Welcome CASA Families!

The entire CASA team extends a warm greeting to you and your family. We are so excited to welcome back our returning CASA kids and to get to know the new faces!

This handbook was written to familiarize you with our traditional CASA program. Please review the COVID-19 Addendum on page 33 to acquaint yourself with the many ways we are adapting to keep your children and our staff safe while the CASA program operates.

Our goal is to provide a safe and fun place for the children in our program. We have many activities planned from fitness to STEM to literacy. Our participants will also have time to explore interests and form meaningful relationships.

Over the next year, you and your child will become a valued part of the CASA community. Our staff is here for you. Feel free to reach out to the Site Supervisor to ask about your child's day, express concerns or share compliments. Your Supervisor will keep you up to date on special events, activities at site, and opportunities for you to participate with your child. Know that our staff truly cares about your child. Kids come first in CASA!

Feel free to reach out to us at any time. Email casa@loudoun.gov or give us a call at 703-777-0343.

Thank you for choosing CASA!
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The CASA Program

Our Goals:
CASA continually strives to build a meaningful curriculum by using our experience, knowledge and resources to design, implement and evaluate a program that promotes comprehensive learning and development for children. At CASA, we encourage children to learn and participate in the following goals:

Respect for self and others: we believe that every child in our program is valuable and we make every effort to create an environment that fosters self-confidence and esteem building. With this in mind, we seek to develop children’s respect for themselves and others by promoting positive peer interaction and emphasizing the importance of good manners, positive communication, effective problem solving, and team building.

Fostering cooperation with adults: Staff will establish fair and consistent rules and policies for all the children. We expect the children to follow these rules, and likewise hold ourselves to a standard of excellence and professionalism when explaining and enforcing rules. We positively influence children’s attitudes and learning.

Empowering children to make safe and healthy decisions: We establish boundaries that teach children to be responsible for their own actions. We promote independent thought and learning. CASA staff lead children by example and act as role models by illustrating appropriate manners, conduct and appearance. As adults, we observe, document, and address potential concerns in the program as they arise.

Our Mission:
The PRCS mission is to provide quality programming in an inclusive, safe and nurturing environment that promotes creating community. We deliver an experience that empowers children to explore their interests and passions in a social, educational and recreational setting.

Our Values:
- We have a commitment to excellence in all aspects of our programs. Safety is at the forefront of our minds to ensure that the highest quality programs are provided to our participants.
- We value the diversity and inclusion of our participants and staff and will work to ensure that all are treated with dignity and respect.
- We value positive staff engagement with our participants to create a recreational and educational environment that is warm and welcoming for all.
- We value our commitments as a team and we work toward the same end goal.
CASA Contact Information

Loudoun County Parks, Recreation and Community Services (PRCS):

742 Miller Drive SE, Leesburg, VA 20175
Monday - Friday 8:30 AM - 5:00 PM
Main #: 703-737-8042
Fax #: 703-771-5383

CASA Administration:

Division Manager: Kristin Garrett 571-258-3108
Children's Program Manager: Danielle Barger 703-777-0398
Children's Program Coordinator: Alita Howard 703-771-5139
Children's Program Coordinator: Mark Davis 703-777-0357
Administrative Assistant: Sara Genco 703-771-5952
Substitute Specialist: Linda Lifsey 703-777-0432
Leesburg Cluster Specialist: Sarah Gibson 703-737-8817
Sterling Cluster Specialist: Robert Snow 703-771-5616
Waxpool Cluster Specialist: Katie Davis 571-258-3612
Ashburn Cluster Specialist: Monique Wilson 703-737-8823
South Riding Cluster Specialist: Derek Greygor 703-737-8549
Western Cluster Specialist: Vacant 703-737-8042
Brambleton Cluster Specialist: Rebecca Salvato 703-737-8356
Stone Ridge Cluster Specialist: Shauna Manovich 703-771-5927
Belmont Ridge Cluster Specialist: Kellan Vanscoy 703-737-8327
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<td>Madison's Trust</td>
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<td>Newton-Lee</td>
<td>703-724-3887</td>
<td>571-259-9780</td>
<td><a href="mailto:newtonleeprcs@loudoun.gov">newtonleeprcs@loudoun.gov</a></td>
<td>Monique Wilson</td>
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<td>Pinebrook</td>
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<td>571-437-0974</td>
<td><a href="mailto:pinebrookprcs@loudoun.gov">pinebrookprcs@loudoun.gov</a></td>
<td>Shauna Manovich</td>
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<td>703-421-8126</td>
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<td><a href="mailto:potowmackprcs@loudoun.gov">potowmackprcs@loudoun.gov</a></td>
<td>Robert Snow</td>
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<td>Rosa Lee Carter</td>
<td>703-661-0925</td>
<td>571-233-2349</td>
<td><a href="mailto:rosaleecarterprcs@loudoun.gov">rosaleecarterprcs@loudoun.gov</a></td>
<td>Rebecca Salvato</td>
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<td>Round Hill</td>
<td>540-338-6357</td>
<td>571-238-2522</td>
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<td>Sanders Corner</td>
<td>703-724-1142</td>
<td>571-238-3044</td>
<td><a href="mailto:sanderscornerprcs@loudoun.gov">sanderscornerprcs@loudoun.gov</a></td>
<td>Monique Wilson</td>
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<td>Seldens Landing</td>
<td>703-723-5430</td>
<td>571-238-2599</td>
<td><a href="mailto:seldenslandingprcs@loudoun.gov">seldenslandingprcs@loudoun.gov</a></td>
<td>Kellan Vanscoy</td>
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<td><a href="mailto:Kellan.Vanscoy@Loudoun.gov">Kellan.Vanscoy@Loudoun.gov</a></td>
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Steuart Weller
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Specialist: Vacant
casa@loudoun.gov

Waxpool
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C: 571-439-6162
Waxpoolprcs@loudoun.gov
Specialist: Katie Davis
Katie.Davis@loudoun.gov
CASA Registration Procedures:

Parents and guardians may register their children for the upcoming school year online from March through July at www.Loudoun.gov/CASA. Visit our website for the actual dates of registration.

