Loudoun County
Parks, Recreation
& Community Services

After-School Programs Family Addendum

For accessibility-related requests to participate, please contact prcsaccess@loudoun.gov or call 703-777-0343.
Advance notice is appreciated.

Si usted requiere asistencia por discapacidad o necesita un intérprete para participar, por favor contáctenos en prcsaccess@loudoun.gov o al 703-777-0343.

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About PRCS After-School Programs

Loudoun County Parks, Recreation and Community Services currently offers after-school programs for elementary and middle school-aged children.

CASA

(County After-School Activities)

Elementary After-School Program that operates in Loudoun County Public Schools. Children report to the cafeteria immediately after school to the CASA program, staffed by Loudoun County Parks, Recreation and Community Services

YAS

(Youth After-School)

After-school program for children in middle school, hosted at LCPS locations.

Our Goals

PRCS After School Programs continually strives to build a meaningful and enriching environment by using our experience, knowledge, and resources to design, implement, and continuously improve a program that promotes comprehensive learning and development for children. At PRCS after school Programs, we encourage children and staff 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 builds self-esteem.
- **Foster cooperation with adults:** Staff will establish fair and consistent rules and policies for all the children. We expect the children to follow these rules, and likewise hold ourselves to a standard of excellence and professionalism when explaining and enforcing rules. We positively influence children's attitudes and learning.
- **Empower 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 through after school staff leading children by example and acting as role models. This is done by illustrating appropriate manners, conduct, and appearance. As adults, we observe, document, and address potential concerns in the program as they arise.

After-School Contact Information

Each after-school site has a program Supervisor and at least one Leader, depending on enrollment numbers. All site Supervisors report to an After-school Specialist. Site Supervisors, Program Managers, and After-school Specialists welcome your emails and phone calls.

We also welcome any comments, suggestions, concerns or kudos to our staff at prcs@loudoun.gov

PRCS Leadership		
Steve Torpy	Director PRCS	Steve.Torpy@loudoun.gov
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Cassandra VanGilder	After-School Specialist	703- 936-1229	Cassandra.Vangilder@loudoun.gov
VACANT	After-school Specialist	571- 233-0271	
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Noemi Scharbaym	After-school Specialist	571-919-1289	Noemi.Scharbay@loudoun.gov
Ken Lowe	After-school Specialist	571-233-0628	Kendell.lowe@loudoun.gov
VACANT	After-school Specialist		

CASA Site	Mobile	CASA Site	Mobile
Aldie	571-233-1172	Leesburg	571-238-2590
Algonkian	571-837-1270	Legacy	571-238-3053
Arcola	571-209-0924	Liberty	571-233-0362
Ashburn	571-233-1780	Little River	571-233-2171
Balls Bluff	571-233-1718	Loudoun Valley CC	571-233-0599
Banneker	571-442-2320	Lovettsville	571-233-3113
Belmont Station	571-259-9680	Lowes Island	571-233-1206
Buffalo Trail	571-233-0136	Lucketts CC	571-479-9118
Cardinal Ridge	571-209-0719	Madison's Trust	571-577-5130
Catoctin	571-233-1183	Meadowland	571-238-2761
Cedar Lane	571-233-1924	Mill Run	571-238-2599
Cool Spring	571-233-3833	Moorefield Station	571-209-8013
Countryside	571-233-1993	Mountain View	571-238-2472
Creighton's Corner	571-577-5129	Newton-Lee	571-259-9780
Discovery	571-209-8108	Pinebrook	571-437-0974
Dominion Trail	571-233-1668	Potowmack	571-440-1278
Elaine C. Thompson	571-439-6109	Rolling Ridge	571-233-3142
Evergreen Mills	571-259-9535	Rosa Lee Carter	571-233-2349
Forest Grove	571-233-0786	Round Hill	571-238-2522
Frances Hazel Reid	571-238-2644	Sanders Corner	571-238-3044
Frederick Douglass	571-233-1922	Seldens Landing	571-420-3896
Goshen Post	571-233-1575	Steuart Weller	571-233-0580
Henrietta Lacks	571-258-9959	Sugarland Run	571-680-4648
Hillside	571-233-1165	Sycolin Creek	571-233-1974
Horizon	571-233-2032	Waterford	571-238-2981
Hovatter	571-233-2620	Waxpool	571-439-6162
Hutchison Farm	571-233-1976		
John Tolbert	571-233-1519		
Kenneth Culbert	571-233-0604		

