



**Experience the  
Extraordinary**

**FAMILY HANDBOOK  
2018-19**



## I. CONTENTS

II. Welcome.....	<b>Error! Bookmark not defined.</b>
III. Program mission & goals .....	4
Our Mission.....	4
Program Goals .....	5
IV. Enrollment.....	6
Waitlist.....	6
Schools without the CASA program.....	6
Children with special needs .....	6
V. Registration & Fees.....	6
Registration procedures .....	7
Registration fee & Monthly Fee.....	7
Program fees.....	7
Late pick-up fee .....	8
Financial assistance .....	8
Childcare statements.....	8
Withdrawal procedure .....	9
VI. Payments and billing .....	9
Payment Options .....	9
Adjustments and refunds .....	10
Returned checks .....	10
Installment billing .....	10
VII. Curriculum .....	10
Active play time .....	10
Homework/quiet time (monday-thursday) .....	10
Snack time .....	10
Creative time .....	10
VIII. Calendar.....	11
Important dates 2018-2019.....	11
IX. School closings and weather information .....	12
INCLEMENT WEATHER DAYS .....	12
Ozone action days.....	12
Citizen alert system .....	13
X. General information and Policies .....	13
Sign in/out policy.....	14
Child abuse/neglect .....	14
Emergency preparedness and shelter in place.....	14

Emergency pick-ups.....	15
Snack Information.....	15
XI. Licensing information .....	15
Virginia Department of Social Services: Division of Licensing Programs:	
11320 Random Hills Road, suite 200 Fairfax, Virginia 22030 703-934-1505 .....	15
Licensing information for parents about child day care programs.....	16
XII. Behavior management .....	16
Behaviors that may lead to an incident report, possible suspension, or termination from the program:.....	16
XIII. Discipline & incident reports .....	17
Typical steps pertaining to discipline and incident reports .....	17
Causes & procedure for Dismissal .....	18
Zero tolerance policy .....	18
XIV. Health & emergency forms .....	18
Daily health check.....	18
Fever policy.....	19
Immunizations .....	19
Ill and injured children.....	19
XV. Medication policy .....	19
Medications .....	20
Sunscreen and Insect Repellent Policy .....	20
Severe allergies.....	21
XVI. Contact information & Program Locations.....	22
Loudoun County Parks, Recreation and Community Services.....	22
Children’s Programs’ Division .....	22
CASA Specialists.....	22
CASA locations .....	23
Shelter in place policy.....	24
Receipt of handbook.....	25
Parent/Program Registration agreement addendum.....	26

---

DEAR CASA FAMILIES:

WELCOME TO THE 2018-2019 COUNTY AFTER SCHOOL ACTIVITIES' PROGRAM (CASA) OF LOUDOUN COUNTY PARKS, RECREATION AND COMMUNITY SERVICES. CASA STAFF CONTINUE PLANNING AND PREPARING EXCITING ACTIVITIES TO ENGAGE THE CHILDREN'S KNOWLEDGE AND INTERESTS THROUGHOUT THE YEAR.

THIS YEAR'S CURRICULUM, "F.U.N (FRESH, UNIQUE, AND NEW ADVENTURES)", IS DESIGNED TO INSPIRE CHILDREN AND TO DISCOVER ENDLESS ADVENTURES THROUGH MULTIPLE AREAS OF INTEREST. THE THEMES ARE ALIGNED WITH SUBJECTS THAT THE CHILDREN LEARN IN SCHOOL, SO THAT CASA SERVES AS AN EXTENSION OF THEIR SCHOOL DAY IN A RECREATIONAL SETTING. OUR CURRICULUM ENTAILS FOUR KEY PROJECTS THAT ARE GEARED TOWARDS WRAPPING UP THE THEME FOR EACH MONTH. THESE PROJECTS SHOULD BE A COLLAGE OF ACTIVITIES AND PROJECTS THE CHILDREN PARTICIPATED IN AT CASA. THE PROJECTS ARE A SCIENCE FAIR, AN ART SHOW OR FESTIVAL, A SKIT OR PLAY AND A HOLIDAY OR MULTI-CULTURAL PARTY. ALSO, EACH SITE WILL SUBMIT ONE COOKING PROJECT PER MONTH TO BE USED FOR THE CREATION OF THE CASA COOKBOOK, WHICH WILL BE SHARED WITH CASA FAMILIES.

THE MONTHLY THEMES INCLUDE: PBIS, Getting to Know you/Team building, Choose your own adventure, CASA community and Government (Citizenship), Creative Arts and Literacy, Puzzles and Games, Superheroes, Comics and Cartoons, Food Fun and Fitness, CASA March Madness, STEM (Outer Space), STEM (Under the Sea), Fun in the Sun

---

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH THE INFORMATION IN THIS PARENT HANDBOOK. THE CONTENT HAS BEEN REVISED TO MAKE IT CURRENT AND RELEVANT AS A RESOURCE FOR THE CASA PROGRAM. IF YOU HAVE ANY QUESTIONS ABOUT POLICIES OR INFORMATION CONTAINED IN THIS HANDBOOK, PLEASE FEEL FREE TO CALL. OUR PHONE NUMBERS ARE LISTED ON PAGE 23.

WE LOOK FORWARD TO HEARING FROM YOU THROUGHOUT THE YEAR. WE APPRECIATE YOUR FEEDBACK AND STRIVE TO INCORPORATE CHANGES BASED ON YOUR RECOMMENDATIONS. AS ALWAYS, OUR DOORS AND PHONES ARE ALWAYS OPEN FOR YOU TO SHARE ANY THOUGHTS OR CONCERNS ABOUT YOUR CASA EXPERIENCE. IT IS OUR GOAL TO PROVIDE A SAFE, CARING, AND ENJOYABLE EXPERIENCE FOR ALL CHILDREN ENROLLED IN OUR AFTER SCHOOL ACTIVITIES PROGRAMS.

SINCERELY,

ALITA HOWARD & MARK DAVIS

CHILDREN'S PROGRAM COORDINATORS

### III. PROGRAM MISSION & GOALS

#### OUR MISSION

---

TO SUPPORT THE AMBITION OF THE CHILDREN’S PROGRAMS DIVISION OF PARKS, RECREATION, AND COMMUNITY SERVICES (PRCS) THROUGH THE PROVISION OF A SAFE, ACCOUNTABLE AFTER SCHOOL CURRICULUM FOR SCHOOL-AGED CHILDREN.