In-person registrations are done at the PRCS Administrative Office. Enrollment is limited and available on a first come, first served basis.

All items below are required at registration to comply with Virginia State Licensing:

- PRCS Registration Form. Forms may be completed online at www.loudoun.gov/prcsforms until the end of July. The forms are also available at the PRCS Administrative Office.
- Current identity verification for each child participating in CASA. Acceptable forms include an original or certified copy of the child's birth certificate, birth registration card, passport, or report card.
- If your child will require medication at site, a PRCS Medication Authorization Form will need to be completed before they can attend this PRCS program. These forms can be found in the Appendix (A and B).

It is the responsibility of the parent or guardian to provide CASA staff with the 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 in information as soon as they occur. The CASA Information Update Form is listed in Appendix D.

Monthly Fees:

There is a non-refundable deposit of $50.00 per child. This is due at the time of registration in order to hold your child's spot. For 2020-2021, the monthly fee is $345.00.

CASA offers reduced tuition fees for students who receive free and reduced lunch at their school. Families whose students receive free lunch will pay 50% or $172.50 each month. Families whose students receive reduced lunch will pay $258.75 per month. In order to qualify for these reduced tuition fees, you must bring a copy of your official letter from Loudoun County Public Schools to our Administration Office.

The address for the PRCS Administration Office is:

742 Miller Drive SE
P.O. Box 7800
Leesburg, VA 20175
CASA's Pre-Payment System:
CASA fees are billed monthly and must be paid by the 1st of each month for the next month. For example, October's payment is due September 1st, November's payment is due October 1st.

September's payment must be received by August 1st. If payment is not received by August 1st, your child will be dropped and may not attend CASA at the beginning of the school year. If space is available, you may re-register your child.

Payments made October through June that are received after the 1st of the month will be assessed a $25.00 late fee per child. If payment is not received by the 10th of the month, the child will be dropped and may not attend CASA beginning with the next month. If space is available, you may re-register by paying a $25 late payment fee per child in addition to the monthly fee.

If a child was enrolled for the entire school year, no payment is required for June. For children starting after winter break, a pro-rated fee will be due for June, based on your child's start date.

Payment Options:
Payment for our programs can be made online through Webtrac, via check mailed to our Administration Office, or in person at any staffed county facility, including our Administration Office. If you choose to mail in a check, please be sure to leave adequate time for your check to arrive and be processed; your child will be dropped from the program if payment is not made by the due date.

The address for the PRCS Administration Office is:

742 Miller Drive SE  
P.O. Box 7800  
Leesburg, VA 20177

Installment Billing:
Installment billing is available to all CASA families. Installment billing can be completed by visiting the PRCS Administration Office.

Please note: Installment billing must be set up at the start of each school year.
CASA Cancellation Policy:
If you wish to cancel your child from CASA, please email CASA@loudoun.gov. Please include your child's name, CASA location, household number, and the last day your child will be attending.

If canceling for the months of August or September: If you need to cancel September and you make the request 15 or more days before the start of school, a full refund will be offered - minus the $50 non-refundable fee to secure your child's space in CASA. If you cancel within 14 days of the start of school, a 50% refund will be offered. If you cancel after the program has begun, no refund will be given but your child may continue to attend for the remainder of the month.

If canceling for the months of October through June: If you cancel and you make the request 15 or more days before the first of the month, a full refund will be offered - minus a 15% administrative fee (to a maximum of $15). If you cancel 14 or fewer days before the first of the month, a 50% refund will be offered. If you cancel after the month has begun, no refund will be given but your child may continue to attend for the remainder of the month.

Note: No refund will be offered for June if your June fee was $0.

Adjustments and Refunds:
Fees will not be adjusted or refunded for absences, early pick-ups, unanticipated calendar changes, closings due to the weather conditions, or other emergency situations.

Returned Checks:
There will be a $40 charge for any check returned for insufficient funds.

Childcare Statements:
Childcare statements are available on WebTrac for families who need to submit for reimbursement. Our tax identification number is 54-094-8306.

Waitlist:
Each location has a maximum capacity and openings are available on a first come, first served basis. We are not able to guarantee or predict when space will become available at one particular location. If you are put on the waitlist, an administrative assistant will contact you through e-mail to let you know when space is available. When you are offered a space, you have the option to accept the space, be moved to the bottom of the waitlist, or decline. Future placement is not guaranteed, and the waitlist does not carry over to the next program year.
**Schools without the CASA program:**
The CASA program is offered in most of the Loudoun County Public Schools. If your child's school does not offer the CASA program, please call our Administration Office to see if transportation is offered to another school for CASA.

**Children with Disabilities:**
Loudoun County Parks, Recreation and Community Services works closely with families to provide a successful experience for all children. We will provide accommodations to all participants to ensure successful participation in the program. Please give us at least 2 weeks' notice prior to your child starting the program to make any necessary accommodations.