YAS Site	Mobile	YAS Site	Mobile
Belmont Ridge	571-233-1327	Mercer	571-233-2614
Blue Ridge	571- 233-1344	River Bend	571-233-2770
Eagle Ridge	571-233-2144	Seneca Ridge	571-233-3086
Farmwell Station	571-233-2336	Stone Hill	703-936-1224
Harper Park	571-233-2496	Trailside	571-479-8917

PRCS CARES (Childcare Assistance and Resources for Enrichment Support) Program

PRCS is pleased to offer the PRCS CARES Program for patrons. Eligibility information can be found on the PRCS CARES website. To apply please submit a PRCS CARES Application and upload the appropriate documentation. Once your application is received and approved, we will adjust your account with the approved discount and send you a confirming receipt for the change. Please note, we will request and require an annual update to remain in the PRCS CARES Program. Please email PRCSCares@loudoun.gov if any questions.

A Day in PRCS After-School Programs

Arrival from School

Board games, coloring pages, legos, & various age-appropriate activities are set out for the participants to engage with while children are arriving & getting checked in.

Each child is checked in on brightwheel and has a daily health check. If the staff feels the child is not well, or has a fever of 100 degrees or more, recurring vomiting, or diarrhea, the parent will be asked to take the child home. To allow a child to attend while sick, or before complete recovery, is individually harmful and exposes the entire group to the risk of infection.

Snack

Each PRCS After-school program provides a daily USDA approved snack. All snack menus are posted for parental information. All children must wash their hands before and after snack.

Active Time

Outdoor play is an important part of the PRCS After-School daily schedule. Age-appropriate active games and sports help build the confidence of each child. In the gym or on the playground, PRCS offers active play time and designates at least 30 minutes of the program time for physical activity for every child.

Please dress your child according to the weather conditions. During periods of extreme heat or extreme cold, PRCS staff will follow National Weather Service alerts for determining safe outdoor activities. If any alerts indicate extreme weather, warning, or unsafe air quality, programs will remain indoors.

Creative Time

Each after-school program offers an enriching curriculum that incorporates STEM, Kindness Culture, arts and crafts, special guests, and a wide variety of activities to stimulate your child's curiosity and boost their creativity and self-esteem.

Homework/Quiet Time

At least 30 minutes of quiet time is offered to focus on homework, reading, or a quiet activity to inspire creativity and challenge each child's small motor skills.

Free Play or Structured Time

Structured gym games, board games, STEM activities, coloring, and other engaging offerings are available for children to learn new things and discover their own unique skills.

Check in, Check out, and Communication

All after-school programs use Brightwheel for daily check-in, check-out, and communication with parents. Once you are enrolled you will receive an invite in your email you used to register from Brightwheel. There is a free app that can be downloaded on any smartphone. All listed authorized pick-ups must be entered in your brightwheel account in order to pick up your child. Each authorized pick-up will be assigned a unique pin, which is used to sign the participant out of the program.

Here are the steps to follow to activate your brightwheel account:

1. **Create a free brightwheel account.** Please wait until you receive an invitation via email or text, and create a free parent account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to. Here is a quick video overview: Brightwheel for Guardians
2. **Confirm your child's profile.** You will see your child's profile after you create an account. You will not be able to activate your account until you have received an invitation from brightwheel (not PRCS). If you need an invite sent and have not received one yet, please notify us at CASA@loudoun.gov.
3. **Set up your account preferences.** You can adjust your notification preferences within your profile settings on the app. You can also add authorized pick-ups to your account. Authorized pick-ups do not need the app, but you will need to let them know what their unique assigned 4-digit pin is. All authorized pick-ups must present photo ID.

If LCPS is closed, there is no CASA or YAS. PRCS will offer School's Out Camps for an additional fee. Locations, dates and registration can be found on PRCS Connect.

