

Staff Handbook

Loudoun County Department of Parks, Recreation & Community Services



PRESCHOOL



CHILD CARE

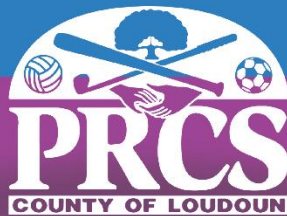


CAMPS



**AFTER-SCHOOL
PROGRAMS**

CASA.CASA.ACADEMY.YAS



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Loudoun County Parks, Recreation & Community Services (PRCS) Values



VISION

To make Loudoun the community of choice through outstanding experiences.

MISSION

Connect all communities through exceptional people, parks, and programs.

EQUITY

We promote diversity, equity, inclusion, and accessibility to remove barriers and create a welcoming environment that celebrates uniqueness and collaboration.

VALUES



03/2023

Excellence – We give our best every time.

- Staff demonstrate their **passion** for nurturing young hearts and minds by approaching work with enthusiasm, knowing all staff play a vital role in shaping the future of our participants.
- Staff **celebrate diversity**, whether cultural, linguistic or ability related, and ensures that every participant feels welcome, respected, included and has a safe space.

Collaboration – We create more, do more, and achieve more together.

- Staff model **problem-solving**, showing participants that setbacks are opportunities for growth.
- Staff operate in the **team mindset**, sharing ideas, supporting one another, celebrating victories together, and creating a positive environment for everyone.

Innovation – We reach forward with the willingness to learn, grow, and improve.

- Staff **embrace creativity** as a superpower, fueling emotional growth and fostering a sense of wonder for the participants.
- Staff recognize **learning never stops**, modeling a growth mindset by seeking professional development, learning from mistakes, and encouraging participants to embrace challenges.

Integrity – We lead with honesty and respect through accountability and transparency.

- Staff acts with **integrity** and demonstrate the importance of honesty and trustworthiness to participants, families and other staff.
- Staff practice **heartfelt gratitude** in shaping young lives daily for the small victories, the laughter and the moments when a participant’s eyes light up.

Resilience – We rise to the occasion, and we find a way.

- Staff practice **compassion and empathy**, understanding that each participant comes with their own joys, struggles and emotions.
- Staff **celebrate progress**, not just perfection.

Staff Responsibilities

All staff are expected to read and abide by all policies and program handbooks listed below:	
Loudoun County Human Resources Policies	Loudoun County HR policies, procedures and expectations of all staff
PRCS HR Policies	PRCS HR policies and expectations for all staff can also be found on CoCo , a PRCS communication platform for all staff. The General security and Risk Management gives guidance on situations when staff may feel uncomfortable releasing a participant to a parent/guardian who may be under the influence
CoCo	<p>PRCS Communication platform for department news, policies, and other relevant communication.</p> <p>Follow these directions to install the app on your county iPhone/iPad or personal device. Search Interact Mobile from the App Store or Google Play. Open the app on your phone and type coco.loudoun.gov as the URL for the CoCo site and click Next. Select Active Directory or local login for non-active directory users.</p> <p>This will take Active Directory users to the Loudoun County Single Sign On portal. Enter your FULL Loudoun County Email Address and your network/windows password.</p> <p>For non-active directory users please use your personal email address associated with Oracle and enter password.</p> <p>Click “sign-in.”</p>
PRCS Code of Conduct	Department expectations of employee, patron and participant behavior
Emergency Preparedness Plan	PRCS emergency preparedness plan template for all locations and programs
PRCS Customer Service Handbook	PRCS expectations of internal and external customer service for all positions
PRCS Family Handbook	Handbook all families receive at time of registration

All staff are expected to read and abide by all policies and program handbooks listed below:

[Department of Education Standards for Licensed Child Day Centers](#)

Book of regulations that all licensed programs must adhere to in daily operations, and are inspected on twice per year by Dept of Education, Office of Child Care Safety and Health

Additionally, all staff are expected to review and abide by program staff addendums in the program areas they work.

[After-School Staff Addendum](#)

Staff handbook for specific program differences that do not apply to all programs, only to CASA, CASA Academy and YAS

[Adaptive Recreation Camp Addendum](#)

Staff handbook for specific program differences that do not apply to all programs, only to Adaptive Recreation Camp programs

[Daze and Fest Camp Staff Addendum](#)

Staff handbook for specific program differences that do not apply to all programs, only to DAZE/Fest programs

[Early Childhood Staff Addendum](#)

Staff handbook for specific program differences that do not apply to all programs, only to preschool and childcare

[Recreation and Community Center Camp Staff Addendum](#)

Staff handbook for specific program differences that do not apply to all programs, only to camps held at Recreation Centers or Community Centers

Core Expectations of All Staff

Safety

Accounting for participants, providing active supervision at all times and ensuring their physical and emotional safety is our primary priority. This includes knowing where participants are at all times, taking face to name roll call before and after transitions, and quickly and promptly locating participants when they are unaccounted for. Physical contact with participants should only be used when applying direct care such as First Aid and CPR, providing personal care, or ensuring a participant's immediate safety. When assisting with personal care needs, two staff members should always be present.

Professionalism

Staff are expected to represent the department in a positive, professional manner according to the County and Department's code of conduct. Staff serve as representatives of the Department when in uniform and should act accordingly.

All site staff are expected to wear PRCS branded apparel and county issued badges at all times. Subs must wear emergency information badge with their county issued ID badges at all times. Please review [PRCS Policy and Procedures Manual HR-23](#) for additional dress code requirements.

Confidentiality

All information contained in the participant and staff files is confidential and for staff use only. In addition, once outside of the program, no staff shall discuss any information pertaining to the participants including posting online in chat rooms, on blogs, websites, and personal social media. This includes posting photos of participants, disclosing participants' and/or families' names.

Customer Service

Providing excellent internal and external customer service to families, schools, participants, parents/guardians, custodians, and coworkers is expected of all staff. Connecting with these stakeholders and building valuable relationships is imperative to the success of your program.

Participant Information

PRCS staff values the knowledge and expertise families have about the participant and understands the importance of partnering with families. We encourage open communication and invite families to share information that might support the growth, development, and wellbeing of the participant in our programs.

Additionally, PRCS adheres to the custodial parent's right to be admitted to the center as required by § 22.1-289.054 of the Code of Virginia. While a custodial parent shall be admitted to any participant day program, such right of admission shall apply only while the participant is in the program (§ 22.1-289.054 of the Code of Virginia). Denying a custodial parent visitation to the program must be supported by official court documents.

Custody Documentation

In cases of custody documentation, both parent names must be entered in the participant record unless legal documents show that parental rights have been terminated through the courts. Appropriate notices denoting physical/legal custody issues will be placed in the participant's record.

Unless documentation of court order indicates a termination of any parental rights, the other parent is entitled to visit the program, participate in program events, receive notifications about their participant's program and may obtain information in a participant's record, including attendance records.

It is always recommended to consult the [Licensed Programs Manager](#) for any questions involving custody documentation, and determine if any further information, communication or clarification is needed to ensure all parties have the same understanding.

Participant Emergency Information

All participants' emergency and health information is collected through ePact. Each site should print the emergency information for each participant for quick and easy access. Additionally, iPhones and iPads can download the ePact app or link to access the information.

Accommodations and Inclusion

PRCS programs are inclusive and support the participation and success of all participants. Individuals with special needs may need additional support or adaptations when participating in the daily schedule of activities.

Loudoun County Parks, Recreation and Community Services is committed to complying with the Americans with Disability Act (ADA). If staff observe and have concerns about a participant's development, speech, hearing, socialization skills or abnormal behaviors they should voice these concerns to the parent. However, staff should not diagnose the problem or suggest there is a disability. **Simply document and state the behaviors you have observed to the parent.** Notify your supervisor of any needs for accommodations.

Click here for more information on the PRCS policy: [Compliance with the Americans with Disabilities Act \(ADA\)](#).

Arrival and Departure of Participants

Attendance

Staff are responsible for greeting participants and taking attendance upon arrival. Most PRCS programs will use Brightwheel for all participant check-in and check-out. Programs not using Brightwheel will require parents to sign participants in and out each day on an attendance sheet.