**Health and Emergency Forms:**
- All Participation Information, Health and Emergency, and Medication Authorization Forms must be completed for the current program year before a child may attend CASA.
- The PRCS program requires documentation that each child has received the immunizations required by the State Board of Health before the child can attend.
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 requirements if the parents submit a "Certificate of Religious Exemption."

General CASA Information

Frequent and open communication between staff and parents is key to a successful program. Please keep staff informed of any changes to personal information or schedule changes. If your child will not be attending CASA on a certain day, please alert CASA staff by texting or calling the site phone number. Please provide us with regular feedback on any issues, complaints, or concerns. We will do the same by providing an opportunity for you to speak with staff one-on-one regarding your child's development, behavior, adjustment, and needs.

The site telephone is for emergencies only during program hours. Children are allowed access to the CASA site phone with permission from staff. Cell phone and smart watch use is prohibited during CASA in accordance with the Loudoun County Public Schools policy.

Parents are welcome to observe and participate at any time that their child is enrolled in the program and is attending that day. This is in accordance with 63.2-1813 of the Code of Virginia.

We welcome any talent you would like to share. Please notify the Site Supervisor about your interest.

Schedule Changes:

If your child will be absent from the program, please call/text 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. You will need to verify your child's absence.
Sign In/Out Policy:

It is a licensing and PRCS requirement that an authorized adult signs each child out daily. All authorized adults must be prepared to present photo identification:

- For the safety of your child
- To ensure communication between CASA parents and staff
- To record accurate attendance data

Please note that staff are not permitted to send your child to meet you from another location. If you arrive to site and your child is with their group at another location, such as the gym or playground, you must pick up your child from that location and then sign them out of the program.

Important Dates 2020-2021:

- CASA operates only on days that LCPS is in session. The LCPS 2020-2021 can be found in Appendix G.
- The Department of Parks, Recreation and Community Services offers school's out camps that follow the Loudoun County Public School calendar. Look into the quarterly PRCS activity guide under "Elementary Age Program Listings" for your closest community center. These offerings can also be found online at https://www.loudoun.gov/2448/Activity-Guide.

School Closings and Weather Delays:

- CASA is closed if there is an early dismissal or when school is closed (weather related or other reasons).
- CASA is not considered an LCPS afterschool activity. If LCPS closes early due to inclement weather, CASA will not be in session. If LCPS remains open until normal dismissal hours, CASA will be in session.
- Parents and school officials are responsible for implementing any emergency pick-up arrangements during school hours. If weather conditions worsen during CASA hours, site staff may contact parents to pick up participants earlier than normal. Please note, this will occur only at the direction of the Director of PRCS.
- CASA staff will remain on site until all participants have been picked up.
Emergency Pick-ups:

- Two emergency contacts, other than parents or guardians, must be listed on each child's registration form before the child will be admitted to the program.
- Emergency contacts will be contacted if a parent or guardian cannot be reached to pick up a child in the event of an emergency. If a child is not picked up within 15 minutes after the close of the program and a parent or guardian cannot be reached, emergency contacts will be contacted to pick up the child.
- If, after 45 minutes of site closing, PRCS staff cannot 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 PRCS program.
- Late fees will be applied to the household account of any participant remaining on site after program closure.

Late Pick-Up Fee:

Beginning in the 2020-2021 school year, all CASA sites will close at 6:00 PM each day. A $15 per child late pick-up fee will be assessed for every 15-minute time period from 6:01 PM on. For example, a 6:10 PM pick-up will be assessed $15 per child. A 6:35 PM pick-up will be assessed $45 per child. Upon your arrival, you will be asked to sign a late pick-up form. Parents who are frequently late may be asked to seek an alternate program. Late pick-up fees are due with the next program fee or within two weeks of the end of the program.

Ill and Injured Children Policy:

It is our policy that children do not attend the program if they have a fever. Children who have been sick and running a fever of 100 degrees, or higher, should remain home for at least 24 hours after the fever breaks. If your child was absent from school due to illness or discipline, they are not permitted to attend any PRCS program for that day. Please call the site phone if your child will not be attending the program for any reason. If a child enrolled in the program has a communicable disease, the parents are urged to notify PRCS immediately.

If a child becomes ill or injured while at the program, the parent/guardian will be immediately contacted to make arrangements to have the child picked up as soon as possible. Illnesses that require children to be picked up include vomiting, diarrhea, and/or a fever of 100 degrees or higher. If the parent is not available, an emergency contact person will be called. During this time, children will be separated from the larger group and cared for until they are picked up. If appropriate, the child will be taken by the local rescue squad to the closest emergency facility.
Medications:

- If a child must take medication during the program hours, a Medication Authorization Form must be completed and given to the Site Supervisor along with the medication. Please note, CASA staff will only accept a PRCS Medication Authorization Form (Appendices A and B). LCPS Medication Authorization Forms will not be accepted.
- Only medication in its original bottle, with a prescription label may be given. Please tell the site staff if there are any side effects to watch for.
- The medicine will be kept where the program is operating, in a locked Medicine Box.
- The Medication Authorization Form must include: Child’s name, program site, the name of the medicine, exact dosage and time to administer, route, authorization dates and any special instructions along with parent or guardian signature. Parents and/or guardians should take the medication home at the conclusion of the program.
- The Short-Term Medication Authorization Form is good for a maximum of 10 program days.
- Long-term medications require "Section B" to be filled out and signed by your child’s physician. Documentation of administering medication will be recorded in the medication log.