## PROGRAM 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:

- 
- A. 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:
1. PROMOTING POSITIVE PEER INTERACTION: WE EMPHASIZE THE IMPORTANCE OF GOOD MANNERS, POSITIVE COMMUNICATION, EFFECTIVE PROBLEM SOLVING, AND TEAM BUILDING.
  2. FOSTERING COOPERATION WITH ADULTS: STAFF WILL ESTABLISH FAIR AND CONSISTENT RULES AND POLICIES FOR ALL OF 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.
  3. 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.
- 
- B. SELF EXPRESSION: EVERY CHILD IS UNIQUE AND SPECIAL. WE ENCOURAGE CHILDREN TO DEVELOP THEIR TALENTS AND GIFTS BY CREATING VARIED OPPORTUNITIES FOR DISCOVERY. AT CASA WE PROVIDE CHILDREN WITH AN OPPORTUNITY TO EXPRESS THEMSELVES THROUGH AVENUES SUCH AS:
- (1) MUSIC AND DRAMA
  - (2) ARTS AND CRAFTS

- (3) PHYSICAL ACTIVITIES
- (4) LEARNING NEW SKILLS
- (5) HOMEWORK/READING/EDUCATIONAL TIME

---

C. SENSE OF COMMUNITY: EVERY CHILD WILL BE PROVIDED WITH POSSIBILITIES TO DEVELOP THEIR CHARACTER AND INTERACT WITH THEIR NEIGHBORS IN A WAY THAT POSITIVELY IMPACTS THE WORLD AROUND THEM. CASA TEACHES THE IMPORTANCE OF COMMUNITY INVOLVEMENT, AND EMPHASIZES COMPASSION FOR THOSE AROUND US. THIS IS DONE BY PROMOTING:

- (1) CULTURAL AWARENESS: WE CELEBRATE THE DIFFERENCES THAT MAKE US UNIQUE AND SPECIAL, AND WE FOSTER AWARENESS AND RESPECT FOR ALL PEOPLE.
- (2) SERVICE LEARNING PROJECTS: CHILDREN WILL PARTICIPATE IN PROJECTS DESIGNED TO MAKE THEM AWARE OF AND HELP MEET SOME OF THE NEEDS IN THEIR COMMUNITY.

## IV. ENROLLMENT

---

PLEASE VISIT OUR MAIN OFFICE TO ENROLL IN NEW PROGRAMS. ENROLLMENT IS LIMITED AND AVAILABLE ON A FIRST COME, FIRST SERVED BASIS.

### 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 A 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 IS RE-ESTABLISHED EACH PROGRAM YEAR.

### SCHOOLS WITHOUT THE CASA PROGRAM

---

THE CASA PROGRAM IS OFFERED IN MOST OF THE LOUDOUN COUNTY PUBLIC SCHOOLS. IF A CHILD'S SCHOOL DOES NOT OFFER THE CASA PROGRAM, PLEASE CALL OUR MAIN OFFICE TO SEE IF TRANSPORTATION IS OFFERED TO ANOTHER SCHOOL FOR CASA.

### CHILDREN WITH SPECIAL NEEDS

---

LOUDOUN COUNTY PARKS, RECREATION AND COMMUNITY SERVICES WORKS CLOSELY WITH FAMILIES TO PROVIDE A SUCCESSFUL EXPERIENCE FOR ALL CHILDREN. WE WILL ATTEMPT TO ACCOMMODATE A PARTICIPANT'S SPECIAL NEEDS 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.

## V. REGISTRATION & FEES

## REGISTRATION PROCEDURES

PARENTS AND GUARDIANS MAY REGISTER THEIR CHILDREN FOR THE UPCOMING SCHOOL YEAR ONLINE FROM MARCH-JULY AT [WWW.LOUDOUN.GOV/CASA](http://WWW.LOUDOUN.GOV/CASA). VISIT OUR WEBSITE FOR THE ACTUAL DATES.

IN PERSON REGISTRATIONS ARE DONE AT THE PRCS ADMINISTRATIVE OFFICE. ALL ITEMS BELOW ARE REQUIRED TO REGISTER/COMPLY WITH VIRGINIA STATE LICENSING.

A) A PRCS REGISTRATION FORM IS REQUIRED. FORMS MAY BE COMPLETED ONLINE AT [WWW.LOUDOUN.GOV/PRCSFORMS](http://WWW.LOUDOUN.GOV/PRCSFORMS) UNTIL THE END OF JULY. THE FORMS ARE ALSO AVAILABLE AT THE PRCS MAIN OFFICE.

B) CURRENT IDENTITY VERIFICATION FOR EACH CHILD. ACCEPTABLE FORMS INCLUDE AN ORIGINAL OR CERTIFIED COPY OF THE CHILD'S BIRTH CERTIFICATE, BIRTH REGISTRATION CARD, PASSPORT, OR REPORT CARD. [HTTPS://LFPORTAL.LOUDOUN.GOV/FORMS/IDVERIFY](https://lfportal.loudoun.gov/forms/idverify)

C) A COMPLETED COPY OF THE COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM. A COPY IS AVAILABLE HERE: [HTTP://WWW.DOE.VIRGINIA.GOV/SUPPORT/HEALTH\\_MEDICAL/SCHOOL\\_ENTRANCE\\_FORM/SCHOOL\\_ENTRANCE\\_FORM.PDF](http://WWW.DOE.VIRGINIA.GOV/SUPPORT/HEALTH_MEDICAL/SCHOOL_ENTRANCE_FORM/SCHOOL_ENTRANCE_FORM.PDF)

D) 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. IF YOUR CHILD IS AT RISK OF ANAPHYLAXIS FROM AN ALLEGRY, THE [FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN](#) WILL ALSO NEED TO BE COMPLETED BEFORE YOUR CHILD CAN ATTEND THE PRCS PROGRAM.

IT IS THE RESPONSIBILITY OF THE PARENTS 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.

## REGISTRATION FEE & MONTHLY FEE

THIS YEAR 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 2018-2019 THE MONTHLY FEE IS \$335.

CASA NOW 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 \$167.50 EACH MONTH. FAMILIES WHOSE STUDENTS RECEIVE REDUCED LUNCH WILL PAY \$251.25 PER MONTH.

## PROGRAM FEES

---

CASA FEES ARE BILLED MONTHLY AND MUST BE PAID BY THE 1<sup>ST</sup> OF EACH MONTH FOR THE PRECEDING MONTH. FOR EXAMPLE, OCTOBER'S PAYMENT IS DUE SEPTEMBER 1<sup>ST</sup>, NOVEMBER'S PAYMENT IS DUE OCTOBER 1<sup>ST</sup> AND SO FORTH.

SEPTEMBER: PAYMENT MUST BE RECEIVED BY AUGUST 1<sup>ST</sup>. IF PAYMENT IS NOT RECEIVED BY AUGUST 1<sup>ST</sup>, 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.

OCTOBER- JUNE: PAYMENTS RECEIVED AFTER THE 1<sup>ST</sup> OF THE PRECEDING MONTH WILL BE ASSESSED A \$25.00 LATE FEE PER CHILD. IF PAYMENT IS NOT RECEIVED BY THE 10<sup>TH</sup>, THE CHILD IS DROPPED AND MAY NOT ATTEND 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.

