DISTANCE LEARNING CHILDCARE

PARENT HANDBOOK

Loudoun County Department of Parks, Recreation, & Community Services

742 Miller Dr. SE, Leesburg, VA 20175 · www.loudoun.gov/prcs

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Welcome

Dear Distance Learning Child Care Families,

The 2020-2021 school year is nearly here, and we are excited for the opening of our new Distance Learning Child Care Program. This program was created as an initiative to support Loudoun County families and Distance Learning staff throughout these unprecedented times, and provide a safe and fun environment for children in grades K-6. While we know that this school year will be far different than previous years, we are dedicated to providing your child with high quality School-Day and After-School sessions.

The first day of Distance Learning Child Care will be on Tuesday, September 8th, 2020.

*****Please email jennafer.smead@loudoun.gov with a copy of your participant's school schedule for School Day sessions by Friday, September 4th at noon. *****

Below are a few reminders to help families prepare for the first day of Child Care.

- School-day sessions run from 7:40 am until 2:30 pm. Drop off begins at 7:40 am. You may pick up your participant at any time during the school day. If your participant will not be attending the after-school session, then they must be picked up by 2:30 pm.
- Grab and go breakfast and lunch will be provided to participants. Participants will need to bring snack.
- The after-school, recreation-based program runs from 2:30 pm until 6:00 pm. You may pick up your participant at any time prior to 6:00 pm.
- Drop off and Pick up will be contact-less. Upon arrival, please park at the designated drop off/pick up zone and a Distance Learning staff member will come outside to assist you. You may reach Distance Learning staff by calling the designated phone number, as posted on the building door.
- Please ensure that each child has their own face covering and school supplies.
- Please provide Distance Learning staff with a copy of your participant's school schedule for School-Day sessions.
- If your child has a current medication form on file, please provide the medication to Distance Learning staff at drop off.
- Prior to arrival, participant devices should be fully charged for school-day sessions.
- Each participant will need to bring a labeled water bottle.
- Each participant may bring their own labeled bottle of spray sunscreen.

As a reminder to our families, the full October payment will be due on September 15, 2020. All subsequent payments will be due on the 15th of the preceding month.

If you have additional questions or concerns, please do not hesitate to contact us at 703-737-8042, or CASA@Loudoun.gov. Thank you for your support and for partnering with us in providing care for your child.

PRCS
COUNTY OF LOUDOUN

Patron Exposure

This table gives some potential scenarios that can be used to evaluate the potential actions needed if a patron comes into contact with ill persons or has contact of a person who has tested positive for COVID-19 as well as recommendation actions for each. These scenarios are general and provide basic guidance regarding the types of contact that could occur.

COVID-19 Situation	Risk	Recommendation if Spent at Least 10 Minutes in Facility
Situation 1: Patron tested positive for COVID-19 and is symptomatic or asymptomatic	The patron is presumed infectious with coronavirus.	Patron is not permitted in the facility until proper medical clearance. • Report to Department Leadership Team. • Leadership will report to Loudoun County Health Department • Loudoun County Health Department will offer further guid-
Situation 2: Patron is symptomatic and a COVID 19 test result is pending	The patron is presumed infectious with coronavirus.	Patron is not permitted in the facility until proper medical clearance. • Report to Department Leadership Team. • If test is pending, the Health Department would not take any action
Situation 3: Patron is experiencing respiratory symptoms and has not been tested for COVID 19	The patron is presumed infectious with some virus.	Patron is not permitted in the facility until proper medical clearance. • Report to Department Leadership Team. • If not tested, the Health Department would not take any action. Staff should recommend that the patron get tested.
Situation 4: Patron is symptomatic and is a contact of a known COVID 19 case.	The patron is presumed infectious with coronavirus.	Patron is not permitted in the facility until proper medical clearance. • Report to Department Leadership Team. • If not tested, the Health Department would not take any action. Staff should recommend that the patron get tested.
Situation 5: Patron is NOT experiencing symptoms and is a con-	The patron is presumed exposed to coronavirus.	Patron is not permitted in the facility until proper medical clearance. • Report to Department Leadership Team.
Situation 6: Patron is NOT experiencing symptoms and is contact of an asymptomatic person who came in close contact with a known COVID19 case, who was directed to self-quarantine or self-isolate due to the exposure. **Situation 7:** Patron is NOT experiencing symptoms and is a contact of an asymptomatic person who came in close contact	The patron is NOT presumed infectious.	No change to the status of access to the facility unless the contact becomes symptomatic. Practice social distancing and regular hand washing.
Situation 8: Patron is NOT experience symptoms and is NOT a contact of close contact or	The patron is NOT presumed infectious.	No change to the status of access to the facility unless the contact becomes symptomatic. Practice social distancing and regular hand washing.