Allergies:
All parents should supply a complete list of what foods or allergens their child is allergic to and therefore, should avoid. Copies will be provided to the program staff, so they are aware of the type and severity of the allergy. Allergy lists are compiled by site and accessible to CASA staff at each site.

ADA Accommodations:
The Loudoun County Parks, Recreation and Community Services Department is committed to complying with the Americans with Disabilities Act (ADS). Parents whose children may need reasonable accommodations to participate in our child care programs should submit a written request for ADA accommodations to the Inclusion Specialist:
Megan McCullough, CTRS, Inclusion Specialist 571-258-3488 - Direct
Megan.McCullough@loudoun.gov
Behavior Management:
CASA 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.

General discipline techniques will include positive reinforcement (PBIS) for appropriate behaviors and careful explanation of behaviors that are unacceptable. Discipline will be progressive in nature. It will be constructive and age appropriate for redirection and conflict resolution.

Behaviors that may lead to an incident report, possible suspension, or termination from the program include:
- refusing to follow basic safety and program rules.
- stealing or defacing CASA or school property, or the property of others.
- bullying and/or engaging in fights.
- repeated disrespect towards staff or rude and inappropriate behavior towards others (by parents or children).

Immediate removal from the program may occur if CASA administration feels they cannot maintain the safety and welfare of the child or other participants in the program, or the child engaged in behaviors associated with the zero-tolerance policy. Loudoun County PRCS will call parents to pick up any participant who is unable to function cooperatively with others or is a threat to the safety of him/herself or others.

Positive Behavior Intervention and Support (PBIS):
PBIS is a proactive approach at setting behavior expectations and goals to promote positive behaviors. Having a PBIS system in place allows for a safe, fun, and productive CASA environment for all participants. All CASA sites will be utilizing the CASA S.T.A.R. model (below) to promote positive behavior.
Zero Tolerance Policy:
PRCS does not permit the use of tobacco products, alcohol, drugs, or fireworks during our CASA program. Verbal threats as well as the use of weapons are also prohibited. In addition, theft, violent behavior, or destruction of property will not be tolerated. Any violation may result in immediate dismissal from CASA with no refund of CASA fees. Parents will be expected to provide immediate transportation home, should an incident occur on/off site.

Discipline and Incident Reports:
Typical steps pertaining to discipline and incident reports:
- Child does not abide by rules; CASA staff discusses behavior and consequences with the child and informs parent/guardian. An incident report is written and discussed with child's parent/guardian. Reports should be signed by parent/guardian after being reviewed.
- A meeting may be required between parent/guardian, CASA staff, CASA Specialist, and/or CASA Coordinator, together with the child, to develop strategies to improve behavior. Upon parent/guardian receiving a 2nd incident report, staff will inform parent/guardian that a 3rd incident report may lead to suspension from the program.
- On the child's third offense, staff will write an incident report and inform parent/guardian. Site Supervisor consults with CASA Specialist, CASA Coordinator, Program Manager and Division Manager for the appropriate action. Parent/guardian is then informed of decision. If the decision is made in favor of suspension, the parent/guardian will be given 24 hours' notice, if possible and appropriate, so that alternative arrangements can be made. If the problem persists following return from suspension, a conference among parent/guardian, CASA staff, CASA Specialist, CASA Coordinator, Program Manager and Division Manager will be held to discuss dismissal of the child from the program.

The CASA program and staff are pledged to make every effort to maintain a child in the program. Only after all the procedures have failed on the part of the administration staff and parent/guardian, will dismissal be considered. If, in the opinion of the CASA Specialist, CASA Coordinator, Program Manager, Division Manager, and PRCS Director, a child's behavior presents a physical danger to themselves or others, or if the child fails to follow rules, then an immediate suspension from the CASA program may result.

Incident reports are also written for other serious events on site such as fire, drug reaction, security, or other unusual situations.
Dismissal - Cause and Procedures:

Causes for dismissal from the CASA program:
1. Failure to pay tuition as required.
2. Failure to provide all necessary paperwork for registration, including any required medication documentation.
3. Failure to comply with program policies, procedures, and rules of behavior.

PRCS staff are trained to use discipline techniques that are constructive, age appropriate, and that focus on redirection and positive reinforcement. Students contribute to the establishment of site rules and are expected to follow them. Staff will set clear expectations.

In the event of inappropriate behavior, the following steps may be taken:
- Incident Report(s)
- Parent Meeting(s)
- Suspension
- Dismissal

The PRCS program and staff are committed to make every effort to keep a child in the program. Only after all procedures have failed on the part of staff and parents, and with just cause, will dismissal be considered. PRCS staff will proactively work with families and staff to address any behavior issues.

Child Abuse/Neglect:

In accordance with the Code of Virginia, Loudoun County PRCS staff are required to report all suspected child abuse or neglect to the Department of Family Services Child Protective Services for investigation. Any suspicion of abuse will be reported to the Site Supervisor immediately. On-site staff will then contact their appropriate supervisor and department policy will be followed.
A Day at CASA

Daily Health Check:
Each child has a daily health check upon arrival at the program. If the staff feels the child is not well, or has a fever of 100 degrees or higher, recurring vomiting, or diarrhea, the parent/guardian will be asked to take the child home. To allow a child to attend while sick, or before complete recovery, is individually harmful and exposes the entire group to the risk of infection.

Sample Daily Schedule:
2:30 - 3:15 PM  Daily Welcome (Handwashing, Attendance, Snack)
3:15 - 3:45 PM  Homework
3:45 - 4:45 PM  Recreational Active Time
4:45 - 6:00 PM  Choice activities (STEM, Fitness, Creative, Literacy)

*Children are typically grouped by age.