JUNE'S PAYMENT: IF A CHILD WAS ENROLLED FOR THE ENTIRE SCHOOL YEAR, THERE WILL NOT BE A FEE FOR JUNE. FOR CHILDREN STARTING AFTER WINTER BREAK, A PARTIAL PAYMENT WILL BE DUE. IF A CHILD STARTS AFTER APRIL 1<sup>ST</sup>, FULL PAYMENT FOR JUNE IS DUE.

#### LATE PICK-UP FEE

---

A \$15- PER CHILD LATE PICK UP FEE WILL BE ASSESSED FOR EVERY 15-MINUTE TIME PERIOD FROM 6:01PM FOR THE SITES THAT CLOSE AT 6PM. IF YOUR CHILD'S LOCATION CLOSES AT 6:15PM, THE LATE FEE WILL BE ASSESSED: STARTING AT 6:16PM. FOR EXAMPLE, A 6:10PM PICK UP WILL BE ASSESSED \$15 PER CHILD, FOR SITES THAT CLOSE AT 6PM. A 6:35PM PICK UP WILL BE ASSESSED \$45 PER CHILD FOR SITES THAT CLOSE AT 6PM AND \$30 PER CHILD FOR SITES THAT CLOSE AT 6:15 PM. 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.

#### FINANCIAL ASSISTANCE

---

ASSISTANCE FOR CHILDCARE EXPENSES MAY BE AVAILABLE TO ELIGIBLE RESIDENTS THROUGH LOUDOUN COUNTY FAMILY SERVICES. FOR INFORMATION PLEASE CALL 703-777-0353.

#### CHILDCARE STATEMENTS

---

ARE AVAILABLE ON WEBTRAC FOR FAMILIES WHO NEED TO SUBMIT FOR REIMBURSEMENT. OUR TAX IDENTIFICATION NUMBER IS 54-094-8306.



IF YOU WISH TO CANCEL YOUR CHILD FROM CASA, PLEASE EMAIL [CASA@LOUDOUN.GOV](mailto:CASA@LOUDOUN.GOV) FOR US TO PROCESS THE CANCELLATION. PLEASE INCLUDE YOUR CHILD'S NAME, CASA LOCATION, HOUSEHOLD NUMBER, AND THE LAST DAY YOUR CHILD WILL BE ATTENDING.

**IF CANCELLING FOR THE MONTH OF AUGUST/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 BETWEEN 14-1 DAYS BEFORE 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-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 BETWEEN 14-1 DAYS BEFORE THE FIRST OF THE MONTH, 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.

\*NO REFUND WILL BE OFFERED FOR JUNE IF YOUR JUNE FEE WAS \$0

**VI. PAYMENTS AND BILLING**

**PAYMENT OPTIONS**

WE ACCEPT CASH, CHECKS, AND CREDIT CARDS (VISA, MASTERCARD, & DISCOVER).

THERE ARE THREE OPTIONS FOR PAYMENT:

1. MAIL: MAKE A CHECK PAYABLE TO: COUNTY OF LOUDOUN AND MAIL TO: COUNTY OF LOUDOUN, ATTENTION: CASA, PO BOX 7800, 742 MILLER DRIVE SE, LEESBURG, VA 20177
2. WALK-IN: YOU MAY PAY IN PERSON AT ANY LOUDOUN COUNTY COMMUNITY CENTER (HOURS VARY), AND THE PARKS, RECREATION, AND COMMUNITY SERVICES OFFICE AT: 742 MILLER DRIVE SE, LEESBURG, VA 20175
3. VISIT US AT: [WWW.LOUDOUN.GOV/WEBTRAC](http://WWW.LOUDOUN.GOV/WEBTRAC), YOU WILL NEED YOUR PRCS HOUSEHOLD #, PASSWORD, AND CREDIT CARD INFORMATION.
4. INSTALLMENT BILLING IS NOW AVAILABLE - PLEASE VISIT THE PRCS ADMINISTRATION OFFICE TO ENROLL

## ADJUSTMENTS AND REFUNDS

FEES WILL NOT BE ADJUSTED OR REFUNDED FOR ABSENCES, EARLY PICK-UPS, UNANTICIPATED CALENDAR CHANGES, CLOSINGS DUE TO WEATHER CONDITIONS, OR OTHER EMERGENCY SITUATIONS.

## RETURNED CHECKS

THERE WILL BE A \$35 CHARGE FOR ANY CHECK RETURNED FOR INSUFFICIENT FUNDS.

## INSTALLMENT BILLING

INSTALLMENT BILLING CAN BE COMPLETED BY VISITING PRCS ADMIN OFFICE AT 742 MILLER DRIVE SE, LEESBURG, VA 20175

## VII. 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 WILL OFFER ALL THE ELEMENTS LISTED BELOW DURING THE DAILY SCHEDULE AS PLANNED BY THE SITE SUPERVISOR.

### ACTIVE PLAY TIME

AGE APPROPRIATE ACTIVE GAMES AND SPORTS HELP BUILD 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.

### HOMEWORK/QUIET TIME (MONDAY-THURSDAY)

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. IF A CHILD HAS NO HOMEWORK, A THEME-BASED QUIET OPTION SUCH AS LIBRARY TIME, ART, OR RESEARCH WILL BE PROVIDED.

### SNACK TIME

CASA PROVIDES A DAILY USDA APPROVED SNACK. ALL STUDENTS, WHETHER THEY ARE HAVING SNACK OR NOT, MUST WASH THEIR HANDS BEFORE AND AFTER SNACK. SNACK TIMES ARE TYPICALLY 20-30 MINUTES LONG. STUDENTS MAY BRING THEIR OWN SNACK, BUT NOT SHARE IT.

### 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. CALENDAR

IMPORTANT DATES 2018-2019

---

THE DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES OFFERS SCHOOL'S OUT CAMPS THAT FOLLOW THE LOUDOUN COUNTY PUBLIC SCHOOL CALENDAR. THE CAMPS ARE OFFERED AT PRCS COMMUNITY CENTERS. THE CAMPS OPERATE WHEN SCHOOLS ARE CLOSED, FOR TEACHER WORKDAYS OR BREAKS, AND TYPICALLY OPERATE FROM 7:30AM-6:00PM. LOOK IN THE QUARTERLY PRCS ACTIVITY GUIDE UNDER ELEMENTARY AGE PROGRAM LISTINGS FOR YOUR CLOSEST COMMUNITY CENTER. BELOW ARE IMPORTANT DATES ON THE CASA CALENDAR. PLEASE KEEP IN MIND THAT THESE DATES ARE SUBJECT TO CHANGE.