Lost or Missing Participants in Care

A **Lost Participant** is when a participant has arrived to a designated PRCS program, was checked-in and staff cannot account for the participant's whereabouts.

A **Missing Participant** is when a CASA or YAS participant was present during the school day, but did not arrive to the CASA or YAS program and is unaccounted for.

In the event of a lost or missing participant, staff should follow their site/program's emergency action plan and initiate search and notification procedures.

Procedure:

1. Call Code Adam to all staff, immediately remain in their current location unless deemed unsafe and all staff do headcounts.
2. Designate one staff to report "Code Adam" to:
 - a. site manager (if Community or Recreation Center)

- b. call Duty Phone (if CASA, YAS, Daze/Fest Camp)
3. If the participant is still missing after 5-10 minutes of thorough searching all program areas, 911 should be contacted by a manager.
4. Contact the parents and direct supervisor to inform them of the situation and what is being done. Continue searching.
5. Make sure you note all details of the incident as thoroughly as possible, as follow-up documentation with an accident/incident report will be required. If 911 was called, please check the corresponding box on the incident report.
6. Keep parents/guardians and supervisor notified of any updates as they occur.
7. All cases of lost or missing participants must be reported to the Licensed Programs Manager within 24 hours.

Late Arrivals/Absent Participants

Parents must inform the site staff through text, Brightwheel, or phone that their participant will be arriving late or will be absent from the program. Participants arriving late to a program must be accompanied to the program and signed in by an adult.

Approved Pick-Ups/Emergency Contacts

Anyone picking up a participant must be at least 16 years old and listed as an approved pick-up or emergency contact on the participant's information form, or in the participant's Brightwheel account. Individuals listed as an approved pick-up must provide a government issued photo ID (ie- Military ID, Passport, DMV issued ID, school/student ID) upon arrival at the PRCS facility. A participant will not be released to an authorized individual if a photo ID cannot be provided. In an emergency when authorization cannot be made in writing, staff must notify their supervisor before the participant is released to discuss next steps.

Participants may be released to the listed parents/guardians on a participant's information form unless appropriate court documents can be provided which document a parent/guardian is not authorized to pick up or visit the participant.

PRCS Staff cannot be listed as an authorized pick-up or emergency contact in the program and site they work unless they are a parent/guardian of the participant.

Ride Share Programs

If families use a ride share program to pick up their participant, they must enter the company as an authorized pick-up, in writing, to PRCS staff. For programs using brightwheel, the company should be entered as an authorized pick up and use the pin number associated when signing out the participant. Parents must inform the company driver of the participant's name, text the PRCS staff the name of the driver each day the company is being used for picking up the participant, and driver must present ID to staff releasing participant. Staff will enter driver's name in the notes in brightwheel or the attendance roster used to sign the participant out of the program.

Child Release Policy: Parental Impairment Due to Drugs or Alcohol

PRCS programs establish the safety and well-being of the participants in our care as our highest priorities. To ensure their protection, our staff will not release a participant to any parent, guardian, or authorized pickup person who appears to be under the influence of drugs or alcohol.

Procedure:

1. Assessment of Impairment:

- a. If a staff member suspects that a parent or guardian is impaired due to drugs or alcohol, they will discreetly notify the Site Supervisor or center manager.
- b. The Site Supervisor or center manager will assess the situation and determine if it is unsafe to release the participant.

2. Alternative Arrangements:

- a. If impairment is suspected, staff will respectfully inform the parent/guardian that, for the safety of the participant, an alternative arrangement needs to be made to safely transport the child (ie-alternate authorized pick up, uber, neighbor, etc.). The parent or guardian may authorize the alternative pick-up at the time of this instance.
- b. The staff will inform parents if they insist on driving themselves after the alternative arrangement has been made to safely transport the child, that they are obligated to report this to law enforcement.
- c. If parent refuses subsection a and b, inform them that you are obligated to report this to law enforcement immediately.

3. If the Parent/Guardian Insists on Taking the Child:

- a. If the individual refuses to cooperate and insists on leaving with the participant, staff will contact local law enforcement and/or child protective services if necessary.
- b. Staff will document the incident in detail, including observations and actions taken.

4. Confidentiality and Follow-Up:

- a. Any concerns regarding suspected substance use will be handled with discretion and professionalism.
- b. The PRCS program may request a meeting with the parent/guardian to discuss the incident and review policies to ensure the participant's ongoing safety.
- c. Repeated incidents may result in termination of childcare services.

This policy is in place to protect children and ensure their safety at all times. We appreciate the cooperation of all families in upholding this standard.

Supervision of Participants

Participants must always be within sight and sound, except when participants are in the restroom. When participants are in the restroom, staff should wait outside the door but must be able to hear what is going on in the restroom and intervene if needed. Be mindful about the appropriate number of participants to send in the restroom at a time. Staff should check on a participant who has not

left the restroom after five minutes. Staff may need to provide intermittent supervision of a participant in the restroom area to assure the safety of the participants and to assist as needed.

Staff should take attendance frequently, using face-to-name verification, to ensure all participants are accounted for and safe at all times. Staff should always be aware of the head count of their group, conduct face-to-name recognition before and after each transition, and use their roster in Brightwheel (or paper roster if the program does not use Brightwheel).

Active Supervision

The safety and success of all our programs require **active supervision** by all staff. Active supervision includes knowing each participant's abilities, being aware of and scanning for potential safety hazards, standing in a strategic position, scanning play areas and circulating around the area, and focusing on the positive rather than the negative to teach what is safe for the participant and other participants. While staff are assigned to cohorts, this does not limit their supervision to their specific cohort. Staff shall always be aware of their surroundings, what the participants are doing, and take measures to intervene when appropriate, even if the situation is outside of the assigned **cohort**. A cohort is a regularly assigned group of participants to a staff member that remain together for all activities in the program. At some times, cohorts can be mixed with one another, so long as the assigned staff are present and actively supervising.

Face-to-Name

Face-to-name attendance means matching each participant's name to their face. This is done in a roll call style where each participant's name is called, and the staff confirms the participant's name to their face before moving on to the next participant on this list. Face-to-name attendance should be taken before and after each transition to different activities or areas in or out of the facility.

Transition Protocol when Moving Participants to Various Locations

When transitioning to a new location (e.g., going to the gym, bathroom, outside or leaving for a field trip) staff must verify that all participants are accounted for before and after each transition. Staff are expected to do this by using face-to-name attendance for all participants in their cohort before and after each transition.

Ratios and Cohorts

Ratios

The following staff to participant ratios are followed:

- Preschool (2.5-3 years) - Ratio of 1:8, with a max group size of 24
- Preschool and Child Care (3-5 years up to school age eligibility) - Ratio of 1:10, with a max group size of 30
- CASA or Camps (school age eligibility) - Ratio of 1:18 for K-2nd grade and 1:20 for 3rd-5th grade (with actual children present for the day), with no max group size
- YAS (middle school eligibility) - Ratio of 1:20, with no max group size
- Adaptive Recreation Camp (5-21 years) - Ratio of 1:4, with no max group size

Cohorts

PRCS programs shall implement assignment of cohorts (based on group sizes and ratios listed in previous section) to ensure each group of participants receive care by consistent staff or team of staff members. Cohorts can be based on a number of factors such as age, grade level or interests, but should remain consistent with the same participants and same staff as best possible. Cohorts of participants and staff may be combined when doing larger group activities, so long as the assigned staff are present and actively supervising.

While staff are assigned to cohorts, this does not limit their supervision to their specific cohort. Staff shall always be aware of their surroundings, what the participants are doing, and take measures to intervene when appropriate, even if the situation is outside of the assigned cohort.

Behavioral Management

Effective guidance and discipline focus on the development of each participant. Therefore, we strive to first understand the function behind behaviors. PRCS staff provide positive reinforcement for appropriate behaviors and offer suggestions for replacement behaviors. Clear and consistent rules and expectations are shared with participants, supporting a safe and predictable environment. Behavioral guidance shall be age and developmental stage appropriate, constructive in nature, and shall be intended to redirect participants to appropriate behavior and resolve conflicts.