Curriculum:
The primary purpose of a day in Loudoun County's CASA program is to provide safe, accountable, fun activities to all participants. The program goal is to provide activities that help all students exceed their potential. Site staff create lesson plans for the daily schedule that keep all children safe and engaged in the program. All activities must be planned according to Virginia licensing guidelines and offer all the elements listed below during the daily schedule as planned by the Site Supervisor.

Creative Time:
Creative time offers age appropriate activities such as arts and crafts, drama, dance, and time to think outside the box to meet each child's interests. Activities are often theme-based and offered throughout the program year.

Active Play Time:
Age appropriate active games and sports help build the confidence of each child. At least 25% of the program day must offer active time to every child. All children in the program should wear closed-toe shoes for the safety of each participant.
Outdoor Play Policy:

- Outdoor play is an important part of our daily schedule. We ask that you dress your child according to the weather conditions.
- During period of extreme heat or extreme cold, PRCS staff will alter outdoor activities.
Homework & Quiet Time:
At least 30 minutes of quiet time is offered to focus on homework or an activity to stimulate creativity and challenge each child’s skills (Monday-Thursday). All participants are expected to abide by the CASA Homework Agreement:

CASA Homework Agreement
- I will come to the homework area when it is time to work on homework.
- I will bring to the program the technology, books, notebooks, and worksheets that I need.
- I will try my best to understand the homework assigned at school.
- I will remain quiet and considerate of others during homework time.
- I will ask for help when I need it.
- Participants will be permitted to use personal devices only if they have a permission form on file (Appendix C). Participants are expected to use the school Wi-Fi.

If a child has no homework, a theme-based quiet option such as library time, art, worksheets, or research will be provided.

Snack Time:
CASA provides a daily USDA approved snack. All snack menus are posted for parental information at each site. Since we do not supply food for special diets, religious, or medical reasons, parents are required to provide such food for their child. Parents must provide documentation identifying the reason for the special diet and the diet must comply with the USDA nutritional guidelines.

During snack time:
- CASA participants may not share their snack with other children.
- All students, whether they are having a snack or not, must wash their hands before and after snack. Snack times are typically 20-30 minutes long.
- Participants may bring their own snacks. If your child wishes to bring a snack from home, please be sure to write their name and the date on their snack prior to sending them to school.

Personal Belongings at CASA:
A designated area will be provided for children’s personal belongings. All children are encouraged to have a book bag or backpack for their belongings. Children are strongly discouraged from bringing valuable items to the program. Staff are not responsible for money or personal belongings.
The Commonwealth of Virginia helps assure parents that child day programs assuming 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.

Standards for licensing child day centers address certain health precautions, adequate play space, and a ratio 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, parent/guardians or other individuals may register a complaint about a program that will be investigated if it violate a standard. A regular childcare license is issued when the program meets the standards for licensure.

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: 3701 Pender Drive, Fairfax, VA 22030
703-934-1505
Dear Participants and/or Parents:

The events 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 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 website. The 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 service at www.loudoun.gov, on-line 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.

Sincerely,

Steve Torpy, Director
Appendix A: PRCS Medication Form (Short Term)

**Loudoun County Parks, Recreation and Community Services**

Short-Term Medication Authorization Form: For 10 business days only

*This form may only be used twice in one program year per medication*

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<th>Child’s Name</th>
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<th>Staff Name Receiving Medication</th>
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<tr>
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</tbody>
</table>

**Instructions for Parents (initial on each line that you acknowledge the step by step instructions):**

- Complete a separate form for each medication.
- This form can only be renewed once per program after the initial 10 business day period has expired. If renewed, authorization dates and parent signature must be updated.
- A long-term medication authorization form is needed immediately for any medications that shall be kept on-site longer than 10 business days, including emergency medications such as epinephrine and inhalers. The long-term medication authorization requiring physician’s authorization must be complete and accompany any medications beyond the expiration indicated on this form.
- The medication must be in original packaging complete with direction label or prescription label.
- The medication and packaging must be labeled with the child’s name (ie-label the bottle and the box).
- This authorization must list the child’s name, the name of the medication on the box exactly as it reads, dosage amount that must match the directions on the medication label, and time/s to be given.
- Please do not instruct staff to administer “as-needed”. Clearly list what symptoms and signs to look for that require administration of the medication.

**To be completed by parent/guardian. Each medication per child requires a separate authorization form**

<table>
<thead>
<tr>
<th>Medication Authorization for (Child’s Name)</th>
<th>Medication Name (as it reads on the label):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dosage and times to be administered (per instructions on medication)</th>
<th>Route to administer (orally, intramuscular, inhaler, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Condition for which medication is being administered:**

If dosage and times to be administered depend on symptoms, please list specific signs and symptoms here:

**Special instruction or side effects (if any):**

**This original authorization is effective from:**

_/__/__/__ until__/__/__/ (not to exceed 10 business days)

I hereby authorize the Loudoun County Department of Parks, Recreation and Community Services personnel to give the medication as directed by this authorization. I, on behalf of myself, my executors, administrators, heirs, next of kin, and successors, hereby covenant to hold harmless and indemnify the County and all of its officers, departments, agencies, agents and employees from any and all claims, losses, damages, injuries, fines, penalties and costs (including court costs and attorney’s fees), charges, liabilities, or exposures, however caused, resulting from, arising out of, or in any way connected to assisting this participant with the use of medication. I have read and understand this HOLD HARMLESS AGREEMENT and by my signature for each medication permission I agree to its terms.