---

AUGUST:

.....  
23<sup>RD</sup>: FIRST DAY OF SCHOOL

---

SEPTEMBER:

.....  
3<sup>RD</sup> LABOR DAY: NO CASA

---

OCTOBER:

.....  
8<sup>TH</sup>: COLUMBUS DAY: NO CASA-

22<sup>ND</sup>: STUDENT HOLIDAY: NO CASA

---

NOVEMBER:

.....  
5<sup>TH</sup> AND 6<sup>TH</sup>: STUDENT HOLIDAY: NO CASA

21<sup>ST</sup> -23<sup>RD</sup>: THANKSGIVING BREAK: NO CASA

---

DECEMBER:

.....  
21<sup>ST</sup> -JANUARY 1<sup>ST</sup>: WINTER BREAK: NO CASA

---

JANUARY:

.....  
1<sup>ST</sup>: NO CASA

2<sup>ND</sup>: CASA RE-OPENS

18<sup>TH</sup>: MOVEABLE STUDENT HOLIDAY: NO CASA

21<sup>ST</sup>: MARTIN LUTHER KING JR DAY: NO CASA

---

FEBRUARY:

18<sup>TH</sup>: PRESIDENT'S DAY- NO CASA

---

MARCH:

29<sup>TH</sup>: STUDENT HOLIDAY- NO CASA

---

APRIL:

1<sup>ST</sup>: STUDENT HOLIDAY- NO CASA

15<sup>TH</sup> -19<sup>TH</sup>: SPRING BREAK- NO CASA

---

MAY:

27<sup>TH</sup>: MEMORIAL DAY: NO CASA

---

JUNE:

7<sup>TH</sup>: LAST DAY OF SCHOOL

## VIII. SCHOOL CLOSINGS AND WEATHER INFORMATION

### INCLEMENT WEATHER DAYS

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.

CASA IS CLOSED IF THERE IS AN EARLY DISMISSAL OR WHEN SCHOOL IS CLOSED. (WEATHER RELATED OR OTHER REASONS)

CASA IS NOT CONSIDERED A 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.

### OZONE ACTION DAYS

CODE RED DAYS WILL BE MONITORED BY THE STAFF. ON THESE DAYS, CASA WILL LIMIT THEIR TIME OUTDOORS. IF OUTSIDE DURING VERY HOT AND HUMID DAYS, STAFF WILL ENCOURAGE CHILDREN TO DRINK PLENTY OF WATER AND WILL FACILITATE ONLY PASSIVE, LOW-AEROBIC TYPE ACTIVITIES.

#### CITIZEN ALERT SYSTEM

THE LOUDOUN COUNTY CITIZEN ALERT SYSTEM IS A FREE SERVICE THAT IS AVAILABLE ON A SUBSCRIPTION BASIS. THIS SYSTEM IS DESIGNED TO PROVIDE IMMEDIATE AND ACCURATE INFORMATION TO SUBSCRIBERS IN THE EVENT OF EXTRAORDINARY CIRCUMSTANCES.

TO LEARN MORE ABOUT THE SYSTEM OR TO SUBSCRIBE, GO TO THE LOUDOUN COUNTY WEBSITE ([WWW.LOUDOUN.GOV](http://WWW.LOUDOUN.GOV)). CLICK "SIGN UP FOR ALERT LOUDOUN." TO SUBSCRIBE, SIMPLY FOLLOW THE ONLINE INSTRUCTIONS.

#### IX. GENERAL INFORMATION AND POLICIES

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. 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 USE IS PROHIBITED DURING CASA IN ACCORDANCE WITH THE LOUDOUN COUNTY PUBLIC SCHOOL POLICY.

EACH PARTICIPANT WILL STORE PERSONAL BELONGINGS IN AN INDIVIDUAL STORAGE BIN. STAFF IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

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 SITE SUPERVISOR ABOUT YOUR INTEREST.

SCHEDULE CHANGE: IF YOUR CHILD WILL BE ABSENT FROM THE PROGRAM, PLEASE CALL THE SITE PHONE NUMBER AND LEAVE A MESSAGE TO NOTIFY STAFF OF THE ABSENCE PRIOR TO THE BEGINNING OF THE PROGRAM, OR PROVIDE WRITTEN NOTIFICATION TO THE SITE SUPERVISOR. YOU WILL RECEIVE A PHONE CALL EVERY TIME YOUR CHILD IS ABSENT WITHOUT NOTIFICATION.

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, WE NEED YOU TO PICK-UP YOUR CHILD FROM THAT LOCATION AND THEN SIGN THEM OUT OF THE PROGRAM.

## SIGN IN/OUT POLICY

IT IS A LICENSING AND PRCS REQUIREMENT THAT AN AUTHORIZED ADULT SIGNS EACH CHILD OUT DAILY.

- A) FOR THE SAFETY OF YOUR CHILD
- B) TO ENSURE COMMUNICATION BETWEEN CASA PARENTS AND STAFF
- C) TO RECORD ACCURATE ATTENDANCE DATA

LOUDOUN COUNTY PRCS WILL NOT BE LIABLE FOR ANY CHILD NOT SIGNED OUT BY AN AUTHORIZED ADULT. IF THE PROBLEM PERSISTS, SERVICES MAY BE TERMINATED.

LIMITATIONS ON ATTENDANCE ARE AS FOLLOWS:

- A) FAILURE TO PAY FEES AS REQUIRED; (THIS WILL RESULT IN YOUR CHILD BEING DROPPED FROM ENROLLMENT AND THEREFORE THEY MAY NO LONGER ATTEND CASA) A RE-REGISTRATION FEE WILL BE REQUIRED TO RE-ENROLL;
- B) FAILURE TO COMPLETE ALL REQUIRED REGISTRATION PROCEDURES;
- C) FAILURE TO COMPLY WITH PROGRAM POLICIES, PROCEDURES, AND CODE OF CONDUCT;
- D) CHILD'S TEMPERATURE IS 100 DEGREES OR OVER;
- E) COMMUNICABLE DISEASE: YOU MUST NOTIFY THE PROGRAM WITHIN 24 HOURS IF ANYONE IN THE HOUSEHOLD HAS A COMMUNICABLE DISEASE. PRIOR TO YOUR CHILD RETURNING TO THE PROGRAM, PARENTS MUST PROVIDE A PHYSICIAN'S CERTIFICATION THAT THE CONDITION IS NO LONGER CONTAGIOUS.
- F) EARLY DISMISSAL FROM SCHOOL RESULTING FROM ILLNESS

## CHILD ABUSE/NEGLECT

IN ACCORDANCE WITH THE CODE OF VIRGINIA, LOUDOUN COUNTY PRCS STAFF IS RESPONSIBLE FOR REPORTING ALL SUSPECTED ABUSE OR NEGLECT TO THE DEPARTMENT OF FAMILY SERVICES CHILD PROTECTIVE SERVICES.