Accident/Incident Reports

Staff are required to promptly document all accidents and incidents that occur in our program on a [PRCS Accident/Incident Form](#). This form must be presented to the parent for explanation and signature on the day of the event. Accident/Incident Forms should be completed with relevant, factual information and exclude names or personal identifiers of other participants. Parents must be notified immediately of accidents or incidents of head injuries or requiring medical attention.

When completing the submission, staff must choose whether the report is accident related or incident related. Accidents are typically injuries where first aid treatment was given. Incidents are typically situations that non-injury related.

Accident/Incident reports should be completed and submitted to document the following instances:

Injury, head injury, challenging behaviors including but not limited to: physical/verbal altercations, disrespectful behavior, bullying, lost or missing participant, a participant that was left out of sight or sound supervision for any amount of time, a call has been made to 911 or emergency personnel, participant elopement, property damage, or an unusual situation has occurred.

If the report is due to a head injury, communicable disease or emergency situation where there is a visit by first responders, please inform your supervisor immediately via phone or text with confirmed acknowledgement.

If a parent refuses to sign or is not able to sign on the day of the incident, two staff signatures must be added to the report before clicking on “submit”. Parent/guardian may request a copy of the report.

In the event of a head injury or a participant receives outside medical treatment, next day follow up with parents is required. The Licensed Program Manager must be informed within 24 hours of any participant injury that occurs during our programs and requires outside medical attention. Make sure to communicate all relevant information to your supervisor.

Participant who Elopes from the Program

PRCS Definition of elopement: a participant leaves a designated program area without permission from staff, which may result in staff searching for or following the participant, potentially leaving the remaining staff and participants out of ratio.

Procedures when Elopement occurs:

1. Using walkie talkies, announce “CODE ADAM”. Staff should then identify who is following /locating the participant and the eloper’s approximate location. At least one staff should confirm message was received through walkie-talkies.
2. Upon hearing “CODE ADAM”-Staff should remain at their current location with participants. A staff member may need to follow the participant to keep them in sight or sound supervision. Communicate with other staff using walkie-talkies.
3. CASA/YAS/Camps Call duty phone to report “CODE ADAM”. Centers notify manager or supervisor on duty.
 - a. Duty phone staff or manager/supervisor on duty will determine if 911 should be called based on where the participant is, and whether they are in sight or sound supervision. 911 should be called if the participant leaves the property. If 911 is called, manager/Supervisor on duty or duty phone must notify Division Manager immediately.

- b. Any updates in the location of the participant should be communicated through walkie-talkies.
 - c. If 911 is called, manager/supervisor or duty phone will ensure parents are notified of the situation immediately after calling 911.
 - d. Once participant is returned to site, duty or manager/supervisor instructs site staff to call parents to send participant home, and to complete an incident report. The parents need to be notified that the participant cannot return until a safety plan meeting has been held and documented with parents.
 - e. Incident report must be signed by parents at pick-up. Debrief is held immediately or by end of day/shift, with all staff involved and manager/supervisor to collect all information.
 - f. Prior to the participant's return to the program, make a plan to meet with parents and items to discuss during the meeting. This includes development of a safety plan.
4. Coordinator or Program Manager arranges a meeting within 24 hours with the parents, specialist and lead staff to develop procedures to help the student. Student cannot return to site until the meeting is held. (can consult Adaptive Recreation if needed). Parent meeting must be documented and a summary emailed to parents, coordinator and program managers.
 5. Safety plan is put into place with all staff on-site. If behavior continues after meeting and safety plan implemented, safety risk of the student, other participants, and staff will be evaluated to determine if the student can be supported in the program.

Participant Suspension or Dismissal

Behaviors that may lead to an incident report, possible suspension, or dismissal from the program include:

- Participant elopement
- Compromising their own, another participant's or staff's safety
- Refusing to follow basic safety and program rules
- Stealing or defacing property
- Engaging in verbal or physical fights or being physically aggressive
- Repeated disrespect towards staff
- Rude and inappropriate behavior towards others by participants or parents/guardians
- Bullying: Definition-Bullying is the systematic and chronic inflicting of physical hurt or psychological distress on another person. The Code of Virginia at § 22.1-276.01 defines bullying as:
 - Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim
 - Involves a real or perceived power imbalance between the aggressor or aggressors and victim
 - Is repeated over time or causes severe emotional trauma
 - "Bullying" includes cyber bullying
 - "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict

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

PRCS staff are pledged to make every effort to maintain a participant's enrollment and engagement 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 program administration, a participant's behavior presents a physical danger to themselves or others, or if the participant fails to follow rules, then an immediate suspension from the program may result. PRCS 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. Staff will set clear expectations.

In the event of inappropriate behavior, the following steps may be taken:

- Incident Report(s)
- Parent/guardian Meeting(s)
- Suspension
- Dismissal/Expulsion

Other potential causes for dismissal from PRCS programs:

- Failure to pay tuition as required.
- Failure to provide all necessary paperwork for registration, including any required medication documentation.
- Failure to comply with program policies, procedures, rules of behavior or code of conduct

Procedures for Recommendation of Suspension or Dismissal from a Program:

1. Collect all documents to support your recommendation.
2. Communicate with parents that you will be discussing the situation with management, and that a suspension or expulsion is being considered.
3. Notify your supervisor or manager of the situation.
4. Fill out and attach supporting documents in the [Participant Suspension/Expulsion Recommendation Form](#).
5. Division Manager will review supporting documents and make a recommendation to approve or deny request.
 - a. Suspension recommendations for 1 day can be approved by Division Manager.
 - b. Suspension recommendations for 2 or more days are approved by a Division Manager and Department Director.
 - c. Expulsion recommendations are approved by a Division Manager and Department Director.
6. Once the recommendation is approved, you will be sent an email with a letter template to fill in the information. Once completed, send the document to your Division Manager for review and signature.

7. Division Manager or manager will notify you of final decision, and when to schedule meeting with the parents to inform them of the department decision.
8. Parents will be provided a copy of the decision letter prior to meeting.

Code of Conduct

Code of Conduct for PRCS After-School, Camps, Childcare and Preschool Programs

Purpose: Our goal is to provide a safe, respectful, and inclusive environment for all participants, parents, and staff in our preschool, childcare, camps, and after-school programs. This Code of Conduct outlines expectations for behavior and interactions to ensure a positive experience for everyone involved.

Expectations for Participants:

- **Respect:** Treat fellow participants, staff, and visitors with kindness and consideration. Harassment, bullying, or discrimination of any kind will not be tolerated. Take care of program equipment, facilities, and personal belongings
- **Safety First:** Follow Program Rules. Adhere to all established rules, schedules, and directions given by staff. Engage in activities safely and responsibly. Physical aggression, inappropriate language, or dangerous behavior will not be allowed.
- **Positive Participation:** Actively participate in activities and maintain a cooperative attitude. Participants should be accountable for their actions and choices.

Expectations for Parents & Guardians:

- **Respect Staff and Participants:** Communicate with staff, other parents, and participants in a respectful manner.
- **Support Program Policies:** Encourage and reinforce program rules and expectations with your child, timely drop off and pick-up. Inform staff of any allergies, medical conditions, or special needs and provide necessary documentation.
- **Address Concerns Appropriately:** Discuss any concerns with program staff in a professional and respectful manner. Parents should not engage in behavior that disrupts the program, including verbal or physical confrontations.

Consequences for Violating the Code of Conduct:

Failure to follow the Code of Conduct may result in:

1. Verbal warning and redirection.
2. Parent/guardian meeting with staff.
3. Suspension or removal from the program, depending on the severity of the behavior.

We appreciate your cooperation in making our programs a positive experience for everyone. Thank you for being part of our community!

Zero Tolerance Policy

PRCS does not permit the use of weapons, tobacco products, alcohol, drugs, or fireworks during our programs or in our facilities. In addition, theft, violent behavior, or destruction of property will not be tolerated. Any violation may result in immediate dismissal from the program with no refund

of fees. Parents/guardians will be expected to provide immediate transportation home, should an incident occur on or off site.