**Parent Signature:**

**Date:**

**Parent Signature (for a one time short-term authorization renewal per program per year-effective dates of authorization must be updated):**

**Date:**

**New effective dates of authorization:**

_/__/__/__ until__/__/__/
Appendix B: PRCS Medication Form (Long Term)

Loudoun County Parks, Recreation, and Community Services

Medication Authorization Form For Prescription and Non-prescription Medications

INSTRUCTIONS: Complete a separate form for each medication

- Section A must be completed by the parent/guardian for ALL medication authorizations.
- Section A and Section B must be completed for an epinephrine injector or any other long-term medication authorizations (those lasting longer than 10 working days).

Section A: To be completed by parent/guardian

Medication for authorization for _____________________________ Allergies: ________________________

(Child's name) has my permission to administer the following medication:

(Childcare Program Site)

Medication name: __________________________________________

Dosage and times to be administered: __________________________ Route: __________________________

Special instructions or Side Effects (if any): ________________________

This authorization is effective from: ___________________________ until: ___________________________

(Start date) (End date)

By signing below, I understand that the person who will administer the medication may be inexperienced. I also agree to furnish said medication in the container supplied by the drug store with label intact.

Parent’s or Guardian’s Signature: _____________________________ Date: _________________________

Section B: to be completed by child’s physician for any long-term medication authorizations (those lasting longer than 10 working days).

I, ____________________________ certify that it is medically necessary for the medication(s) listed below to be administered to: ___________________________ for a duration that exceeds 10 work days.

(Child's name)

Medication(s): ____________________________________________

Dosage and Times to be administered: __________________________

Special instructions (if any): ________________________________

This authorization is effective from: ___________________________ until ___________________________

(Start date) (End date)

Physician’s Signature: _____________________________ Date: ___________________________

Physicians Phone: _____________________________

REV 3/19
Appendix C: CASA Technology Use Form

CASA Technology Use Permission Form

I, __________________________ agree to let __________________________ utilize their devices for recreational or educational use during the CASA program offered through the Loudoun County Department of Parks, Recreation and Community Services. I understand that the student named above will be permitted to use their personal device.

• I understand that if I agree to allow my student to use their own device that Loudoun County Department of Parks, Recreation and Community Services is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the CASA session as a result of participation in this program.

• I understand that CASA Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

• Students are to use the Loudoun County Public Schools (LCPS) internet while at site. LCPS uses filtering technology to limit access to harmful sites. Cellular service does not afford the same protection. CASA staff are not accountable for which sites students visit.

• Students must not video record or audio record other CASA students without consent during site time.

I have discussed with my student the importance of managing their device and accessing the internet through LCPS. I give permission for my child to bring the device(s) listed below to CASA:

<table>
<thead>
<tr>
<th>Device type (make and model)</th>
<th>Device 1</th>
<th>Device 2</th>
<th>Device 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________________________  __________________________
Parent or Guardian’s Signature                  Date

__________________________________________
Parent or Guardian’s Name (Print)
Appendix D: Information Update Form

Loudoun County, Virginia

Department of Parks, Recreation and Community Services
742 Miller Dr, SE Leesburg, VA
20175  Phone: 703-777-0343  Fax:
703-771-5354

CASA
County After School Activities Program

CASA INFORMATION UPDATE FORM

Participant’s Child’s Name: ____________________________  Date: _______________
Site: ____________________________

PARTICIPANT INFORMATION
☐ Home address: ____________________________
☐ ____________________________
☐ Home Phone: ____________________________

MEDICAL INFORMATION
☐ Physician’s Name: ____________________________
☐ Phone: ____________________________
☐ Insurance Carrier: ____________________________
☐ Mailing Address: ____________________________

PARENT/GUARDIAN INFORMATION
☐ Mother’s Work Phone: ____________________________
☐ Employer: ____________________________
☐ Cell Phone: ____________________________
☐ Email: ____________________________
☐ Father’s Work Phone: ____________________________
☐ Employer: ____________________________
☐ Cell Phone: ____________________________
☐ Email: ____________________________

AUTHORIZED PICK UP
☐ Name: ____________________________
☐ Name: ____________________________
☐ Name: ____________________________

EMERGENCY INFORMATION
1. Name: ____________________________
   Address: ____________________________
   Phone: ____________________________
2. Name: ____________________________
   Address: ____________________________
   Phone: ____________________________

X  Parent Signature
X  CASA Specialist

Site Staff

OFFICE USE ONLY
Date entered into RecTrac: ________  Staff: ____________
Appendix E: Release of Information Form

Loudoun County, Parks Recreation and Community Services (PRCS)
742 Miller Drive, SE P.O. Box 7800 Leesburg, VA 20177-7800
Phone: 703-777-0343 Fax: 703-771-5354

AUTHORIZATION FOR THE RELEASE OF INFORMATION

Full Name of person who information is being sought/released: ______________________

The following PRCS staff: ____________________________
is authorized to: obtain ☐ disclose ☐ to the listed below

<table>
<thead>
<tr>
<th>Name(s):</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Agency:</th>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INITIAL all items for which you are authorizing disclosure:

<table>
<thead>
<tr>
<th>Social History</th>
<th>Vocational Assessment</th>
<th>Progress Notes</th>
<th>Other(specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychological/Psychiatric Evaluation</td>
<td>IEP-Individualized Education Plan</td>
<td>Discharge Summary</td>
<td>Other(specify)</td>
</tr>
<tr>
<td>Medical Evaluation/Record</td>
<td>Behavior Assessment/Plan</td>
<td>Court records</td>
<td>Other(specify)</td>
</tr>
<tr>
<td>Educational Assessment</td>
<td>Treatment/Service Plan</td>
<td>Other(specify)</td>
<td>Other(specify)</td>
</tr>
</tbody>
</table>

This authorization ☐ includes ☐ does not include information placed in my record after
the signature date.