ALL SUSPECTED CHILD ABUSE WILL BE REPORTED TO THE LOUDOUN COUNTY DEPARTMENT OF FAMILY 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 DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES AND DEPARTMENT POLICY WILL BE FOLLOWED.

## EMERGENCY PREPAREDNESS AND SHELTER IN PLACE

---

STATE CHILD CARE LICENSING REQUIRES THAT WE PERFORM MONTHLY FIRE DRILLS AND SHELTER IN PLACE DRILLS.

EVERY CASA PROGRAM HAS AN EMERGENCY PREPAREDNESS PLAN AND A SHELTER-IN-PLACE PLAN THAT WILL BE IMPLEMENTED IN CASE OF WEATHER EMERGENCIES, CHEMICAL OR OTHER EXTREME EMERGENCIES. PLANS ARE AVAILABLE AT EACH LOCATION AND CAN BE VIEWED.

#### EMERGENCY PICK-UPS

---

EMERGENCY PICK-UP: TWO EMERGENCY CONTACTS OTHER THAN PARENTS OR GUARDIANS MUST BE LISTED ON EACH CHILD'S APPLICATION BEFORE A CHILD WILL BE ADMITTED TO THE PROGRAM.

ONE OF THESE EMERGENCY CONTACTS WILL BE CONTACTED IF A PARENT OR GUARDIAN CANNOT BE REACHED TO PICK UP CHILDREN IN THE EVENT OF AN EMERGENCY.

IF A CHILD IS NOT PICKED UP WITHIN 15 MINUTES OF THE CLOSE OF THE PROGRAM AND A PARENT OR GUARDIAN CANNOT BE REACHED, EMERGENCY CONTACTS WILL BE CONTACTED TO PICK UP A CHILD/CHILDREN.

PARTICIPANTS ARE ALLOWED TO LEAVE WITH SOMEONE OTHER THAN THEIR LEGAL GUARDIAN (MUST BE AGE 16 OR OLDER) IF WRITTEN OR VERBAL NOTIFICATION FROM THE LEGAL GUARDIAN IS PROVIDED. A CHILD WILL BE RELEASED ONLY TO THE PARENTS OR OTHERS WHO ARE LISTED IN THE EMERGENCY SECTION OF THE REGISTRATION FORM. ANYONE PICKING UP A CHILD MUST BE PREPARED TO SHOW PHOTO IDENTIFICATION.

#### SNACK INFORMATION

---

SNACK POLICY: SNACKS ARE PROVIDED AT OUR SITES AND MEET THE NUTRITIONAL NEEDS OF THE CHILDREN AS ESTABLISHED BY THE U.S. DEPARTMENT OF AGRICULTURE. 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. THE CHILDREN MAY NOT SHARE THEIR SNACK WITH OTHER CHILDREN.

#### X. LICENSING INFORMATION

VIRGINIA DEPARTMENT OF SOCIAL SERVICES: DIVISION OF LICENSING PROGRAMS:  
11320 RANDOM HILLS ROAD, SUITE 200 FAIRFAX, VIRGINIA 22030  
703-934-1505

---

THE COMMONWEALTH OF VIRGINIA SETS STANDARDS FOR LICENSED CHILD DAY CARE PROGRAMS. ALL AFTER SCHOOL CASA PROGRAMS, WHICH ARE LICENSED, MEET OR EXCEED THESE STANDARDS. LICENSING INFORMATION RELATING TO A SPECIFIC SITE MAY BE OBTAINED AT [WWW.DSS.STATE.VA.US](http://WWW.DSS.STATE.VA.US)

---

LICENSING RATIOS: MAXIMUM STAFF TO CHILD RATIOS ARE 1 TO 18 FOR STUDENTS IN REGULAR EDUCATION.

## LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY CARE PROGRAMS

---

THE COMMONWEALTH OF VIRGINIA HELPS ASSURE PARENTS THAT CHILD DAY CARE 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.

STANDARDS FOR LICENSING CHILD DAY CARE CENTERS ADDRESS CERTAIN HEALTH PRECAUTIONS, ADEQUATE PLAY SPACE, 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, PARENTS OR OTHER INDIVIDUALS MAY REGISTER A COMPLAINT ABOUT A PROGRAM WHICH WILL BE INVESTIGATED IF IT VIOLATES A STANDARD. A REGULAR LICENSE IS ISSUED WHEN THE PROGRAM MEETS THE STANDARDS FOR LICENSURE.

IF YOU WOULD LIKE ADDITIONAL INFORMATION ABOUT THE LICENSING OF CHILD DAY CARE PROGRAMS OR WOULD LIKE TO REGISTER A COMPLAINT, PLEASE CONTACT THE REGIONAL OFFICE OF SOCIAL SERVICES CLOSEST TO YOU.

## XI. 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 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:

- REFUSING TO FOLLOW BASIC SAFETY AND PROGRAM RULES.
- STEALING OR DEFACING CASA, SCHOOL PROPERTY, OR THE PROPERTY OF OTHERS.



- 
- BULLYING AND/OR ENGAGING IN FIGHTS. 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.
  - REPEATED DISRESPECT TOWARDS STAFF OR RUDE AND INAPPROPRIATE BEHAVIOR TOWARDS OTHERS, (BY CHILDREN OR PARENTS).
  - 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.

## XII. DISCIPLINE & 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.
  - A MEETING MAY BE REQUIRED BETWEEN PARENT(S), CASA STAFF, CASA SPECIALIST, AND/OR CASA COORDINATOR, TOGETHER WITH THE CHILD, TO DEVELOP STRATEGIES TO IMPROVE BEHAVIOR. UPON PARENT RECEIVING A 2<sup>ND</sup> INCIDENT REPORT, STAFF WILL INFORM PARENTS THAT A 3<sup>RD</sup> INCIDENT REPORT MAY LEAD TO SUSPENSION FROM THE PROGRAM.
  - CHILD'S THIRD OFFENSE: STAFF WRITES AN INCIDENT REPORT AND INFORMS PARENTS. SUPERVISOR CONSULTS WITH CASA SPECIALIST, CASA COORDINATOR, AND DIVISION MANAGER FOR THE APPROPRIATE ACTION. PARENT IS THEN INFORMED OF DECISION. IF THE DECISION IS MADE IN FAVOR OF SUSPENSION, THE PARENT 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 PARENTS, CASA STAFF, CASA SPECIALISTS, CASA COORDINATOR, 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 PARENTS, WILL DISMISSAL BE CONSIDERED. IF, IN THE OPINION OF THE CASA SPECIALIST, CASA COORDINATOR, DIVISION MANAGER, AND PRCS DIRECTOR, A CHILD'S BEHAVIOR PRESENTS A PHYSICAL DANGER TO HIM/HERSELF 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.