When to Notify Leadership

Staff must notify their supervisor, who will inform the Division Manager, with confirmed receipt of information, in the event of the following situations:

- Head injury
- Suspicion of participant abuse/neglect
- Lost or missing participant
- Authorities/EMS notified
- Injury requiring outside medical treatment-if a parent/guardian takes participant to receive medical care due to an injury that occurred during program hours
- Death of a participant while in care
- A participant elopes from the program area without permission from staff

Mandatory Reporting of Participant Abuse and Neglect

All staff are mandated reporters and must take the [Mandated Reporter Training](#) prior to their first day of working with children. Per § 63.21-1509 of the Code of Virginia, any paid staff who have reason to suspect that a participant is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the participant resides or wherein the abuse or neglect is believed to have occurred or to the Virginia Department of Social Services toll-free participant abuse and neglect hotline. If you suspect participant abuse or neglect, you must immediately report it, along with details, to your supervisor. Your supervisor will work with you to complete the PRCS Internal [CPS Reporting Form](#) to ensure all details needed for Child Protective Services (CPS) are included in your report.

Once the report is complete, using the information entered and with the support and presence of your supervisor, you will report the suspected abuse to the Loudoun County Department of Family Services, CPS. Additionally, the supervisor must notify Division Manager and the Licensed Programs Manager when a report has been made. Reports to CPS can be made [online](#) or by telephone 703-771-KIDS.

Please do not take it upon yourself to investigate suspected participant abuse or neglect. Child Protective Services will investigate, and ask you questions as needed for their investigation. Your only role is to ensure it is reported immediately.

Any reports made to CPS or Licensing will remain anonymous and shall remain confidential. Pending, current and closed investigations shall remain confidential, including final reports.

Daily Program Expectations

Daily Site Safety Check

Each day, prior to participant arrival, staff are expected to conduct a [Daily Site Safety Check](#) to identify any potential hazards. This should be conducted by a designated staff at each program location and is an online submission. If no staff has been designated, this responsibility falls on the Lead Teacher or Site Supervisor. If any areas are deemed unsafe, this area shall be closed to participants until the hazard or safety concern has been remedied.

Facility Appearance and Cleanliness

Sites should be respected by both participants and staff. **It is the responsibility of program staff on duty to inspect the classroom at the close of the program day to ensure the room is clean and neat.**

- All equipment, games, crafts, supplies and projects shall be put away at the end of the day.
- Bulletin boards remain current, attractive, and neat.
- Closets are organized and orderly, spills are cleaned up.
- Tables and high traffic spots used regularly shall be cleaned and disinfected at the end of the day.
- Check bathrooms daily for trash or messes and clean as needed.
- Trash removed at the end of the day per your program requirements. Health, Safety, & Risk Management.

Handwashing

Participants and staff must wash their hands frequently, for at least 20 seconds with warm water and soap, rubbing hands vigorously including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails. Disposable wipes may be used only if warm water and soap are not available. Hand sanitizer is not permitted. Examples when participants and staff are expected to wash hands include but not limited to:

- Upon arrival to the program.
- Before and after eating meals or snacks.
- Before and after feeding a participant.
- After using the toilet.
- After contact with bodily fluids.
- Before and after administering medication.
- After handling garbage or cleaning.
- After coming back to the designated room from outdoor play.
- After water table play, sand table play or playing in the dirt.

Outdoor Play/Weather

Outdoor play is an important part of our daily schedule, and all programs will go outside a minimum of 15 minutes per day for a 3-hour program, 30 minutes per day for program length between 3-5 hours and 1 hour per day if program length is over 5 hours. During periods of extreme cold or extreme heat, PRCS staff will alter outdoor activities. PRCS will follow advisory warnings issued by the [National Weather Service](#). When any group or groups of participants go outside, two staff must always be present. PRCS staff cannot make individual accommodation requests for participants to remain indoors, unless the request is submitted with medical documentation from a physician's office.

Food, Snack and Menus

PRCS licensed programs must comply with the following food policies:

- Participants and staff must wash their hands before and after snack with soap and water. Disposable wipes can only be used if soap and water are not available (e.g., playground, field trip). Hand sanitizer cannot be substituted for this requirement.
- Participants must be seated during snack time and are not permitted to walk while eating or drinking.
- Staff must be aware of all participants' food allergies and read labels to ensure that participants do not encounter a food or an ingredient that could produce an allergic reaction. Site staff may need to consider seating arrangements for safety of participants with food allergies.
- Participants are not allowed to share food.
- Participants are allowed to have second helpings of snack.
- Staff are encouraged to sit with participants and model appropriate social interactions during snack and clean up.
- Participants are permitted to bring a food from home. However, it must be clearly dated and labeled with the participant's name.
- All snacks/food brought to site for events should be store bought, have nutritional information and allergen information available.
- Programs that provide snacks must have menus, which shall:
 - Be dated
 - Be posted in a location conspicuous to parents or given to parents
 - List any substituted food
 - Be kept on file for one week at the center
 - List foods to be served during the current one-week period

Soiled Clothing Procedures

- Parents should be notified immediately if a participant has an accident.
- Provide participant with their change of clothing and encourage them to change their clothing independently.
 - If the participant does not have a change of clothing and your center or program has extra clothing, provide the participant with that clothing.

- If needed, two staff will provide the participant assistance, ensuring the safety of the participant and the staff.
- Soiled clothing should be double bagged in plastic bags.
- An accident report must be filled out and signed by the parent at pick-up on the day of the incident.

Dietary Restrictions

Dietary restriction: A limitation on what a person can eat. These can be due to preferences, intolerances or allergies.

Dietary Preference

If a participant has a dietary restriction due to religious practices or ideological beliefs, then the parent will simply need to provide a written "action to take in case of emergency" in case the participant was to consume that food.

Dietary Intolerance

A participant may have a minor food sensitivity, such as lactose intolerance or celiac disease, where a participant could have a potential reaction to consuming a certain type of food. This involves a problem with the participant's digestive system. A written action to take in case of emergency will be required at a minimum. In some cases, a medication may be required.

Diagnosed Food Allergy

A dietary restriction related to problems with the participant's immune system and vary from mild to severe reactions. ALL diagnosed food allergies will require a Food Allergy Action plan to be completed by the participant's physician.

It is extremely important that ALL staff are aware of the participants who have dietary preferences, intolerances, or allergies. Your program will have a program-specific allergy management system in place. Each program/classroom should have an allergy list. This should be stored in a cabinet or closet and covered with a sheet to maintain privacy.

Food Allergy Action Plan

All staff are expected to review and become familiar with their program's allergy list, food allergy action plans, and with individuals' signs or symptoms that may occur from an exposure and how to respond to different reactions. If a signs or symptoms of a food allergy occurs, staff must follow the action plan as determined by the parent and physician. If 911 is called, parents must always be notified immediately.

Medications

Medication Administration, Forms and Storage

Medications can ONLY be administered by a staff member certified in MAT (Medication Administration Training) or independent contractor who is licensed by the Commonwealth of Virginia to administer medications. If a participant must take medication during the program hours, the parent must complete a PRCS Medication form giving the staff permission to administer the medication. MAT trained staff must document all medications - time, the dose given, adverse effects on the Medication Administration Log Form.

Please note:

1. Medication shall be labeled with the participant's name, the name of the medication, the dosage amount, and the time or times to be given.
2. All medications shall be in the original container with the direction label attached. All medication should be stored in a locked place that prevents access by participants.
3. Staff that are not MAT certified are not authorized to administer medication to participants.
4. Any participant for whom emergency medications (such as albuterol, glucagon, and epinephrine auto injector) have been prescribed shall always be in the care of a staff member who is certified to administer medications.
5. Medication, except for those prescriptions designated otherwise by written physician's order, including refrigerated medication and staff's personal medication, shall be kept in a locked place using a safe locking method that prevents access by participants. If a key is used, the key shall not be accessible to the participants.

Receiving Medications for Participants

Staff do not need to be MAT certified to review and accept medication forms for a participant in care. If a parent is handing over a medication and authorization forms, please use the [PRCS Medication Intake Form checklist](#) to verify all requirements have been met. On the contrary, ALL staff must be aware of what forms can and must be used when a participant requires medications on site in your program.