Limitations (if any) ___________________________________________________________

Reason for Disclosure ________________________________________________________

As the person signing this authorization, I understand that I am giving permission to the above named provider(s) to
obtain and/or disclose my confidential health/educational information and my signature is not required to receive
services. I also understand that once my information is disclosed, PRCS is not responsible for redisclosure. A copy
of this authorization will be given to me and the original will be included in my PRCS participant file. The
authorization will expire (1) year from date signed, or indicate a specific date, event or
condition. ________________________________________________________________

I understand that I have the right to revoke this authorization at any time, but I cannot revoke the information already
released in accordance to my authorization. My revocation is not effective until delivered in writing to PRCS.

Date ____________________ Participant Full Signature ____________________

Date ____________________ Parent or Legal Guardian Signature ____________ Participant DOB ____________

Date ____________________ Staff/Witness Signature ______________________ Relationship to Participant ____________

A copy of this authorization has been given to the individual or his/her representative.

Staff Name/Initials: ____________ Date: ____________
Appendix F: Revocation of Authorization of Release of Information Form

Loudoun County Parks, Recreation and Community Services
REVOCATION OF AUTHORIZATION FOR RELEASE OF INFORMATION

I ___________________________ hereby revoke this Authorization for Release effective (print full name of person revoking authorization)

__________ I understand that any information already released will not be affected by this revocation. (date)

Date ___________________________ Participant Full Signature ___________________________ Participant DOB ___________________________

Date ___________________________ Parent or Legal Guardian Signature ___________________________ Relationship to Participant ___________________________

Date ___________________________ Staff/Witness Signature ___________________________

A copy of this authorization has been given to the individual or his/her representative
Staff Name/Initials: ___________________________ Date: ___________________________
Appendix G: LCPS 2020-2021 Calendar

2020-21 SCHOOL CALENDAR for Students

- September 8: FIRST DAY OF SCHOOL FOR STUDENTS
- October 12: Holiday (Columbus Day)
- October 26: Student Holiday (County-Wide Staff Development)
- October 30: End of First Grading Period
- November 2-3: Student Holidays (Planning/Records/Conference Days)
- November 25-27: Holiday (Thanksgiving)
- December 23-January 1: WINTER BREAK (Classes Resume January 4)
- January 15: End of Second Grading Period
- January 18: Holiday (Martin Luther King Jr. Day)
- January 19: MOVEABLE STUDENT HOLIDAY** (Planning/Records/Conference Day)
- January 20: Holiday (Inauguration Day)
- February 15: Holiday (Presidents’ Day)
- March 2: Student Holiday (County-Wide Staff Development)
- March 29-April 2: SPRING BREAK
- April 9: End of Third Grading Period
- April 12: Student Holiday (Planning/Records/Conference Day)
- May 31: Holiday (Memorial Day)
- June 15: Last Day of School for Students/End of Fourth Grading Period

**Parents with childcare or other weekday scheduling concerns** – The date of this MOVEABLE Planning/Records/Conference Day between first and second semesters may change, if the school calendar must be changed due to school closings for inclement weather or other emergencies.

9 Week Grading Period Ending Dates
- October 30, 2020
- January 15, 2021
- April 9, 2021
- June 15, 2021

Schedule subject to change based on possible school closing due to inclement weather.

Revised July 1, 2020
Dear CASA Family,

Welcome to the 2020-2021 school year! The CASA team extends a warm greeting to you and your family. We hope this message finds you happy and healthy. We know there are many questions about CASA, but no worries, we are going to have a fantastic year! We want to assure you that CASA has worked hard to plan for a fun and exciting school year. Our priorities include support for our families to get back to some normalcy, and to operate a fun, clean and safe environment.

In this email you will find an attachment to the CASA Family Handbook, a FAQ (Frequently Ask Questions) section, a welcome video to give you all an overview of what the CASA programs will look like to share with your children and a Sign up Genius for Open House for new families to have a teleconference with the site supervisor to ask questions that this email did not cover.

Families please review our Welcome Video. Please share with your children! Enjoy!

https://youtu.be/yUTL_dY3iOM

As we move forward into this school year, we want you to know that your child’s health and safety and the safety of our staff are at the forefront of our planning. While your child is participating in a PRCS afterschool program, our staff will work to ensure social distancing, proper handwashing and sanitization. We will follow guidelines from the Centers for Disease Control (CDC), Virginia Department of Health (VDH) and the Virginia Department of Social Services (VDSS) while adhering to any orders from the Governor. All sites and programs will be monitored for compliance.

Most importantly, if your child or someone in your household is experiencing an illness, we ask that you not bring your child to the program. Symptoms may include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
Social Distancing and group size will be managed. Participants will be assigned to small groups. Children/youth and staff will stay 6 feet apart, two arms’ length. There will be no large group gatherings. Your child will stay with the same children and the same staff as much as possible. Face Coverings will be used by staff. All children should wear face coverings brought from home. A limited supply is available at site. Handwashing will be carefully monitored by staff, with no more than two children using sinks at a time. Children will wash hands often with soap and water for at least 20 seconds, especially after coughing, or sneezing, as well as before and after eating, before and after outdoor activities, and before and after any group activity. Hand sanitizer that is at least 60% alcohol will be available when hand washing is not feasible. Staff will dispense the sanitizer and monitor as participants rub their hands dry. Children/youth will be reminded often to avoid touching their eyes, nose, and mouth. Check in and check out will be contactless. Staff will greet your child as you arrive. You will have a number to call to alert staff to your arrival. You will remain in your vehicle. PRCS staff will scan your child’s temperature before they exit your vehicle. Your child will carry their personal items in, and the staff will have them place the items in their designated cubby and proceed to wash their hands. Staff will then direct the child to their assigned group.

