

Loudoun County Department of
Parks, Recreation & Community Services

After-School

Staff Handbook Addendum

CASA
County After-School Activities

YAS
YOUTH AFTER-SCHOOL

CASA ACADEMY
County After-School Activities



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After-School Staff Addendum

This staff addendum has been created to apply to afterschool programs: CASA, CASA Academy, and YAS.

CASA (County After-School Activities)-afterschool program for children ages 5-12, which is hosted primarily in a LCPS location, with the exception of Loudoun Valley, which is also CASA and not a CASA Academy

CASA (County After-School Activities) **Academy**- after-school program for children ages 5-12, which is hosted in a Loudoun County PRCS facility that is either a community or recreation and community center. Throughout the handbook, differences are noted for CASA Academy. These differences are primarily based on facility location that is owned by PRCS and not LCPS. When LCPS are closed, CASA does not operate. However, Community and Recreation Centers remain open unless there is a county issued “closed” status.

YAS (Youth After-School)-after-school program for children in middle school, hosted at LCPS locations.

All afterschool program staff

All staff are expected to review and abide by [Loudoun County HR Policy Handbook](#), [PRCS Policy and Procedures Manual](#), the [PRCS Master Staff Handbook](#), [Virginia Department of Education-Standards for Licensed Child Day Centers](#) the **After School Staff Handbook Addendum**. Failure to adhere to any policies or procedures listed may result in disciplinary action.

Our Program Goals and Staff Values

- 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 practice **compassion and empathy**, understanding that each child comes with their own joys, struggles and emotions.
- Staff **embrace creativity** as a superpower, fueling emotional growth and fostering a sense of wonder for the participants.
- Staff model **problem-solving**, showing children 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.

- Staff acts with **integrity** and demonstrate the importance of honesty and trustworthiness to participants, families and other staff.
- Staff **celebrate diversity**, whether cultural, linguistic or ability related, and ensures that every child feels welcome, respected, included and has a safe space.
- Staff recognize **learning never stops**, modeling a growth mindset by seeking professional development, learning from mistakes, and encouraging children to embrace challenges.
- Staff **celebrate progress**, not just perfection.
- Staff practice **heartfelt gratitude** in shaping young lives daily for the small victories, the laughter and the moments when a child's eyes light up.

2025-26 After-School List of Contacts and Emergency Numbers

PRCS Children's Programs Leadership			
Steve Torpy	Director PRCS	Steve.torpy@loudoun.gov	
Jeremy Payne	Deputy Director PRCS	Jeremy.payne@loudoun.gov	
Jenny Jones	Assistant Director	Jenny.Jones@loudoun.gov	
Kristin Garrett	Children's Programs Division Manager	571-258-3108	Kristin.Garrett@loudoun.gov
Danielle Barger, Programming and Development	Children's Programs Manager- Programming and Development	703-777-0398	Danielle.Barger@loudoun.gov
Jessica Nalls, Operations	Children's Programs Manager-Operations	571-258-8769	

Administrative Staff CASA and YAS				
PRCS Office	Administrative	Main Building Line	703-737-8042	Physical Address: 742 Miller Drive SE, Leesburg, VA 20175
Eva Mo		Lead Children's Program Administrative Assistant	571-258-3793	Eva.Mo@loudoun.gov
Sara Genco		Children's Program Administrative Assistant	703-771-5952	Sara.Genco@loudoun.gov
Maria Pla		Children's Program Administrative Assistant	703-737-8956	maria.pla@loudoun.gov
Irma Aceituno		Children's Program Administrative Assistant	571-233-0418	Irma.aceituno@loudoun.gov
Support Staff After-School Programs				

Maria Auger	Coordinator- Adaptive Recreation	703-771-5013	Maria.Auger@loudoun.gov
Megan McCullough	Specialist - Inclusion	571-258-3488	Megan.McCullough@loudoun.gov
Matt Smith	Specialist-Inclusion	571-627-7910	Matthew.S.Smith@loudoun.gov
Mary Wizbicki	Licensed Programs Manager	703-771-5112	Mary.Wizbicki@loudoun.gov