Parent Resource App-parents are encouraged to download this link on smart devices to receive updates throughout the year, and quickly access information about PRCS After-School Programs for Families

Before Your Child's First Day Checklist

1. If your child will have a non-PRCS staff working with them (such as a tutor, ABA Therapist, school teacher) during After-School hours in a PRCS program, you must authorize this person by filling out and submitting the Permission for non-PRCS staff to work with your child form. Once submitted, this permission form will be filed on-site with your child's information.

2. Notify school and child's teacher that your child will be reporting to the after-school program in which you registered
3. Snacks are provided in the after-school program and a monthly menu is posted on-site. If you send your child with additional snacks, please make sure they are labeled with the child's name and date.
4. CASA and YAS students report to the cafeteria, where all CASA and YAS programs meet at the start of the day
5. Upon picking up your child at a CASA or YAS program, report to the school cafeteria. If the CASA or YAS program or your child's cohort is in a different location such as the gym or playground, you will be instructed by a posted sign or staff to where you can retrieve your child
6. CASA at Lucketts and Loudoun Valley Community Centers will walk with a PRCS staff or have students arrive by bus and a staff will greet them, sign them in, and escort them to the CASA room. Programs that walk will have staff meet the children at the school, sign them in, and walk with them to the program.
7. Complete emailed instructions from brightwheel for setting up your account to check out your child and receive notifications
8. Bring any medications or medication authorizations required if applicable

Household Contact Information

PRCS will often send emails to parents with reminders, or information about School's Out Camps. In order to make sure you receive all pertinent information, we request that parents keep information such as emails and phone numbers current within your household information in PRCS Connect and brightwheel. Some messages will go out from after-school programs from the Brightwheel app. If you need assistance updating your information, you can email your Community Center location listed above, or CASA and YAS families can email casa@loudoun.gov. Receiving pertinent information from PRCS is dependent upon your household information being current and updated.

Absences or Schedule Change

Accounting for all children at all times is imperative to PRCS programs. Failure to notify staff of the absence prior to the beginning of the program or provide written notification to the Site Supervisor may result in calling 911 to report a missing child. Please do not rely on Loudoun County Public Schools to notify CASA or YAS of any absence. Parents are encouraged to use brightwheel, text or voicemail to send staff messages, including absences or schedule changes. If your child will be arriving late to the program, a caregiver (non-CASA Staff) must be able to sign your child in.

Picking up Your Child

Parents or approved pick-ups must arrange to pick up children by program closing times. CASA closes at 6pm, and YAS closes at 6:15pm. Please note that staff are not permitted to send your child to meet you from another location. If you arrive to site and your child is with their group at another location, such as the gym or playground, you must pick your child up from that location and confirm with the staff that they have been checked out.

Snack Time

Our after-school programs provide a daily USDA approved snack. All snack menus are posted for parental information at each site. Since we do not supply food for special diets, religious, or medical reasons, parents are required to provide such food for their child. Parents must provide documentation identifying the reason for the special diet and the diet must comply with the USDA nutritional guidelines. Due to supply, the menu provided may change for snack. Staff will note any known changes on the daily menu posted on-site.

Please note, due to allergy restrictions, after-school participants may not share their snack with other children. If sending your child with snacks, please include the child's name and date on each snack item. Additionally, water bottles must be labeled with your child's name.

Payments

After-school fees are billed monthly and must be paid by the 1st of each month for the next month. For example, October's payment is due September 1st, November's payment is due October 1st. All after-school programs are 10-month programs. Fees are charged monthly for the 10 months. Deposits will be applied to first month's tuition.

First month's payment must be received at time of registration. Monthly payments are $405/child for CASA and $50/child for YAS.

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

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

Payment for our programs can be made online through PRCS Connect, via check mailed to our Administration Office, or in person at any staffed county facility (such as Recreation and Community Centers), including our Administration Office. If you choose to mail in a check, please be sure to leave adequate time for your check to arrive and be processed. Your child will be dropped from the program if payment is not made by the due date. The address for the PRCS Administration Office is: **742 Miller Drive SE P.O. Box 7800 Leesburg, VA 20177**

Auto Debit

Auto debit is available to households that pay the full enrollment fee of $405.00 per month for CASA and $50/month for YAS. Registration must completed annually and can be performed either at the main office located at 742 Miller Drive, SE Leesburg, VA 20177, at any PRCS Community or Recreation Center in person, or by submitting a request online.