Participants have various medication needs, so PRCS has developed multiple forms to address these differences. Here are the 4 forms that our programs use, depending on the participant's needs.

Short-Term Medication Form

When participants require medications for a short period of time, the PRCS [short-term medication form](#) can be used. This form allows a medication to be authorized for up to 10 business days. The main benefit of using this form is that a doctor's signature is not required. It is important to remember that this form may only be used twice in one program year per medication. That information is listed at the top of this form.

Long-Term Medication Form

The PRCS [Long term medication form](#) is the most common medication form used in our programs. Any medication (prescription and non-prescription) that may need to be authorized for more than 10 business days must have this form completed. The parent will complete the top portion, “Section A”, then sign and date. The doctor will complete, sign and date the bottom portion. IF the medication is for a diagnosed food allergy, then the Food Allergy Action Plan must be completed in addition to this form.

Food Allergy Action Plan (FAAP) Form

The PRCS [Food Allergy Action Plan](#) form MUST be completed for any diagnosed food allergy. The doctor will complete the body of the form and sign and date it. The parent is required to sign and date this form as well. While parent/guardians are required to complete this form, if they choose not to provide the required medication to the program, they will ALSO need to complete the [No Medication will be provided form](#).

No Medication Provided Form

If a participant requires a medication, but the parent decides not to provide it for our program, they will need to complete the [No Medication Provided form](#). Please note that this cannot be completed instead of the Food Allergy Action Plan, but it can be completed in addition to it.

Seizure, Diabetes and Asthma Plans

A written plan, completed and signed by a physician will be required for all participants who have a seizure disorder, diabetes or asthma.

- A **seizure plan** should include the following: seizure type, seizure frequency and duration, symptoms leading up to seizure, recovery time and plan, and medication administration procedure instructions.
- A **diabetes plan** should include the following: Blood glucose monitoring guidelines, Hyperglycemia guidelines, Hypoglycemia guidelines, list of medications (or foods) to give to participant based on symptoms.
- An **asthma plan** should include the following: list of medication(s) that may be administered, signs and symptoms (or time of day in some cases) for medication to be administered.

Topical Medications, Sunscreen and Insect Repellent

All nonprescription medications and over-the-counter skin products (such as bug spray, sunscreen, and ointments) requires parental permission, shall be used in accordance with the manufacturer's recommendations and shall not be kept or used beyond the expiration date of the product.

Staff members without medication administration training may apply insect repellent and sunscreen if permission is granted on the participant information form, unless it is prescription. Per

Licensing, participants age 8 years and younger must be provided assistance in applying sunscreen if they are to have it reapplied at the program.

Participants age 9 years and older may apply their own sunscreen with supervision. If the intended purpose is medicinal, a MAT trained staff must apply it and it shall be stored with the other medications. Reference the participant information form for parent authorization and any notes about adverse reactions if sunscreen or insect repellent is used.

Sunscreen and insect repellent must be kept in the original container and labeled with the participant's name. Sunscreen and insect repellent may not be shared between participants unless they are members of the same household and are in the same group the entire time they are at PRCS programs.

First Aid Kits

At least one complete First Aid kit must be maintained on each floor of all program locations. Each classroom in a center should have a portable first aid kit. All staff should be aware of the location of the First Aid kit and make sure that it is kept out of reach of any participants.

A complete First Aid Kit shall include at a minimum:	
Scissors	Tweezers
Gauze Pads	Adhesive Tape
Band-aids, assorted	Antiseptic cleansing solution/pads
Thermometer (working with spare battery)	Triangular Bandages
Single use gloves	First Aid Instruction Manual
Battery operated weatherband radio	Battery operated flashlight
Ice Packs or cooling agent	

Field Trips

Field trips that take participants away from their designated/regular site must be approved by your supervisor. Trip details such as transportation, trip hours, destination, any items needed—for example swim attire for a pool trip, must be shared with the parents prior to the start of the trip.

Staff-to-participant ratios must be maintained. Attendance rosters must be kept both in the office and with supervisors on the trips. Trip rosters must contain guardian and emergency information. Participants must be dropped off before the field trip departure time on field trip days. Participants who arrive after the bus has left must be dropped off by families at the field trip location and signed in with staff. Trip staff will notify facility staff of any changes in attendance and update Brightwheel and/or rosters as needed.

Parental permission for transportation and field trips shall be secured before the scheduled activity. Participant Emergency Form (downloaded from ePact) completed upon registration and/or specific Field Trip permission forms suffice.

- If a **Participant Emergency Form (from ePact)** is used: Parents shall be notified of the field trip in writing and given the opportunity to opt out. If waivers for certain activities exist, they are filled out in addition as required by the trip location.
- If a **Participant Emergency Form** is NOT used: Staff will send home written notification and Field Trip Permission forms, which include an emergency release, emergency contact names, and phone numbers, to all parents. Signed permission slips must be returned for all participants or the participant can't attend the trip. Permission slips are filed after the trip is completed.

**See program specific addendums for more information.*

If parents choose to opt out of sending their participant on a field trip, their participant will not be able to attend the program that day. Some program may have alternative options for days there are field trips. Please see specific program addendum for more information.

Before, during and after field trips, follow transition protocol for head counts. Determine and communicate cohort assignments prior to the trip, ensuring all staff understand who they are supervising during the trip. Rosters of cohort assignments should be used on the trip for each staff. When transitioning to a new location (i.e., on or off a bus, before leaving for a field trip) staff must verify that all participants are accounted for before and after each transition. Sites do this by a standard roll call, a face-to-name roll call, or both. You will review the program-specific attendance and tracking procedure at your program orientation.

Position staff throughout the bus at the back, front and middle. Staff should always be supervising participants. They should not be on their phones and must be awake and alert during bus rides. Upon arrival at field trip location or back to the facility, one staff will be first off the bus and one staff will be last off the bus or vehicle. Staff last off the bus will verify all participants have exited the bus or vehicle. The first staff off the bus will ensure the participant's safety as they are exiting the bus by checking surroundings and designating a spot for all participants to line up for face to name check.

Check List for Field Trips

- Each participant's emergency information should be available throughout the entire field trip. Best practice is to print the participant short forms and file in a folder (or downloaded to the site ipad) if a cell phone with brightwheel or ePact is not available.
- Parents have been notified of field trip, departure and return times, location of field trip
- Fully charged iphones and ipads provided by the county.
- Permission slips completed and reviewed, (or parent permission has been provided on ePact registration form).
- Exchange contact information with bus driver and staff in charge.
- Ensure staff have contact information for the facility.
- Bring extra water for participants.
- Ensure staff and participants have Items for trip: i.e: lunches, sunscreen, hats, etc.
- Backpack with: first aid kit, medication, rosters, working & charged phone, walkie-talkies.
- Consider giving field trip bracelets with facility phone number to each participant.

Transportation Safety

For field trips and CASA Academy locations that provide transportation, the center will provide safety/booster seats and enforce usage according to the Virginia Department of Health. “Virginia Law requires that all children ages 7 years and younger to be properly secured in a child safety seat or booster seat. There is no height or weight requirement” as stated by the Virginia Department of Health. Staff are to adhere to attendance procedures and licensing regulations when picking up or dropping off students.

Health, Safety and Emergency Preparedness

Daily Health

1. Participants may not attend if they have:
 - a. Temperature of 100°F
 - b. Recurring vomiting and/or diarrhea
 - c. A communicable disease
2. Participants who have been sick should remain home for at least 24 hours and be symptom free (without the aid of medication) before returning to program.
3. If a participant becomes sick, contact the parent immediately to pick up the participant. If the parent is not available, call the emergency contact person.
4. Isolate and provide the participant with a comfortable, quiet place to sit or lie down. Ensure supervision.
5. Unless otherwise directed by a physician, you are required to exclude a participant from the program if they have a communicable disease that is listed on the [VDH Communicable Disease chart](#). If a participant enrolled in the program or any member of the immediate household has a communicable disease, the parents must notify the program staff immediately so parents of the other participants can be notified. Communicable Disease Chart recommendations will be followed for when participant can return to the program.
6. Participants with active infestation of head lice will be sent home. Parents will be provided information on accepted methods of treating their participant. They will not be allowed to return to care until a prescribed lice treatment is successful, making them no longer communicable. This is determined by the absence of both lice and the nits (eggs). Staff will monitor participant for a period of 7-10 days to check for possible re-infestation. Parents of enrolled participants will be notified of possible exposure.
7. Any additional procedures that may change due to any local or national health mandates will be addressed with staff and parents as they occur with an addendum.