CASA Academy Admin Staff			
VACANT	Assistant Director		
Dr. Chezia Calloway	Division Manager- Community Centers	703-777-0180	Chezia.Calloway@loudoun.gov
Sheri Conrad	Manager, Bluemont Community Center	540-554-8643	Sheri.Conrad@loudoun.gov
Paige Neeley	Manager, Lucketts Community Center	703-771-5281	Paige.Neeley@loudoun.gov
Vacant	Manager, Philomont Community Center	540-338-5882	

Emergency Numbers	
Duty Phone Line* CASA and YAS, CASA Academy notifies manager on duty	571-233-3234
Loudoun County Sheriff (LCSO)	703-777-0407 703-777-0408
Poison Control	1-800-222-1222
Child Abuse Hotline	703-771-5437 (KIDS)
Emergency, EMT, Fire, Rescue	911

After School Administration Staff			
Mekel Clark	Coordinator	571-233-0265	Mekel.Clark@loudoun.gov
Ray Walker	Coordinator	571-233-0287	Raymond.walker@loudoun.gov
Susan Leone	Coordinator	571-209-0151	Susan.leone@loudoun.gov
Beth Stephens	Coordinator	571-528-1647	Beth.stephens@loudoun.gov
Linda Lifsey	Sub Specialist--All After School Subs	571-233-0273	Linda.Lifsey@loudoun.gov
Amy Weller	After-School Specialist	571-233-0698	Amy.Weller@loudoun.gov

Andreina Caracciolo	After-School Specialist	571-233-0418	Andreina.Caracciolo@loudoun.gov
VACANT	After-School Specialist		
Carrie Sandler	After-School Specialist	571-442-3202	Carrie.sandler@loudoun.gov
Cas VanGilder	After-School Specialist	703-936-1229	Cassandra.vangilder@loudoun.gov
Evan Floyd-Pickett	After-School Specialist	571-233-0271	Evan.FloydPickett@loudoun.gov
VACANT	After-School Specialist	571-233-0628	Johnjack.bird@loudoun.gov
Kristin Backlund	After-School Specialist	571-233-1862	Kristin.backlund@loudoun.gov
Michelle Birkenstock	After-School Specialist	571-233-0487	Michelle.birkenstock@loudoun.gov
Noemi Scharbaym	After-School Specialist	571-919-1289	Noemi.Scharbaym@loudoun.gov
Naima Harrington	After-School Specialist	571-233-0495	Naima.harrington@loudoun.gov
VACANT (new)	After-School Specialist		
Jessica Flores	Program Assistant	571-233-1862	Jessica.flores@loudoun.gov
VACANT (Jack)	Rover Supervisor		
VACANT (Tiffany)	Rover Supervisor	571-749-7328	Tiffany.miller@loudoun.gov
Amsa Ramesh	Rover Leader/Sports	571-233-0109	Amsa.Ramesh@loudoun.gov
Colin Rodgers	Rover Leader/Sports	571-233-0438	Colin.rodgers@loudoun.gov
VACANT	Rover Leader/Sports	571-233-0452	Bradley.mattia@loudoun.gov
Andrick Figueroa	Rover Leader/Sports	571-246-3919	Andrick.figueroa@loudoun.gov