## CAUSES & PROCEDURE FOR DISMISSAL

---

### CAUSES:

- A) FAILURE TO PAY FEES AS REQUIRED.
- B) FAILURE TO COMPLETE ALL REQUIRED REGISTRATION PROCEDURES.
- C) FAILURE TO COMPLY WITH PROGRAM POLICIES, PROCEDURES AND CODE OF CONDUCT.

---

### PROCEDURES:

- A) IF CAUSE FOR DISMISSAL IS EVIDENT, THE CASA COORDINATOR WILL CONTACT THE PARENTS AND ALL EFFORTS WILL BE MADE TO REMEDY ANY PROBLEMS THAT EXIST.
- B) IN MOST SITUATIONS THE PARENT WILL BE GIVEN 24 HOURS NOTICE BEFORE SUSPENSION FROM THE PROGRAM IS IMPLEMENTED.
- C) AFTER A SUSPENSION, A PROBATIONARY PERIOD WILL BE SET TO ALLOW TIME FOR THE PROBLEM TO BE RESOLVED.
- D) IF THE PROBATIONARY PERIOD STILL EXISTS, THE STAFF AND PARENTS WILL AGAIN DISCUSS POSSIBLE SOLUTIONS. SUGGESTIONS MAY BE MADE TO SEEK REFERRAL FROM OTHER COUNTY RESOURCES OR AGENCIES.
- E) ONLY AFTER ALL RESOURCES HAVE BEEN EXPENDED WILL DISMISSAL BE CONSIDERED. PARENTS WILL BE NOTIFIED IN WRITING OF THE DISMISSAL, AND IF POSSIBLE AND PRACTICAL, WILL BE GIVEN AT LEAST 24 HOURS NOTICE. NO REFUND WILL BE ISSUED IF A CHILD IS DISMISSED FROM CASA.

## 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.

## XIII. HEALTH & EMERGENCY FORMS

### 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, NOT ONLY IS INDIVIDUALLY HARMFUL, BUT EXPOSES THE ENTIRE GROUP TO THE RISK OF INFECTION.

#### FEVER POLICY

---

ACCORDING TO THE HEALTH DEPARTMENT, CHILDREN WITH FEVERS ARE NOT NECESSARILY CONTAGIOUS. ALSO FEVERS MAY VARY AND COME AND GO. IT IS OUR POLICY THAT CHILDREN DO NOT ATTEND CASA IF THEY HAVE A FEVER WITH AN ORAL TEMPERATURE OF 101 DEGREES FAHRENHEIT, HE/SHE SHOULD REMAIN HOME FOR AT LEAST 24 HOURS AFTER THE FEVER BREAKS, UNLESS A NOTE FROM THE PHYSICIAN AUTHORIZING THEIR ATTENDANCE IS PROVIDED. A CHILD SHOULD NOT ATTEND THE PROGRAM IF THEY HAVE A RUNNY NOSE AND ARE NOT CAPABLE OF CARING FOR IT THEMSELVES.

IF A CHILD ENROLLED IN THE PROGRAM HAS A COMMUNICABLE DISEASE, THE PARENTS ARE URGED TO NOTIFY THE CASA COORDINATOR IMMEDIATELY. THE PARENTS OF THE OTHER CHILDREN WILL BE NOTIFIED.

CHILDREN WHO HAVE HAD A COMMUNICABLE DISEASE MAY NOT RETURN TO THE PROGRAM UNLESS THEY HAVE A DOCTOR'S NOTE STATING THEY ARE NO LONGER CONTAGIOUS.

#### IMMUNIZATIONS

---

EACH CHILD IS REQUIRED TO HAVE THE IMMUNIZATIONS AND VACCINATIONS APPROPRIATE FOR A CHILD THEIR AGE AND BEFORE ACCEPTANCE INTO THE PROGRAM. THE CHILD'S IMMUNIZATION MUST BE CERTIFIED BY A DOCTOR ON THE TYPE OF MEDICAL FORM PROVIDED BY THE PROGRAM.

A CHILD MAY BE EXCUSED FROM THE IMMUNIZATION IF THE PARENTS SUBMIT TO THE CASA COORDINATOR A "CERTIFICATE OF RELIGIOUS EXEMPTION."

#### ILL AND INJURED CHILDREN

---

IF A CHILD BECOMES ILL OR INJURED WHILE AT THE PROGRAM THE PARENT WILL BE IMMEDIATELY CONTACTED TO MAKE ARRANGEMENTS TO HAVE THE CHILD PICKED UP AS SOON AS POSSIBLE. IF THE PARENT IS NOT AVAILABLE, AN EMERGENCY CONTACT PERSON WILL BE CALLED.

DURING AN EMERGENCY, CHILDREN WILL BE TAKEN TO AND CARED FOR IN THE SITE OR CENTER OFFICE UNTIL THEY ARE PICKED UP. IF APPROPRIATE, THE CHILD WILL BE TAKEN BY THE LOCAL RESCUE SQUAD TO THE CLOSEST EMERGENCY FACILITY.

#### XIV. MEDICATION POLICY

## MEDICATIONS

---

IF A CHILD MUST TAKE MEDICATION DURING THE CASA PROGRAM HOURS, A MEDICATION AUTHORIZATION FORM MUST BE COMPLETED AND GIVEN TO THE SITE SUPERVISOR ALONG WITH THE MEDICATION. ONLY MEDICATION IN ITS ORIGINAL BOTTLE, WITH A PRESCRIPTION LABEL, MAY BE GIVEN. PLEASE TELL THE STAFF IF THERE ARE ANY SIDE EFFECTS FOR WHICH TO WATCH.

THE MEDICINE WILL BE KEPT IN A LOCKED MEDICATION BOX LOCATED IN THE OFFICE SPACE OF THE CASA SITE.

THE MEDICATION AUTHORIZATION FORM AUTHORIZING ADMINISTRATION MUST INCLUDE: CHILD'S NAME, PRESCRIPTION NUMBER, EXACT DOSAGE, AND THE NAME OF THE MEDICINE, TIME TO ADMINISTER, AND ANY SPECIAL INSTRUCTIONS. PARENTS/GUARDIANS SHOULD TAKE THE MEDICATION HOME AT THE END OF EACH DAY. EXCEPTIONS MAY BE MADE FOR LONG TERM MEDICATIONS. DOCUMENTATION OF ADMINISTERING MEDICATION WILL BE ON THE MEDICATION LOG.

STAFF WILL INFORM PARENTS IMMEDIATELY OF ANY ADVERSE REACTION TO MEDICATION OR OF ANY MEDICATION CONCERNS.

PARENTS MUST PICK UP EXPIRED MEDICATION WITHIN 14 DAYS OF THE AUTHORIZATION EXPIRATION AND/OR MEDICATION EXPIRATION, OR IT WILL BE DISPOSED OF BY THE SITE STAFF.