Ill or Injured Participants

If a participant becomes sick or injured while at the program, contact the parent immediately. If the parent is not available, contact emergency contacts. If necessary, take the sick participant to the center/site office or isolate him/her until he/she is picked up. Complete an accident/incident report if necessary.

Emergency Medical Care

Each participant's registration form requires an authorization for emergency medical care should an emergency occur when the parent/guardian cannot be located immediately. Exceptions to providing this authorization are limited to the parent/guardian stating in writing, an objection to the provision of such care on religious or other grounds.

Emergency Preparedness Plan

Each location has a carefully drafted [emergency preparedness plan](#) specific to the location and program, which must be reviewed, updated and signed annually. All staff are responsible for reviewing the plan and what actions to take in various types of emergency situations. Each location is required to practice and document emergency drills monthly on the [PRCS Emergency Drills Log](#). Most emergencies fall into three categories: Emergency Evacuation, Shelter-in-Place and Lockdown.

The Emergency Preparedness Plan covers evacuation and response procedures for everything from medical emergencies, weather-related emergencies, utility disruptions, and safety threats or violent situations, to missing participants. This plan includes responsibilities during emergency situations, where to evacuate, and who to notify and report to. Floor plans, evacuations plans, shelter-in-place locations should be posted in conspicuous location(s) throughout your program so make sure to review the primary and secondary evacuation routes and shelter-in-place locations as well.

If an emergency occurs, reference the site's emergency action plan. After addressing the situation, contact the affected participants' primary guardians and inform your supervisor. If emergency medical services are required and a participant must be transported by ambulance, staff should assess whether ratio will allow a staff member to ride in the ambulance with the participant and act accordingly. Staff must keep relevant participant families and their supervisor updated as the situation progresses and resolves. The Licensed Program Manager and Division Manager must be informed as soon as possible, not to exceed 24 hours after the incident. An accident/incident report must be completed. Administrative staff will check in with the family within 24 hours.

Emergency Evacuation Drills

Every staff person should be familiar with all exit routes (both primary and secondary) from the building as well as the procedures posted at each site. The Community Center Manager or Site Supervisor will select an appropriate space outside the building in which to lead participants in case of fire/emergency. If evacuation of site will be for an extended period of time, transportation will need to be arranged to a site that has been previously designated in the center's Emergency Plan. It's very important to be familiar with your site's Emergency Preparedness Plan.

Fire drills must be practiced and documented once a month.

Shelter-in-Place Drills

The shelter-in-place drill is similar to the fire drill in that staff and participants are to practice reporting to a safe and secure area, except in this case, the group will go to a location within the

building in the event of an emergency. This action may be taken in the case of a tornado, severe storm, or release of toxic chemical, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection.

Shelter-in-place drills must be practiced and documented twice per year.

Lockdown Drills

Licensing defines "Lockdown" as a situation where participants are isolated from a security threat and access within and to the facility is restricted. Although similar to a Shelter-in-place drill, there are other things staff should keep in mind when conducting these drills.

- Facility containment procedures, such as closing of fire doors or other barriers
- Scenario applicability (if there is an intruder, where would they likely enter the building? How does this affect the route to the secure area?)
- Assembly points, and methods to account for all participants at the safe locations

Lockdown drills must be practiced and documented twice per year.

Injury Prevention Plan and Preventing Abusive Head Trauma Procedures

All programs must post an [injury prevention plan](#) which shall be updated at least annually based on documentation of injuries and a review of the activities and services. This plan outlines PRCS Program safety best practices and includes:

1. All staff shall follow Virginia Department of Education, Office of Participant Care Health and Safety Standards for Licensed Participant Day Centers.
2. Each site shall establish safety rules that pertain to their program, layout, and special circumstances
3. Each site shall establish a playground safety plan, posted in plain sight, that includes provisions for active supervision to include positioning of staff in strategic locations, scanning play activities and circulating among participants, and method to maintain resilient surfacing if located at a PRCS owned facility.
4. Staff will review CDC Preventing Abusive Head Trauma resource in Collaboration.

Playground Safety Plan/Rules

Each center shall follow playground safety procedures that shall include:

- Safety checks of equipment
- A list of areas/equipment that is off limits to participants
- Provision for active supervision by staff to include positioning of staff in strategic locations, scanning play activities, and circulating among participants
- Method of maintaining resilient surface

Be sure the participants are aware of and understand all the playground safety rules as most accidents occur on the playgrounds.

- Equipment should be used in accordance with the manufacturer label and its intended purpose.
- Keep a safe distance around a participant using a swing.
- Safe practices on the playground equipment.
- If an emergency arises, follow staff instructions.
- Both staff and participants should use sports equipment and games in a responsible and respectful manner.

Staff must situate themselves so participants are within sight and sound supervision at all times.

Areas not suitable for play:

- Picnic tables, parking lots, trees, tall weeds/grass
- Fences
- Playground equipment that is not age appropriate
- Cement bases for light poles
- Areas where participants cannot be seen

Licensing

PRCS Licensed and Licensing Exempt programs must meet the standards promulgated by the Virginia Board of Education. [The CDC regulations](#) can be found online at the Virginia Department of Education (VDOE) website, Office of Child Care Safety and Health.

The VDOE Office of Child Care Safety and Health enforces these standards by inspecting centers at least twice a year as well as investigating complaints or self-reported incidents.

The purposes of the standards are:

1. To ensure that the activities, services, and facilities of participant day centers are conducive to the well-being and development of participants
2. To reduce health and safety risks in the caregiving environment.

Licensing and Participant Safety Compliance

All staff are required to attend LEO (Licensing Employee Orientation) prior to their first day of working with participants or shadowing a program. Additionally, all staff are expected to review and abide by [Department of Education Standards for Licensed Participant Day Centers](#) (CDC Regulations). Whether your program is licensed or exempt from licensure, all applicable licensing regulations are expected to be followed, which are detailed in program addendums.

Licensed program staff will work with the Licensed Program Manager to document and communicate all licensing visits, subsequent violations, and if there are no violations listed on the Licensing Inspection Summary. A Licensing Checklist should be used regularly to ensure your program is meeting licensing compliance. Any program staff can use this form to do a self-

assessment of licensing compliance on their program: [PRCS Continuous Quality Review \(CQI\) Checklist](#).

Alternatively, school-age programs that are exempt from licensure, including School-Age Camps, CASA, CASA Academy and YAS will not have inspections through Department of Education, Office of Childcare Safety and Health. However, all programs will have two inspections annually from the Licensed Programs Manager. Any areas of non-compliance with the licensing checklist are expected to be corrected immediately, with follow up verification from the Licensed Programs Manager. Results of each visit by the Licensed Programs Manager will also be sent to the manager or supervisor of that program.

Staff Training Requirements

These training requirements apply to all staff hired in After-School Programs, Camps, Childcare, and Preschool. Staff transferring from other programs not listed must obtain all the following requirements. Each program has additional specific training requirements that will be separately listed in the staff addendums.

Hiring managers for each of these programs must use the following two checklists to complete timely requirements at each step of the hiring process:

1. [PRCS HR Hiring and Onboarding Checklist](#)-all regular staff
2. [New Hire Document Checklist for After-School](#)
3. [New Hire Checklist Childcare and Preschool](#)
4. [New Hire Checklist-Camps](#)

Minimum Required Annual Training Hours

Please see staff addendum for your program for additional requirements.

Program	Annual Hours	Notes
After-School, Childcare and Preschool Programs	16	LEO is not included in annual training hours for childcare and preschool. Program year to obtain hours is from August through June, annually.
Camps	10	Minimum of 10 hours annually during months of operation, in addition to LEO part 1 and part 2 (staff who have already completed LEO Part 1 in another PRCS program within the last year do not need to repeat).
Adaptive Recreation Camp	24	Includes LEO training. Mentoring training on-site may be included in the 24-hour requirement.