Site phone numbers for after-school programs: CASA, CASA Academy, and YAS

CASA Site	Mobile	Address
Aldie	571-233-1172	23269 Meetinghouse Ln, Aldie
Algonkian	571-837-1270	20196 Carter Court, Sterling
Arcola	571-209-0924	41740 Tall Cedars Parkway, Aldie
Ashburn	571-233-1780	44062 Fincastle Drive, Ashburn
Balls Bluff	571-233-1718	821 Battlefield Parkway NE, Leesburg
Belmont Station	571-259-9680	20235 Nightwatch Street
Buffalo Trail	571-233-0136	42190 Seven Hills Drive, Aldie
Cardinal Ridge	571-209-0719	26155 Bullrun Postoffice Rd., Centreville
Catoctin	571-233-1183	311 Catoctin Circle SW, Leesburg
Cedar Lane	571-233-1924	43700 Tolamac Drive, Ashburn
Cool Spring	571-233-3833	501 Tavistock Drive, Leesburg
Countryside	571-233-1993	20624 Countryside Boulevard, Sterling
Creighton's Corner	571-577-5129	23171 Minerva Drive, Ashburn
Discovery	571-209-8108	44020 Grace Bridge Drive Ashburn
Dominion Trail	571-233-1668	44045 Bruceton Mills Circle, Ashburn
Elaine C. Thompson	571-439-6109	24200 Pissarro Dr., Sterling
Evergreen Mills	571-259-9535	491 Evergreen Mill Rd. SE Leesburg
Forest Grove	571-233-0786	46245 Forest Ridge Drive Sterling
Frederick Douglass	571-233-1922	510 Principal Drummond Way
Goshen Post	571-233-1575	24945 Lobo Drive, Aldie
Henrietta Lacks	571-258-9959	41125 Collaboration Drive, Aldie
Hillside	571-233-1165	43000 Ellzey Drive, Ashburn
Horizon	571-233-2032	46665 Broadmore Drive, Sterling
Hovatter	571-233-2620	41135 Collaboration Drive. Aldie
Hutchison Farm	571-233-1976	42819 Center Street, South Riding
John Tolbert	571-233-1519	691 Potomac Station Drive NE, Leesburg
Kenneth Culbert	571-233-0604	38180 W. Colonial Highway, Hamilton
Leesburg	571-238-2590	323 Plaza Street NE Leesburg
Legacy	571-238-3053	22995 Minerva Drive, Ashburn
Liberty	571-233-0362	25491 Riding Center Drive, South Riding
Little River	571-233-2171	43464 Hyland Hills Street, South Riding
Loudoun Valley CC	571-233-0599	320 W School Street, Purcellville
Lovettsville	571-233-3113	57 E. Broad Way Street, Lovettsville
Lowes Island	571-233-1206	20755 Whitewater Drive, Sterling
Madison's Trust	571-577-5130	4230 Creighton Road, Ashburn
Meadowland	571-238-2761	729 S. Sugarland Run Drive, Sterling
Mill Run	571-238-2599	42940 Ridgeway Drive, Broadlands
Moorefield Station	571-209-8013	22325 Mooreview Parkway, Ashburn

Mountain View	571-238-2472	36803 Alder School Road, Purcellville
Newton-Lee	571-259-9780	43335 Gloucester Parkway, Ashburn
Pinebrook	571-437-0974	25480 Mindful Court, Aldie
Potowmack	571-440-1278	46465 Esterbrook Circle, Sterling
Richard and Mildred Loving	571-238-2644	800 North King St., Leesburg
Rolling Ridge	571-233-3142	500 E. Frederick Dr., Sterling
Rosa Lee Carter	571-233-2349	43330 Loudoun Reserve Drive, Ashburn
Round Hill	571-238-2522	17115 Evening Star Drive, Round Hill
Sanders Corner	571-238-3044	43100 Ashburn Farm Parkway, Ashburn
Seldens Landing	571-420-3896	43345 Coton Commons Drive, Leesburg
Steuart Weller	571-233-0580	20700 Marblehead Drive, Ashburn
Sugarland Run	571-680-4648	65 Sugarland Run Drive, Sterling
Sycolin Creek	571-233-1974	21100 Evergreen Mill Road, Leesburg
Waterford	571-238-2981	15513 Loyalty Road, Waterford
Waxpool	571-439-6162	42560 Angus Drive, Ashburn
CASA Academy Site	Phone	Address
Bluemont Community Center	540-554-8643	33846 Snickersville Tnpk., Bluemont
Lucketts Community Center	703-771-5281	42361 Lucketts Rd., Leesburg
Philomont Community Center	540-338-5882	36592 Jeb Stuart Rd., Philomont
YAS Site	Mobile	Address
Belmont Ridge	571-233-1327	19045 Upper Belmont Place, Leesburg
Blue Ridge	571- 233-1344	551 East A Street, Purcellville
Eagle Ridge	571-233-2144	42901 Waxpool Rd., Ashburn
Farmwell Station	571-233-2144	44281 Gloucester Parkway, Ashburn
Gum Spring (formerly Mercer)	571-233-2614	42149 Greenstone Dr., Aldie
Harper Park	571-233-2496	701 Potomac Station Dr. NE, Leesburg
River Bend	571-233-2770	46240 Algonkian Parkway, Sterling
Smarts Mill	571-680-4611	850 North King Street, Leesburg
Seneca Ridge	571-233-3086	98 Seneca Ridge Dr., Sterling
Stone Hill	703-936-1224	23415 Evergreen Ridge Dr., Ashburn
Trailside	571-479-8917	20325 Claiborne Parkway, Ashburn