FAQ Section:

What can you expect?
- Social Distancing and group size will be managed.
- Participants will be assigned to small groups.
- Children/youth and staff will stay 6 feet apart, two arms’ length.
- There will be no large group gatherings.
- Your child will stay with the same children and the same staff as much as possible.
- Face Coverings will be used by staff.
- All children should wear face coverings brought from home. A limited supply is available at site.
- Handwashing will be carefully monitored by staff, with no more than two children using sinks at a time.
- Children will wash hands often with soap and water for at least 20 seconds, especially after coughing, or sneezing, as well as before and after eating, before and after outdoor activities, and before and after any group activity.
- Hand sanitizer that is at least 60% alcohol will be available when hand washing is not feasible. Staff will dispense the sanitizer and monitor as participants rub their hands dry.
- Children/youth will be reminded often to avoid touching their eyes, nose, and mouth.
- Check in and check out will be contactless.
- Staff will greet your child as you arrive. You will have a number to call to alert staff to your arrival. You will remain in your vehicle.
- PRCS staff will scan your child’s temperature before they exit your vehicle.
- Your child will carry their personal items in, and the staff will have them place the items in their designated cubby and proceed to wash their hands. Staff will then direct the child to their assigned group.
  - Children are discouraged from bringing personal items from home.
- When you arrive to pick up your child, you will call the site number and staff will bring your child out to your vehicle.

What are doing to keep CASA children safe?
- We will have one specific staff member at the CASA site who will follow an enhanced cleaning schedule throughout the day.
- Children will wash hands frequently, using hand sanitizer if soap and water are not available.
- Children will have their own set of craft supplies (crayons, pencils, erasers, etc.) to use during craft activities.
• Group size is limited to a maximum of 20 per group, with a 1:10 ratio. This will allow us to best monitor the children and promote social distancing as we lead activities.
• An area separate from the main group will be designated as the sick area
• There will be a lower threshold for sickness.
• Anyone entering the building will be asked our COVID-19 check-in questionnaire to screen for symptoms.
• Staff will perform temperature checks upon arrival for both staff and children.
• No parents or outside visitors be visiting the site, with the exception of central office administration team.
• Signage will be posted at site to promote handwashing and distancing.
• Activities will be led with social distancing in mind, for both sit down activities and active games.
• Children will be washing hands frequently, including upon arrival, before and after eating, after the bathroom, before and after using any shared items, before and after any outside activity, and before departure.
• When outdoors, we will not use the playground equipment, benches, and other permanent structures.

Cause for Dismissal
• If children cannot maintain social distancing or pose an imminent threat to others, they may be dismissed from the program.

Carpooling
• Carpooling children to and from site is not permitted, as we need to communicate with the parent / guardians of the child to review the check in screening with them daily.

Sickness
• If your child is sick with any symptoms, we ask that you keep them home.
• What if my child has a fever?
  o Please keep your child home. Your child must be fever free without a fever reducer for 72 hours prior to their return.

Sickness at site
• If a child presents symptoms consistent with COVID-19 while at site, we will isolate the child, and reach out to parent, guardian or emergency contacts in order to have the child picked up as soon as possible.

When can a child return after a positive COVID-19 test?
• If your child has tested positive for COVID-19, they may return with physician’s note clearing them.
How will I be informed if a child or staff member at the site is found to have been diagnosed with COVID-19?

- If someone at the site has been diagnosed with COVID-19, the Health Department will begin its contact tracing procedures. We will notify families of a positive case and conduct a thorough deep sanitizing and disinfecting.

What if CASA location must close due to COVID-19

- If a CASA location needs to close due to COVID-19, you will be notified as soon as possible, and will receive a full refund.

Arrival check

- When you arrive at the CASA site to drop off your child, you will be asked these Y/N questions about your child’s health:

  1. Temperature of 100°F or above?
  2. New cough that cannot be attributed to another health condition?
  3. New shortness of breath that cannot be attributed to another health condition?
  4. New sore throat that cannot be attributed to another health condition?
  5. Gastrointestinal symptoms not related to another health condition (diarrhea, nausea, vomiting)?
  6. New nasal congestion or new runny nose?
  7. New loss of smell/taste?
  8. New muscle aches?
  9. Any other sign of illness?
  10. Contact with someone in the previous 14 days with confirmed diagnosis of COVID-19 or someone who is ill with a respiratory illness?

If you answer “yes” to any of these questions, your child will not be permitted to attend CASA that day.

What should my child bring to CASA?

- You may bring spray sunscreen. If we need to assist your child in application, we can do so with some distance.
- Refillable water bottle, labelled with the child’s name.
- A snack.

Sign Up Genius for Open House

Please save the date for Thursday, September 3rd for our Virtual Open House for new CASA families. An additional email will be sent with details on registering for a 15 minute time slot, to ask questions specific to your child’s CASA site.

We look forward to welcoming you to the 20-21 school year. Please take good care of yourselves and each other and we will be in touch again soon.