Participant Becomes Ill During the Day

Participant Sick Plan

guidance based on CDC, VDSS recommendations

Children displaying symptoms or with a temperature above 100, will not be admitted to Distance Learning programs.

Participants will be carefully monitored throughout the day. If a participant develops a fever or symptoms, they will be separated from the group immediately.

- The participant will be made comfortable in the isolation room.
- Distance Learning Staff will wear gloves and a cloth face covering and social distance if possible.
- Guardians will be immediately contacted to pick up their participant.
- If guardians do not answer, emergency contacts will be contacted.
- Distance Learning Staff will do additional cleaning and disinfecting where the sick participant was, including bathrooms, tables etc.
- **Seek emergency care if a child has trouble breathing or loses consciousness.**
- Clean and disinfect the isolation room after the child has gone home.

Participants will not be allowed to return to childcare until they are fever free, without the use of fever reducing medication, for at least 72 hours and no other symptoms are present.

Childcare Drop-off & Pick-up Procedure

Overview

- **Please remain in your vehicle at all times**
- **Before exiting the vehicle, participants will have their temperature taken**
- **Distance Learning Staff will use no-touch thermometers and will wipe the thermometer between each use.**
- **If your participant will be arriving late to childcare, please pull up to the designated drop off location and call the site phone number. This number will also be used for any early pick-ups. A Distance Learning staff member will meet you at your car.**

Childcare Drop-Off Procedure

- **Participant drop-off will begin at 7:40am. Please have the name sign (given on the first day) with your participant's name easily displayed on the passenger side of your dashboard.**
- **All drop-off will be conducted at a single, designated location outside of the building.**
- **Please remain in your vehicle and pull into the drop-off line when you arrive.**
- **Please have your participant seated on the passenger side of the vehicle**
- **When it is time for drop-off to begin, Distance Learning staff will come to your car. Please roll down the window and remain in vehicle. If it is not possible to roll down the window, you may open the door. Distance Learning Staff will conduct a Daily Health Check survey and then the participant will have their temperatures taken by the Distance Learning staff member.**
- **If a participant exhibits symptoms or has a temperature of 100 or above, the participant will not be permitted to attend the childcare program.**
- **If you arrive late, please pull up to the designated drop-off/pick-up area and call the following number the site phone number. Please remain in your vehicle until Distance Learning staff arrive to check your participant in.**

Childcare Pick-Up Procedure

- **Please have the name sign (given on the first day) with your participant's name easily displayed on the passenger side of your dashboard.**
- **Distance Learning Staff will call for your participant to be dismissed.**

Personal Items, Childcare Supplies, Social Distancing, & Dismissal

Personal Items from Home:

Participants should limit the number of items that they bring from home. Please allow your participant to bring only the necessities that they will need each day. For example, backpack, lunch, water bottle, and school supplies. If your participant becomes ill at childcare, we ask that you disinfect any of the items that were brought from home before sending them back to childcare.