Accident/Incident Reporting	PRCS link to fill out and submit any accident or incident which occurred during program time
After-School Staff Resource App	Staff should save this link to their laptop or phones for quick access to handbooks, forms, training dates, curriculum and other important information.
Americans with Disabilities Act (ADA) PRCS Compliance	PRCS policies on compliance with ADA
Continuous Quality Improvement (CQI)	Form used the 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
EPact Guide	Instructions for downloading children's emergency information
Field Trip Permission	Can be used if ePact participant emergency form is not used for field trips
FMLA	Instructions to request Family Medical Leave, must have worked 1250 hours in previous 12 months in a regular position to qualify
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
Monthly Report	Due 1 st business day of each month for previous month. First monthly report of the school year is due Oct 1 st for combining August and September
National Weather Service	Reference for any extreme cold or heat weather conditions that are deemed unsafe for outdoor play. PRCS Admin will send notification to all sites immediately if the NWS indicates vulnerable populations should remain indoors.
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.
Purchase Request	Link to submit site supply orders or shopping lists.

Request for Time Off	Link to request time off, fill out and submit two weeks in advance
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.
Sub and Rover CQI	Used by subs to note observations, aligned with site staff CQI form
Technology How-To's	How to use brightwheel, ePact, Collaboration and rectrac
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
Welcome Letter to new families	Sample letter to send to new families as they are enrolled

Accountability of Children

The primary role of site staff is to ensure children's safety. This includes knowing where children are at all times, taking face to name roll call before and after transitions, and quickly and promptly locating children when they have not yet arrived to the program from school. Here are some routine steps that all site staff should follow when a child has not yet arrived to the program from school:

1. Remind parents frequently to message your after-school site in Brightwheel if their child will be absent from the after-school program
2. Keep track of after school activities that children have parent permission to attend
3. Prior to school being released, verify any absences or early dismissals of PRCS after school children from the school office
4. Check landline voicemail, iPhone voicemail, text messages or Brightwheel messages for any parents reporting an absence
5. Always take attendance immediately when children arrive to the program
6. If a child has not arrived to your after school and there is no indication of an absence, early dismissal, or messages on any site phones, emails, texts or Brightwheel accounts, check with school office one more time. If the child still cannot be located after checking with the school office and all other steps were followed, call or text the parents.
7. If the parents are not answering, call the Duty Phone or Supervisor on duty (if CASA Academy), to determine next steps
8. In general, if a child cannot be located within 5 minutes of being unable to confirm their whereabouts, emergency personnel should be notified

Active Supervision

The safety and success of all our programs require active supervision by all staff. Active supervision includes knowing each child'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 child and other children. 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 children 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 children to a staff member that remain together for all activities in the program. At some times, cohorts may be combined, so long as the assigned staff are present and actively supervising.

Children's Emergency Information

All children's emergency and health information is collected through ePact. Each site iphone and ipad have the app downloaded to access the information. Additionally, submitted PRCS Incident/Accident reports are stored in "documents" in each child's ePact record.