Substitute Staff

College students should plan to obtain training in the months they are available to work. Training hours for pay cannot exceed working hours on-site in any month.

Temporary positions such as subs, for any licensed/licensed exempt program, must be actively working to attend or obtain training hours throughout the year. Actively working will be defined as working at least one full shift per month. If any staff in a temporary position is unable to work any shifts, they will be ineligible to attend and receive training credit until they have informed their direct report of a return-to-work date. The responsibility to renew any expirations requiring a renewal certification that occurs while the employee is not actively working will default to the employee. This includes any fees that apply such as a First Aid and CPR certification or TB renewal that have expired. Additionally, PRCS will not pay hours needed to obtain renewal documents or certificates.

Volunteers

A volunteer is a person who works at the center or site and is not paid, not counted in the staff-to-children ratio and is in sight and sound supervision of a staff member when working with a child. Any unpaid person not meeting this definition shall be considered “staff” and shall meet staff requirements.

Volunteers must be at least 13 years old. Any volunteer 14 years or older needs a CPS check, which can be arranged through Licensed Programs Manager. Any volunteer 18 years or older needs a sworn statement, CPS, and Fingerprint search. They do not need annual training. Volunteers with PRCS that has met all licensing requirements. However, the program they are volunteering for should have the volunteer fill out the [PRCS Volunteer application](#) which documents the following requirements:

1. Name, address, verification of age requirement, job title, and date of **volunteering**
2. Name, address, and telephone number of a person to be notified in an emergency which shall be kept at the center.
3. Documentation that two or more references as to character and reputation as well as competency were checked before **volunteering**.

Volunteers who work more than six hours per week shall receive training on the center's emergency procedures within the first week of volunteering.

Training Hours Across Various PRCS Programs

Any annual training hours offered through a PRCS Licensed Program (that meet the criteria for annual training hours through Licensing) count and can carry over to another Licensed Program in PRCS.

Short-term programs (summer camps) must have 10 training hours. If staff only work in a short-term program, the 10 hours must be obtained from May-August. For staff who work in other school year programs with PRCS Licensed Programs, training hours can carry over. This does not excuse required, mandatory trainings specific to summer camp staff.

Additionally, any staff who work in multiple programs can use all training hours attended in all programs to accumulate 16 hours annually.

Instructions to Register for Daily Health Observation, MAT or MAT Diabetes

Current schedules for DHO and MAT classes are available on the [Licensing Sharepoint page](#).

For DHO classes, staff can register themselves in Collabornation.

For a MAT or MAT-Diabetes class, please contact the [Licensed Programs Manager](#) (LPM). Based on your current certification, prerequisites and availability, the LPM will complete your registration.

TB Screenings/Tests

Each staff member and individual from an independent contractor shall submit documentation of a negative tuberculosis screening.

1. Documentation of the screening shall be submitted at the time of employment and prior to coming into contact with children.
2. The documentation shall have been completed within the last 30 calendar days of the date of employment and be signed by a physician, physician's designee, or an official of the local health department.

New hire can complete on their own or through PRCS. If done with PRCS, register for screening through Rectrac. **550401-22. Employee pays \$25 at time of registration. Instructions printed on Rectrac receipt*

TB Symptoms or Positive Test

Any staff member who develops symptoms compatible with active tuberculosis disease, regardless of the date of the last tuberculosis screening or assessment, shall obtain and submit within 14 days a determination of Non contagiousness by a physician or local health department. Until such determination is made, that staff member may not be permitted to work at the center.

Any staff member who comes in contact with a known active case of tuberculosis or who tests positive on a tuberculin skin test, regardless of the date of the last tuberculosis screening or assessment, shall submit within 30 days a statement indicating that all needed follow-up for the incident has been completed and that the individual is free of tuberculosis in a communicable form. This statement shall be signed by a physician, physician's designee or an official of the local health department.

Collabornation

[Collabornation](#) is our training platform software system for all licensed/licensed exempt programs that provides individualized trainings to meet learner needs and professional development. This platform gives opportunity for supervisors and staff to work together on a training plan inclusive of all types, that meet immediate needs/unique situations. All documents required for Licensing will

be stored in one location, accessible to the staff and supervisor at any time. This platform stores training paths for new hires, administration and current staff in addition to live training registrations and resources for all programs. Notifications are sent to the learner when documents or credentials are close to expiring. Instructions on how to renew the credential will be sent in the notification. It is the staff's responsibility to maintain a current, used email address for notifications, and to view their transcript monthly to track progress.

Managers, Coordinators and Specialists are responsible for pulling staff transcripts monthly to ensure all documents are up to date and annual training hour requirements are being met. For staff who hold multiple positions, the primary position will be the reporting group they are assigned to. For instance, if a CASA Leader also works as a Summer Camp Leader, the primary report will go to the CASA Specialist. All other Managers, Coordinators or Specialists will still be able to access the learner transcript to ensure information is updated. The accountability for a complete staff record falls on the learner and their direct report (Manager, Specialist or Coordinator) for their primary position.

Accessing your Collabornation Account

Staff accounts are created administratively. Once an account has been created, your username will be your complete active directory email provided by the county. If you do not have an active directory based on your position (temporary or sub), your account will be created with the email address used on your job application. If you aren't sure which email was used, your manager, coordinator or specialist will be able to assist. All accounts have a default password and staff will be directed to change their password on first access to your account. You can access your account by going to www.collabornation.net.

Username: jane.smith@loudoun.gov

Password: Password1234

Once you reset your password, you will also be asked to enter information such as your emergency contacts.

All staff are responsible for maintaining their account and transcript. Initial access to your account will be through the email provided on your job application or your@loudoun.gov email if you have one. All staff should receive a notification of their initial username and password. The default password for all first-time users is: password1234

Certifications and Documentation in Which Staff Must Always Remain Current

All staff in after-school, camps, childcare and preschool are required to maintain current certifications and documentation in Adult and Pediatric First Aid and CPR, Daily Health, TB test/screening, and background checks, per Licensing and PRCS Policy. Once renewed, the results will be entered administratively into your Collaboration account.

Credential Type:	Renew every:
Adult and pediatric First Aid/CPR/AED	2 years
Sworn Statement	5 years
Fingerprint Search (OBI)	5 years
Daily Health Observation	3 years
TB Screening	2 years
Additionally, Childcare and Preschool Licensed Programs require:	
Virginia Central Registry-CPS	5 years
Nationwide Sex Offender search	5 years
Out of State Background searches	5 years for out of state residents

Collaboration Notifications

You and your direct supervisor will receive notifications to the email associated with your Collaboration account for documents that are expiring. The notifications will begin at 90 days prior to expiration, then 60 days, then 30 days. Please follow the instructions on the notifications to renew the document. Your immediate supervisor will also receive the notifications. It is the employee's responsibility to ensure they receive notifications by keeping the email address used most frequently updated in Collaboration.

Any temporary staff (subs, college students on break) who are not currently working and have expired certifications or expired documents must bring them current at their own expense prior to returning to work.

Who enters what document credentials into Collabornation after initial hire/renewals:	
Background Search results (renewals and new): Sworn Statement, CPS, Fingerprint, National Sex Offender Search, Out of State Searches if applicable	PRCS Admin: Licensed Program Manager, Camp Daze and Fest Specialist, Children's Programs Admin Asst, Adaptive Recreation Specialist, Camp Daze and Fest Coordinator, YAS
TB screening results completed through PRCS	PRCS Admin: Licensed Program Manager, Camp Daze and Fest Specialist, Children's Programs Admin Asst, Adaptive Recreation Specialist, Camp Daze and Fest Coordinator, YAS
Daily Health Observation Certificates	PRCS Admin: Licensed Program Manager, Camp Daze and Fest Specialist, Children's Programs Admin Asst, Adaptive Recreation Specialist, Camp Daze and Fest Coordinator, YAS
Adult and Pediatric First Aid, CPR and AED completed through PRCS main office	PRCS Admin: Licensed Program Manager, Camp Daze and Fest Specialist, Children's Programs Admin Asst, Adaptive Recreation Specialist, Camp Daze and Fest Coordinator, YAS
Outside Trainings (not offered by PRCS)	Employee who attended the training
Trainings within Collabornation library	Once the training is completed, the certificate is automatically added to the employee transcript
Virginia Preservice Training (10 hours) - Childcare and Preschool staff only	Hiring manager assigns to new hire, must be completed within 90 days of start date

Reviewing your Collabornation Transcript

When you log in to Collabornation, there is a small icon at the top right of your screen that is a green person. Click on it and select “transcript”. Scroll below and you can see all documents entered in your transcript, including trainings.