After-School Cancellation Policy

Contact Information

If you wish to cancel your child from

- CASA, please email CASA@loudoun.gov
- YAS, please email YAS@loudoun.gov

***Please include your child's name, After-school location, household number, and the last day your child will be attending.*

Date Conditions

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

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

Adjustments and Refunds

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

Loudoun County Public Schools

While our after-school programs are not sponsored by Loudoun County Public Schools, PRCS will follow LCPS policies on the following:

1. Any child who is suspended or expelled from LCPS is ineligible to attend CASA or YAS until they return to school.
2. If a sick child stays home from school for the day, they are not permitted to attend CASA or YAS the same day.

School Closings and Weather

After-school programs operate with the Loudoun County Public Schools (LCPS) calendar. After-school programs will be closed on days there is no school or if there is an early dismissal for weather related or other reasons.

Please note: CASA and YAS are not considered a LCPS after-school activity. When school is in session until normal dismissal hours, CASA and YAS will be open.

Parents and school officials are responsible for implementing any emergency pick-up arrangements during school hours. CASA and YAS will continue to remain open when LCPS announces that after-school activities are canceled. If weather conditions worsen during after-school hours, site staff may contact parents to pick up participants earlier than normal. PRCS staff will always remain on site until all participants have been picked up.

Positive Behavioral Interventions and Support (PBIS)

PBIS is a system approach for establishing a safe and supportive learning environment to promote social, behavioral, and academic success. Effective PBIS requires a common vision, language, and practices used consistently across all after-school sites. PBIS is a framework to identify needs, develop/enhance strategies and evaluate implemented practices at sites, to adjust accordingly. Where routines and expectations are taught in a consistent manner.

Personal Belongings

A designated area will be provided for children's personal belongings. All children are encouraged to have a book bag or backpack for their belongings. Children are strongly discouraged from bringing valuable items to the program. Staff are not responsible for money or personal belongings.

Homework Time and Chromebook Usage

Each site shall allow 30 minutes for quiet, homework time for each participant. Participants who do not have homework will be offered a quiet and non-disruptive activity to do while sitting at a table.

Chromebooks are only to be used if necessary to complete homework assignments. Tablets may be used if included in a participant's behavior plan. While using Chromebooks:

- Children's screens should always be visible – they cannot sit with their backs against the wall.
- Chromebooks should never be in use while eating snack or doing other program activities or projects.
- Staff will check screens often.
- If the children do not have homework, they should engage in quiet, independent activities that support learning, such as reading (or being read to), journaling, solving puzzles, or completing a word search.

Participants will not be granted permission to go back to their classroom for forgotten items.

Devices Brought from Home

Participants are only permitted to use LCPS issued laptops during homework. Smart devices, phones or tablets are not permitted, and if participants bring them to the program, they will be asked to place them with their personal belongings. PRCS staff are not responsible for any devices brought from home. Exceptions may be made with an approved accommodation request or when requested in a behavior plan or IEP for the participant.

Early Registration for Next School Year

Each spring, emails, messages and flyers will go out to all parents regarding the process for early registration for the next school year. Early registration is for families enrolled in the CASA and YAS programs, and their siblings. Once early registration closes, the remaining openings are offered through open registration to the general public. PRCS will make all efforts to communicate this process through primary emails registered in rectrac households, parent/guardians in brightwheel, and through flyers on-site. If a family misses the deadline for early registration, we cannot promise any openings for your child or children next year if all the spots are filled. Registration is based on first-come, first-served. The PRCS website will also have information on registration at Parks, Recreation, & Community Services | Loudoun County, VA - Official Website.

Important Information on Exemption of Licensure for PRCS School-Aged Programs

On April 16, 2024, the Loudoun County Board of Supervisors approved a request from the Department of Parks, Recreation and Community Services (PRCS) for an Exemption of Licensure from the Virginia Department of Education for County-licensed after-school and camp programs. The exemption is for school-aged programs only. PRCS preschool and child care programs in our recreation and community centers will remain licensed. PRCS will continue to maintain the quality of these programs that you have come to expect. In fact, current PRCS licensed programs already meet or exceed licensing standards through existing internal quality control monitors. For more information, please visit our FAQs page on the license exemption request.