Communication

Customer Service: Providing excellent internal and external customer service to families, schools, children, parents, custodians, coworkers is expected of all staff. Connecting with these stakeholders and building valuable relationships is imperative to the success of your after-school program.

School Damage Report: (CASA and YAS located in a LCPS location) Should any LCPS property be damaged during afterschool program hours, this must be reported to the duty phone and straight to Division Manager, [Kristin Garrett](#) immediately, not to exceed 24 hours. The initial report can be filled out online: [LCPS School Damage Report](#) or from the PRCS After-School app, installed on all iphones and ipads. The form will be submitted directly to Kristin Garrett, Children's Programs Division Manager.

Facility Damage Report: After-school programs operating at a community or rec center location must notify the Manager on Duty of any property damage and complete an Incident Report.

Telephones, Computers, Smart Devices: All applicable county owned site telephones, computers, ipads, iphones, and other smart devices are for business purposes only. Staff are not permitted to share their personal phone number with any children or parents at the site. Staff may share the site phone numbers with their own family members/close contacts for use in emergencies only.

Walkie Talkies and Etiquette: All sites are equipped with walkie talkies. Each site is expected to use walkie talkies for transitions and when groups are in different locations.

- Walkie etiquette
 - Say your name to person you are talking to
 - Ex: Amber to John
 - Don't talk over people
 - Short conversations
 - Wait three seconds before talking
 - Don't say confidential information on the walkie

Media Relations: Staff may not speak to any member of the press. If you are approached by a member of the press, please direct them to your Division Manager.

Emails: Regular staff are provided with an active directory county email. All after-school Supervisors are expected to review and reply to emails within 24 hours of receipt. After-school Leaders are expected to review emails at least weekly or as directed by their supervisor for urgent emails.

Brightwheel: Each program has a Brightwheel account in which communication is expected between site staff and parents. In addition to signing children in daily as they arrive to the program, staff should be checking and responding to Brightwheel messages daily.

Branded Newsletters: Supervisors are provided PRCS branded templates for creating monthly newsletters. The newsletters are expected to be shared through the Brightwheel platform.

CoCo-PRCS website: Staff are expected to use the department's internal communication platform, [Coco](#), for news, resources, training calendar, and fun, interactive posts.

PRCS iPhones and iPads in CASA and YAS programs

Each CASA and YAS site is supplied with an iPhone and iPad. Unless requested by admin staff in the main office, all PRCS issued devices must remain on-site at all times.

Each site has its own unique Apple ID. No staff are permitted to change the Apple ID's or passwords, or add face ID to any of the devices. Additionally, four-digit pin numbers to access the device must not be changed. If there are any issues with passwords, please call duty phone.

Email cannot be activated on iPhones or iPads, per confidentiality and DIT policy. Please do not activate any email on PRCS issued iPhones or iPads. Staff may access their active directory email on their personal devices or site issued laptop.

Daily work schedule, trainings and planning time

All Site Staff (Supervisors, Leaders, Aides): All regular staff are expected to work on-site per your approved schedule, M-F, following the LCPS school calendar. On days there is no school during the school year:

1. After-school staff working at a community or rec center CASA Academy program are expected to work on days there is no school during the school year. Staff are expected to report to work as scheduled or they may submit a leave request to use their available annual leave.
2. CASA and YAS after-school staff may use their available annual leave, floating holiday, or volunteer leave (12 hours per employee in a benefitted position) when school is not in session. *Volunteer leave must be approved by Department Director.
3. Supervisors are expected to use their planning time outside of daily site set up and program operating hours.
4. In order for regular leaders in benefitted positions to maintain benefits and leave status, leaders must work or submit earned leave for 20 hours per week. Less than 20 hours of paid time per week will place regular leader positions in to temp positions, without benefits.