## SUNSCREEN AND INSECT REPELLENT POLICY

---

PARKS, RECREATION AND COMMUNITY SERVICES PROGRAMS THAT INCLUDE CHILD PARTICIPANTS OR THOSE WITH SPECIAL NEEDS THAT REQUIRE ASSISTANCE\* ARE REQUIRED TO ADHERE TO THE SUNSCREEN USE AND APPLICATION POLICY TO INCLUDE COMMUNICATING THE REQUIREMENTS TO THE PARENT/GUARDIAN.

### PROCEDURES

PARENTS ARE RESPONSIBLE FOR PROVIDING SUNSCREEN FOR EACH CHILD PARTICIPATING IN AN OUTDOOR PROGRAM OR A PROGRAM THAT INCLUDES SPENDING TIME OUTDOORS. SUNSCREEN SHOULD BE LABELED WITH THE CHILD'S NAME AND A DATE.\*

STAFF SHALL INCLUDE A QUESTION ON THE REGISTRATION FORM REGARDING SUNSCREEN AND PARENTS MUST NOTIFY STAFF IF THE CHILD IS SENSITIVE TO SUN EXPOSURE.

IF SUNSCREEN IS NOT PROVIDED, STAFF WILL CONTACT THE PARENT/GUARDIAN OR THE EMERGENCY CONTACT FOR INSTRUCTIONS REGARDING THE SITUATION.

SUNSCREEN, WITH AT LEAST 30 SPF RATING, IS RECOMMENDED TO BE PURCHASED ANNUALLY TO AVOID SUNBURN.

---

CHILDREN SHOULD ARRIVE AT THE PROGRAM SITE EACH DAY WITH SUNSCREEN ALREADY APPLIED, EVEN ON CLOUDY DAYS.

STAFF CANNOT PROVIDE SUNSCREEN TO ANY CHILD DUE TO POTENTIAL ALLERGIES.

STAFF WILL SUPERVISE THE SELF-APPLICATION OF SUNSCREEN AS A GROUP ACTIVITY PRIOR TO THE FIRST OUTDOOR ACTIVITY OF THE DAY AND AT EACH SCHEDULED BREAK THROUGHOUT THE DAY.

IF A PARENT HAS INDICATED ON THE REGISTRATION FORM THAT A CHILD “NEEDS ASSISTANCE” APPLYING SUNSCREEN THE PARENTS NEED TO SUPPLY SPRAY SUNSCREEN IF THEY WISH THE STAFF TO APPLY. UNDER THIS CONDITION, STAFF MAY ASSIST THE STUDENT IN APPLYING THE SPRAY SUNSCREEN PROVIDED BY THE PARENT/GUARDIAN.

FOR THOSE PARTICIPANTS WITH DISABILITIES, AN ACCOMMODATION MAY BE MADE FOR STAFF TO PHYSICALLY APPLY SUNSCREEN LOTION WITH WRITTEN PERMISSION FROM THE PARENT/GUARDIAN. IN THESE CASES, 2 STAFF MEMBERS MUST BE PRESENT.

IF A PARENT HAS INDICATED ON THE REGISTRATION FORM THAT A CHILD “DOES NOT NEED ASSISTANCE” APPLYING SUNSCREEN AND THE STAFF RECOGNIZES THE CHILD HAS DIFFICULTY APPLYING SUNSCREEN PROPERLY, STAFF WILL SUPERVISE ANOTHER CHILD ASSISTING WITH THE APPLICATION.

---

## SEVERE ALLERGIES

---

THE PARENT WILL SUPPLY A COMPLETE LIST OF SPECIFIC FOOD OR ALLERGENS THAT NEED TO BE AVOIDED. COPIES WILL BE PROVIDED TO THE PROGRAM STAFF SO THEY ARE AWARE OF THE TYPE AND SEVERITY OF THE ALLERGY. ALLERGY LISTS ARE FOR STAFF USE ONLY AND MUST BE POSTED AT EACH SITE, OUT OF THE SIGHT OF THE PUBLIC AND OTHER CHILDREN.

**XV. CONTACT INFORMATION & PROGRAM LOCATIONS**

**LOUDOUN COUNTY PARKS, RECREATION AND COMMUNITY SERVICES**

---

742 MILLER DRIVE SE, LEESBURG, VA 20175  
MONDAY – FRIDAY 8:30AM-5:00PM  
MAIN # 703-737-8042      FAX # 703-771-5383  
PRCS DIRECTOR: STEVE TORPY: 703-777-0343  
PRCS DEPUTY DIRECTOR: KAREN SHEETS: 703-777-0343

**CHILDREN’S PROGRAMS DIVISION**

---

DIVISION MANAGER: VACANT	703-777-0398
CHILDREN’S PROGRAM MANAGER: KRISTIN GARRETT	571-258-3108
ADAPTIVE RECREATION COORDINATOR: MARIA AUGER	703-771-5013
CAMP COORDINATOR: CAROLINE BENNETT-DAVIS	703-737-8031
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

**CASA SPECIALISTS**

---

CHRIS PARKER: LEESBURG CLUSTER	703-771-5616
SARAH GIBSON:STERLING CLUSTER	703-737-8817
MICHELLE WAUGH: BRAMBLETON CLUSTER	703-737-8540
MONIQUE WILSON: ASHBURN CLUSTER	703-737-8710
DEREK GREYGOR: SOUTH RIDING CLUSTER	703-737-8823
SEAN KINSLOW : WEST CLUSTER	703-771-5927

# CASA

## COUNTY AFTER SCHOOL ACTIVITIES

	ACTIVITY #S		ACTIVITY #S
ALGONKIAN	650201	LEESBURG ELEM	650223
ARCOLA ELEM	650202	LEGACY	650224
ASHBURN ELEM	650203	LIBERTY	650225
BALLS BLUFF	650204	LITTLE RIVER	650226
BELMONT STATION	650205	**LOUDOUN VALLEY CC	650227
BUFFALO TRAIL	650206	LOVETTSVILLE ELEM	650228
CARDINAL RIDGE	650207	LOWES ISLAND	650229
CATOCTIN	650208	MADISON'S TRUST	650230
CEDAR LANE	650209	MEADOWLAND	650231
COOL SPRING	650210	MILL RUN	650232
COUNTRYSIDE	650211	MOOREFIELD STATION	650233
CREIGHTONS CORNER	650212	MOUNTAIN VIEW	650234
*KENNETH CULBERT	650213	NEWTON-LEE	650235
DISCOVERY	650214	PINEBROOK	650236
DOMINION TRAIL	650215	POTOWMACK	650237
EVERGREEN MILL	650216	ROSA LEE CARTER	650239
FRANCES HAZEL REID	650238	ROUND HILL	650240
***FOREST GROVE	650217	SANDERS CORNER	650241
FREDERICK DOUGLASS	650218	SELDENS LANDING	650242
****GOSHEN POST	650219	STEUART WELLER	650243
HILLSIDE	650220	SYCOLIN CREEK	650244
HORIZON	650221	TOLBERT	650245
HUTCHISON FARM	650222	WATERFORD	650246

