-724-1019</td>
<td>571-233-2336</td>
</tr>
<tr>
<td>Harper Park**</td>
<td>703-779-9771</td>
<td>571-233-2496</td>
</tr>
<tr>
<td>Mercer***</td>
<td>703-542-7781</td>
<td>571-233-2614</td>
</tr>
<tr>
<td>River Bend</td>
<td>571-434-2565</td>
<td>571-233-2770</td>
</tr>
<tr>
<td>Seneca Ridge</td>
<td>703-421-2980</td>
<td>571-233-3086</td>
</tr>
<tr>
<td>Smart’s Mill</td>
<td>703-771-0429</td>
<td>571-233-3176</td>
</tr>
<tr>
<td>Sterling</td>
<td>703-430-9157</td>
<td>703-936-1229</td>
</tr>
<tr>
<td>Stone Hill****</td>
<td>703-858-9270</td>
<td>703-936-1224</td>
</tr>
<tr>
<td>Trailside</td>
<td>703-724-0150</td>
<td>571-479-8917</td>
</tr>
</tbody>
</table>

**Key:**
*Blue Ridge YAS also serves Harmony participants.
** Harper Park YAS also serves Simpson participants.
***Mercer YAS also serves Willard Intermediate 8th grade participants and Lunsford participants.
****Stone Hill also serves Brambleton participants

The phone numbers that are bolded & in italics are the primary contacts for each individual site.
YAS Office Contacts

Youth Services Main Number: 703-777-0343  
Email: yas@Loudoun.gov  
Fax: 703-771-5383

YAS Office Team

Youth Development Coordinator  
Tabatha Bradford  
571-233-0598  
Tabatha.Bradford@loudoun.gov

Middle School Program Coordinator  
Ashburn/ Sterling  
Sean Kinslow  
571-258-9959  
Sean.Kinslow@loudoun.gov

Middle School Program Coordinator  
Leesburg, Purcellville, Brambleton, South Riding  
Chris Parker  
571-233-0487  
Christopher.Parker@loudoun.gov

YAS Program Assistant  
Shannon Wiercioch  
571-442-3202  
Shannon.Wiercioch@loudoun.gov