Staff meetings: Supervisors are required to attend monthly cluster meetings, monthly mini cluster meetings or center specific meetings for CASA Academy, and one on one meetings scheduled by their specialist. These meetings are included in planning time. Supervisors are also required to schedule and hold one-on-one meetings with their leaders monthly. Leaders will be paid additional time for the one-on-one meetings in addition to weekly scheduled hours, and supervisors will include this time in their planning hours (not to exceed one hour).

Leaders, aides, and subs have the option to attend scheduled Lunch and Learn Training, Tech Training, mini cluster meetings or center meetings (on annual schedule attachment below) for additional training. These sessions are paid in addition to weekly hours.

Subs and rovers for CASA and YAS are required to attend monthly meetings as scheduled by the Sub Specialist.

Exchange Time Earned: All staff in benefitted positions (regular 30-hour supervisor positions and regular 20-hour leader positions), which accrue leave, should plan to enter any trainings or hours over scheduled weekly hours as exchange time earned rather than additional pay. Adding these hours as exchange time earned can then be used as exchange time pay over winter and spring break, rather than entering Leave without pay status. This also ensures you are not charged for benefits you are receiving through the county.

Duty Phone 571-233-3234

****CASA Academy will follow all duty phone steps by reporting the required information to your program coordinator or management team***

Duty phone requirements apply to all after-school staff, regardless of position and is used for unscheduled leave, changes to your work schedule, or for site staff to immediately reach an administrative staff member for urgent situations such as those listed below. For non-emergency situations please contact your Program Specialist or Coordinator. Someone from Children's Programs administration will always answer the duty phone Monday – Friday from 9:30 am to 6:15 pm. IF you do not reach a live person, you must call back until you reach someone in all instances.

Call the after-school duty line then your Program Specialist or follow the appropriate organizational chart above if your immediate supervisor is not available. Any texts or voicemails left on the duty phone require a follow-up phone call in-person to confirm receipt of message before 10am.

1. Unscheduled Absences or illnesses must be reported prior to 10am. If you are unable to report to work for any reason, you must call the Duty Phone ([571-233-3234](tel:571-233-3234)) and speak to the staff on Duty that day. Such notice must be between 9:30 a.m. to 10:00 a.m. Your notice of absence must be received and confirmed by the person on the Duty Phone. This will allow time to arrange for coverage. This is expected of all staff and will become a performance issue with disciplinary steps taken if not followed.
2. If you are going to arrive late to your site or if other staff have not arrived to site at scheduled time.
3. A child elopes from your program.
4. Lost or missing child that cannot be located within 5 minutes of scheduled arrival time.
5. Emergency situations, 911, Fire & Rescue or Sheriff's Office is called.
6. Head injuries or other major injuries.
7. Any injuries that result in outside medical treatment immediately upon learning of outside medical treatment.
8. Communicable Diseases.
9. Severe Discipline problems.

10. Any unusual situations/problems. Examples are as follows but not limited to:
 - a. Aggressive Parents, Coworkers, school staff
 - b. Custody Issues
 - c. Power outage
 - d. If staff become sick and must leave
 - e. Child left out of sight and sound supervision
11. When child abuse or neglect is suspected, and CPS needs to be called.
12. Late child pick up situations-call duty phone to report a child not being picked up by 6, fill out report through QR code, call duty when child is picked up to assess fee to include in late pick-up report.
13. To seek approval to send a child home based on behavior.
14. To report any damage to school or center property.
15. Issues with technology, log-in or passwords
16. Any uncertainty you may have about a situation on-site that poses a safety risk to staff or children

Attendance and Leave

After school staff are scheduled to work according to their program calendar. CASA and YAS follow the LCPS School Calendar. CASA Academies follow their program calendar at their assigned location.

Attendance is an important component of an employee's performance and is essential to the success of our program. Operational needs, staffing and child safety are top priority, and at times, leave requests may be denied based on this criteria. Additionally, leave requests for more time off than the staff leave balance will also be denied.