Instructions to Enter an Outside Training

Save your certificate as a PDF on your device (phone, ipad, laptop, etc.) Log in to Collabornation and click on the green person icon at the top right of your screen. Select “additional training”. Enter all information in the field regarding the training you are entering.

1. Course Title
2. Course Provider (type in the trainer’s name or who offered the training such as “Early Childhood Investigations”)
3. Category-select type of training from drop-down
4. “Label” drop-down, select “add-on training”
5. Enter clock hours (number of training hours credit for this certificate)
6. Enter “description” (title of course and any other relevant information on certificate)

7. Enter “completion date” from the certificate
8. For “lesson status” select “completed” from the drop down
9. Leave grade blank
10. Upload your certificate from the device you are using. You will not get credit without uploading your certificate.
11. Double check all field are completed and click on “submit record”

Instructions to Search the Collabornation Database of Trainings

1. Log in the [Collabornation](#). On the left side of the screen, select the icon that says “course catalog”.
2. At the top of the screen, select “show categories”. “Live Events” will take you to the training calendar of events being offered through PRCS.
3. Follow instructions when prompted for enrolling in a course.

Instructions to Register for Daily Health Observation, MAT or MAT Diabetes

1. All three classes are posted in the events. You can get to the events calendar by clicking on the icon on the left side of your screen
2. Search for the class you need to sign up for. Each class has a maximum capacity and is first-come first-serve. Once you click on the class, you will be able to see how many openings there are. If there are openings, you must select “register”. This will not be an option if there are no openings.
3. Each event includes instructions for taking the course. Alternatively, on the [Licensing Sharepoint Page](#) you can find a schedule of classes, [prerequisite requirements](#), and detailed instructions to register.

Training Pre-Approvals

All training and paid hours must be preapproved by an after-school specialist or PRCS manager for paid time. This includes free trainings in Collabornation that have not been assigned or trainings that are not offered in-person through PRCS. Core Competencies or licensing acceptable trainings will be offered year-round from PRCS at no charge to the employee. Outside trainings that are not offered by PRCS can be approved by a Program Coordinator or Program Manager. In order to request a training that is outside of PRCS provided options, submit your request in writing 60 days prior to the date of the training to your Program Coordinator or Program Manager for approval*. Staff will not get paid for their time without pre-approval.

**this does not apply to short-term programs such as camps. Please arrange any outside training requests with your camp coordinator or center manager*

Training Attendance, Punctuality and Accountability

All in-person professional development trainings or certification trainings offered by PRCS will have a sign-in sheet or QR Code. All employees are required to sign-in upon arrival. Failure to do so will

forfeit any training credit, certification or pay hours. Once the training begins, any late arrivals will be turned away. Staff must fully attend certificate trainings to obtain certificate.

Some certificate classes, such as MAT, FA/CPR have skills tests at the end the learner must pass in order to obtain the certificate.

Anyone who registers for a certification class such as Daily Health Observation, First Aid and CPR, Mental Health First Aid or MAT, provided by PRCS, will be charged the fee in its entirety for the class if they do not attend the class, unless an excused absence. In the case of an excused absence, the learner's supervisor must notify the Licensed Programs Manager upon receipt of information, and the fee will be waived. Examples of an excused absence include: a request to be excused at least 48 hours in advance of the scheduled training, the employee is unable to work due to a physical, mental, or emotional illness, disorder, injury, or disability; and/or exposure to a contagious disease when the employee's attendance at duty jeopardizes the health of others. If you cannot attend a class that you registered for, you must cancel it through retrack (if FA/CPR) or Collaboration. If you do not have access at the time of your cancellation, you must notify your manager so they can cancel you and open the spot for someone else.

If a certification is not obtained due to inability to pass a written or skills test, staff may register to retake the class one more time. Training credit for the course is only given if the course is completed and a certificate has been obtained.

Training with Fees

1. Online trainings that have a fee of \$100 or less can be requested for approval for PRCS to pay (through Program/Center Manager and Division Manager). Request for approval must be at least 60 days prior to date of training, include justification as to how this training will enhance professional development, and how the training it fits into your annual training plan goals.
2. Staff will be responsible for any training fees outside of PRCS that are NOT approved by a Program or Center Manager.
3. Staff will not be paid for their time for attending a training that has not been preapproved by a Program or Center Manager.
4. Any trainings offered through PRCS (*except first-time certifications for FA/CPR) will be paid for by PRCS
5. Staff are responsible to pay the class fee if there is failure to show for a FA/CPR class, MAT or Daily Health training in which you registered for. Cancellations must be submitted to your direct supervisor 48 hours prior to the scheduled class to avoid charges. The supervisor must notify the Licensed Program Manager of the cancellation.
6. Fees for unexcused absences:
 - a. MAT-\$90
 - b. First Aid/CPR-\$40
 - c. Daily Health Observation-\$20
 - d. Mental Health First Aid-\$65

Resource Links

Resource	Description
Accident/Incident Reporting	PRCS link to fill out and submit any accident or incident which occurred during program time
Americans with Disabilities Act (ADA) PRCS Compliance	PRCS policies on compliance with ADA
Continuous Quality Improvement (CQI)	Form used to self-assess compliance with licensing and safety compliance per program
CPS Reporting Step 1 (internal for PRCS)	This link is to guide staff to collect all information needed for step 2 when you make an official report of suspected child abuse or neglect to CPS. This is for internal documentation only and does not automatically go to CPS.
CPS Reporting Step 2 (to CPS)	Using the documentation submitted in step 1, click on this link to report the suspected child abuse or neglect to CPS. Staff will be asked to log-in or create an account.
Daily Site Safety Check	Required to be completed daily per program by Supervisor or Lead Teacher, or other designated staff
Emergency Drills Log	Emergency drills practiced and documented monthly per program, must maintain record for two years
Emergency Preparedness Plan	Must be printed and filled out and updated annually per PRCS program, completed plan filed in operations binder
Field Trip Permission	Can be used if ePact participant emergency form is not used for field trips
Food Allergy Action Plan Form (FAAP)	Parents must fill this out when registration in ePact indicates a food allergy
Injury Prevention Plan	Must be printed and updated annually per program location, filed in operations binder
Licensing Regulations	Department of Education, Division of Child Care Health and Safety regulations for licensed child day centers
Long-Term Medication Form	Required for medications to be administered as-needed while in care of PRCS programs. These medications are typically inhalers, epi-pens, or daily medications (prescription and non-prescription)
Medication Intake Checklist	Recommend each staff to use when receiving medications from a parent to ensure all policies, authorizations and requirements are in compliance with Licensing

Resource	Description
National Weather Service	Reference for any extreme cold or heat weather conditions that are deemed unsafe for outdoor play
No Medication Provided	Requires parent signature to state they will not be providing medication for listed allergies
Operations Binder Template	Blank template for each location to fill in based on site information. Must be dated and renewed annually.
Participant Expulsion/Suspension Recommendation	Link to fill in all information for your recommendation for a participant suspension or expulsion from the program. All documentation will be submitted here for Division Manager and Dept Director approval.
Short-Term Medication Form	Medication authorization for up to 10 business days, does not need physician authorization. Can be renewed twice by the parent signature and date per program year.
TB Tests	Register for screening through Rectrac. 550401-22 . Employee pays \$25 at time of registration. Instructions printed on Rectrac receipt
Topical Medications, Sunscreen and Insect Repellent	Form parents fill out to grant permission for staff to apply topical medications, sunscreen or insect repellent
VDH Communicable Disease chart	Steps and actions per the Virginia Department of Health to take when staff learn of a child who has been in the program or is in the program with a listed communicable disease