\* Also serving Hamilton  
 \*\* Also serving Emerick & Lincoln  
 \*\*\* Also serving Guilford & Sully

THE EVENTS IN RECENT YEARS HAVE MADE US ALL KEENLY AWARE OF THE NEED TO REVIEW AND REFINE THE DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES EMERGENCY PLAN. WITH THAT IN MIND, PREPARING FOR EMERGENCIES REQUIRES CONSIDERING ALL LIKELY SCENARIOS. WE BELIEVE THAT ALL COUNTY FACILITIES ARE VERY SAFE DURING EMERGENCY SITUATIONS. THE DEPARTMENT HAS UPDATED OUR EMERGENCY RESPONSE PLAN TO INCLUDE THE “SHELTER IN PLACE” CONCEPT. THIS CONCEPT HAS BEEN ADDED TO THE LOUDOUN COUNTY PUBLIC SCHOOLS EMERGENCY RESPONSE PLAN AND IS ANOTHER SAFEGUARD TO PROTECT OUR PARTICIPANTS AND STAFF.

AS YOU MAY KNOW, “SHELTER IN PLACE” IS DESIGNED TO CREATE A NEUTRAL ATMOSPHERE WITHIN A BUILDING BY SHUTTING DOWN ALL VENTILATION SYSTEMS AND CLOSING ALL DOORS AND WINDOWS. THE PROCEDURE IS INTENDED TO SEAL OFF A BUILDING FOR A LIMITED TIME IF THERE IS A CHEMICAL THREAT. “SHELTER IN PLACE” WILL HELP KEEP CHEMICAL AGENTS FROM LEAKING INTO BUILDINGS AND THEREFORE PROTECT ALL THAT REMAIN INSIDE.

IN THE EVENT THAT A “SHELTER IN PLACE” PROCEDURE MUST OCCUR, ALL PARKS, RECREATION AND COMMUNITY SERVICES PROGRAM PARTICIPANTS WILL BE DIRECTED BY EMERGENCY OFFICIALS TO REMAIN INSIDE AND FOLLOW PROCEDURES. DURING THIS TIME, NO ONE WILL BE PERMITTED TO ENTER OR LEAVE UNTIL EMERGENCY OFFICIALS HAVE GIVEN AN ALL-CLEAR STATUS. THE DEPARTMENT IS PREPARED TO PROVIDE WATER AND FOOD FOR OUR PARTICIPANTS FOR THE LIMITED TIME THAT THE PLAN IS NECESSARY.

DUE TO THE HEIGHTENED AWARENESS OF EMERGENCY PREPAREDNESS, PLEASE, IF NEEDED, IMMEDIATELY UPDATE YOUR EMERGENCY CONTACTS AND MEDICAL INFORMATION THAT WE HAVE ON FILE. DURING EMERGENCY SITUATIONS, WE WILL MAKE EVERY EFFORT TO COMMUNICATE THE STATUS OF ALL FACILITIES AND PROGRAMS THROUGH LOCAL TELEVISION, RADIO, AND THE COUNTY WEB SITE. THE NEW ALERT SYSTEM ENABLES CITIZENS TO SIGN UP TO RECEIVE INSTANT ALERT NOTIFICATIONS FROM COUNTY AGENCIES THROUGH MOBILE DEVICES AND E-MAILS.

WHILE WORKING WITH OTHER COUNTY AGENCIES, THE DEPARTMENT CONTINUES TO REFINE OUR SAFETY PLANS. YOUR PATIENCE AND UNDERSTANDING, SHOULD AN EMERGENCY ARISE, IS ESSENTIAL IN ORDER FOR THE DEPARTMENT TO SAFELY PROTECT OUR PROGRAM PARTICIPANTS AND CALMLY REOPEN OUR FACILITIES.

PLEASE BE ASSURED THAT STAFF IS COMMITTED TO THE SAFETY OF ALL OUR PARTICIPANTS.

SINCERELY,

STEVE TORPY, DIRECTOR  
LOUDOUN COUNTY PARKS, RECREATION AND COMMUNITY SERVICES



RECEIPT OF HANDBOOK

PARKS, RECREATION AND COMMUNITY SERVICES

742 MILLER DRIVE SE

LEESBURG, VA 20175

MAIN # 703-777-0343 TDD# 703-771-5352

CHILDREN'S PROGRAMS: 703-737-8042 FAX: 703-771-5383

A COPY OF THE 2018-2019 CASA PARENT HANDBOOK WAS RECEIVED BY:

\_\_\_\_\_  
PRINT PARENT/GUARDIAN NAME

\_\_\_\_\_  
PRINT CHILD'S NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE SUBMITTED TO CASA

.....  
OFFICE USE ONLY

X \_\_\_\_\_  
SITE STAFF SIGNATURE

\_\_\_\_\_  
DATE

- COPY THIS PAGE AND PLACE IN CHILD'S CASA SITE FILE.
- SUBMIT ORIGINAL SIGNATURE PAGES 25 AND 26 TO YOUR CASA SPECIALIST

PARENT/PROGRAM REGISTRATION AGREEMENT ADDENDUM

LOUDOUN COUNTY DEPARTMENT OF PARKS, RECREATION, AND COMMUNITY SERVICES

CHILDREN’S PROGRAMS DIVISION

CASA PROGRAM

PARENT/PROGRAM REGISTRATION AGREEMENT ADDENDUM

CASA PARENT HANDBOOK 2017/2018

REGISTRATION AGREEMENT:

MY SIGNATURE CONFIRMS I HAVE BEEN INFORMED OF THE CHILDREN’S PROGRAMS DIVISION- CASA POLICIES ON:

1. COMMUNICABLE DISEASE AS STATED ON PAGE 18 OF THE PARENT HANDBOOK:

COMMUNICABLE DISEASE: YOU MUST NOTIFY THE PROGRAM WITHIN 24 HOURS IF ANYONE IN THE HOUSEHOLD HAS A COMMUNICABLE DISEASE. PRIOR TO RETURNING TO THE PROGRAM, PARENTS MUST PROVIDE A PHYSICIAN’S CERTIFICATION THAT THE CONDITION IS NO LONGER CONTAGIOUS.

2. SHELTER IN PLACE: AS STATED IN THE PARENT HANDBOOK ON PAGE 25 AND IN THE CASA EMERGENCY PREPAREDNESS PLAN AS STATED AND POSTED AT EACH CASA SITE.

SIGNATURE OF PARENT OR LEGAL GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_