**When submitting leave requests, airline tickets or reservations already made prior to requesting leave cannot be considered in the decision. It is recommended you request and receive approved authorization for leave before making purchases.*

Misuse of Leave and Absenteeism

Misuse of leave and excessive absenteeism will be viewed as a performance issue and will be reflected on performance appraisals. Misuse of leave is defined in [Human Resources Handbook, Chapter 6, Benefits and Leave](http://imgweb.loudoun.gov/LFPortalLC/1/edoc/567799/Chapter 06 - Benefits and Leave.pdf).<http://imgweb.loudoun.gov/LFPortalLC/1/edoc/567799/Chapter 06 - Benefits and Leave.pdf>

Examples of actions that constitute misuse of County leave and shall subject an employee to discipline, up to and including a termination of employment include:

1. Frequent or repeated incidents of absenteeism, tardiness, calling duty phone after 10am to report an unplanned absence
2. Failure to report to your assigned site or departure without prior approval
3. Failure to report to your assigned site after a leave request was denied
4. Calling out sick after time off is not approved creates inconsistency of service and will be considered cause for progressive discipline
5. Unauthorized time off without an adequate leave balance
6. Working over authorized work hours without manager approval
7. A pattern of depleting sick leave accruals to less than the equivalent of three days in the employee's sick leave balance

8. Excessive absenteeism-defined as having more than one occurrence of an unexcused absence, routinely having little to no leave balance, or using leave as it is earned.

At any time, the employee may be required to produce a note from a healthcare provider supporting the need for sick leave.

Unplanned Absence

Although some unplanned absences are necessary, you are required to follow the call out procedure and give as much notice as possible to minimize service disruption. An unplanned absence is considered unexcused if the reason cannot be substantiated or is within the employee's control. Written documentation may be required upon return from an absence (i.e., a doctor's note).

Sick Leave

Employees must call in each day that sick leave is used unless prior arrangements have been made for extended leave resulting from accident or prolonged illness. Any employee missing more than two consecutive days of work should complete a [FMLA Form](#) and submit a doctor's note to their specialist. At any time, an employee may be required to produce a note from a healthcare provider supporting the need for sick leave. Please schedule routine doctor and dental visits during non-scheduled work hours.

Requesting Leave/Time Off

Regular staff may request Sick or Annual Leave. See [Human Resources Handbook, Chapter 6, Benefits & Leave](#) for clarification.

****CASA Academy staff must request leave through their center policies****

Long-Term Leaders and Long-Term Aides (defined as temp staff) must submit requests for time off through the After-School [Leave Request form](#). It is at the discretion of the Sub Specialist and the Program Manager(s) to approve or deny leave. ALL CASA and YAS staff must submit leave through the After-School Leave Request Form. Long-term Leaders and Supervisors are expected to submit a leave form if not available for dates during the long-term assignment.

When requesting leave please note:

- All leave must be submitted at least two weeks in advance. If leave is not submitted at least two weeks in advance, it will be denied and sent to the Program or Center Manager (if CASA Academy staff) to be reviewed and approved or denied on a case-by-case basis.
- The Sub Specialist or Center Manager will approve or deny leave submitted two weeks in advance and staff will be notified of the leave request status (either approved or denied) via email within 5 business days. It is your responsibility to follow up with your specialist within 5 business days of submitting the request if you have not received a response.
- Annual Leave will not be approved for back-to-school training, the first two weeks of school or the last two weeks of school.
- Time off requests before or after a holiday weekend, winter break or spring break will not be approved.
- Annual leave requests will be approved or denied based on staffing concerns and operational needs of the program.
- Leave requests with insufficient leave balances will be denied.

Working Multiple positions within PRCS

For staff in regular positions, earning leave/holidays, there are many opportunities within the department of PRCS to work in multiple positions, after you apply and are hired for additional positions. Staff must use their regular position as their primary position and cannot exceed 40 hours per week for total hours worked in the primary position or any combination of positions. If staff is using leave on a particular day from their primary position, they may not report to a part-time position during that time. CASA, YAS and CASA Academy regular positions (30 or 20-hour positions earning leave and benefits) are considered a primary position.