Program Supplies:

Each participant will be provided with their own set of supplies. These supplies include, but are not limited to, crayons, markers, glue, scissors, etc. Sharing of supplies will be minimal. All supplies used will be cleaned at the end of each activity.

Social Distancing:

A maximum of 10 participants per room will be allowed to help maintain social distancing guidelines set by the CDC and VDSS. Distance Learning Staff will be using verbal and visual prompts to help participants maintain a distance of six feet from others. Participant work spaces for distance learning will be set up with social distancing guidelines.

Dismissal from Distance Learning Childcare:

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

In the event of inappropriate behavior, the following steps may be taken: Incident Reports, Parent Meetings, Suspension, Dismissal.

Dismissal of a participant may occur with the display of behavior that pose an imminent danger to peers or Distance Learning staff (Examples include, but are not limited to: biting, spitting, being physically aggressing towards others)

The Distance Learning program and staff are committed to make every effort to keep a child in the program. Distance Learning staff will proactively work with families and Distance Learning staff to address any behavior issues.

Dismissal from Distance Learning Childcare:

Causes for Dismissal

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

Preparing for Health & Safety

The following are some ways that we have prepared for a healthy, safe, and fun program:

- **Contactless drop-off and pick-up**
- **Temperature checks**
- **Daily health questions**
- **Distance Learning Staff temperature and daily health questions upon arrival**
- **New procedures for sick Distance Learning staff and participants**
- **Smaller group sizes**
- **Social distance markings on the floor in rooms, etc.**
- **Signs with a reminder of proper handwashing**
- **Participants provided with their own bin with a lid to keep their items from home and their own set of supplies that will be needed for activities**
- **Sanitizing stations for supplies and equipment**
- **Time built into schedules for Distance Learning staff to sanitize throughout the day**
- **Distance Learning Staff wearing masks/face coverings**
- **And more**

Mission, Values, & Goals

Mission:

The Distance Learning 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.

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.

Goals:

Distance Learning 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. 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: Distance Learning 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. Distance Learning 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.

Shelter In Place

Letter from the Director

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 therefore protect all that remain inside.

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

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

Citizens may register for this free service at www.loudoun.gov, on- line services, link to Citizen Alert System, and register for Childcare Emergency Alert Plan.

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

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

Sincerely,
Steve Torpy,
Director Loudoun County Parks, Recreation and Community Services

The Day At A Glance

Distance Learning staff will facilitate distance learning throughout the day. Distance Learning Staff will be monitoring the schedule to be sure that participants are following the designated breaks, lunch time, etc. set by the schools. While Distance Learning Childcare staff cannot 'make' your participant complete their assignments for school, they will do their best to keep each participant focused and encourage them to complete the school work.

Sample Schedule:

7:40 Drop-off

School assignments

Designated break (set by school)

Lunch break (set by school)

Designated break (set by school)

2:30 End of day for AM Participants

PM Participants will participate in recreational activities

Medication

- 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, Distance Learning 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.

Payment Due Dates & Fees

Following is the payment schedule for this program through January 2021. Program may be extended based on future LCPS distance learning decisions. We will send payment reminders prior to the due date, when the late payment fees are assessed, and when cancels are processed for non-payment of fees.

October fees due by September 15

November fees due by October 15

December fees due by November 15

January fees due by December 15

If payment is not received by the due dates above, customers will be assessed a $25 late payment fee the following day. If payment is not received by the 22nd of the month, on the following day you will be canceled from the program for the month not paid, and you will need to re-register by paying the $25 late payment fee in addition to the monthly fees if you would like to continue in the program.

A $15 per child late pickup fee will be assessed for every 15 minute time period you are late picking up your child based on the program end time.

Please send any cancellation requests to casa@loudoun.gov providing at least a 15 day notice. Refunds are processed based on the 15 day notification less a 15% (max $15) admin fee. Any cancellation requests received with less than a 15 day notification will be refunded less 50%. Refund checks are mailed to the account address on file.