Snow Days/Inclement Weather

CASA Academy staff inclement weather: Staff working at a community or recreation center will follow center specific leave processes. In the event of school closure due to extreme weather, CASA Academy staff are expected to work assigned center snow Day Camps or request leave.

CASA and YAS staff inclement weather: Inclement weather days are granted on days in which LCPS is closed due to inclement weather. Regular site staff are eligible for five paid inclement weather days per after school program year, regardless of hire date. If/when an inclement weather day is used, it should be entered in Oracle as "Paid Leave Pay". Staff must make a comment on their entry noting "Snow Day #1- 1/1/2022". Each paid leave pay must be entered by which day of 5 you are getting paid for. Once 5 days have been used, staff must use annual leave.

Any other preapproved leave type with pay, such as sick leave or annual leave, will be converted to "Paid Leave Pay" and the inclement weather day must be noted in the comments on the entry in Oracle. In the rare occasion LWOP has been preapproved on a day that turns into school being closed, paid leave will not be applied.

Working a snow day

(LCPS is closed due to inclement weather) Afterschool staff in CASA and YAS may work at another PRCS location, if a position has been offered and that staff has been hired through that community, rec center or school's out camp. These hours worked will be paid by the program you are working for that day. Staff working on these days must only work outside of regularly scheduled hours during afterschool program and cannot exceed 40 hours per pay period. (Example: if regularly scheduled hours are 2pm-6pm, you will be paid for an inclement weather day during this time and cannot work during those same hours).

Leave/Holidays

Regular Supervisors/Leaders (benefit positions) must enter County Holidays and Inclement Weather Days (Maximum 5 per program year, Supervisors 6 hours and Leaders 4 hours)

Regular Supervisors/Leaders must account for daily hours to equal assigned weekly hours: Supervisors 30 hrs/week and Leaders 20 hours/week. The pay week runs Thursday through Wednesday.

After School Subs, Long-Term Aides (LTA), Long-Term Leaders (LTL) and Long-Term Supervisors (LTS) do not get holiday pay, inclement weather days, leave, etc. and are paid only for hours worked.

Timecards

Due - the last day of the pay period (Wednesday by COB), unless notified of early submission due to upcoming Holiday.

Pay Day – Friday the week after the timecard was submitted.

Example: 8/18-8/31 – Timecard due 8/31, Pay Day 9/9.

It is the Employee responsibility to submit by pay period deadline, to avoid delay in pay. Reminder – if you choose to enter daily and save, you must select submit to send for approval. You should view the timecard like a time clock – if you don't submit that you worked, you will not get paid on time.

Submitting a timecard indicates you worked the hours entered, etc. By submitting a timecard, you certify that the data recorded on the timecard is true and correct. Timecards will be corrected by a specialist if you have not reported to work after submitted hours worked.

Tips for Timecard Entries

All Staff:

Regular Time Entry – hours worked

Staff in Regular/Benefit Positions:

All annual and sick leave for supervisors must include planning time (full 6 hours).

Annual Leave Pay – use of available AL

Sick Leave Pay – use of available SL

Paid Leave Pay – 1-5 Inclement Weather Days per program year; make comment Day 1, Day 2, etc.

Exchange Time Pay -using ET the same pay period earned

Exchange Leave Pay -using previous ET

Exchange Time Earned – more than assigned hours one week, must be preapproved by a program coordinator or manager

Late pick-ups

Two staff must be onsite at all times, including waiting for a late pick-up. If a parent/guardian or authorized pick-up has not picked up their child or children by the time the afterschool program closes, staff are expected to follow these steps so that staff are paid the extra time spent on-site until the last child is picked up:

1. Attempt to make contact with parent/guardian within 5 minutes of the program closing.
2. Call duty phone or notify community or recreation manager on duty (if CASA Academy) and report the late pick up and whether contact was made with the parents
3. If parents cannot be reached, contact emergency contacts.
4. Keep duty phone or community or recreation center manager (if CASA Academy) informed of any changes or notify duty when the child or children have been picked up

5. CASA Academy staff will fill out late pick up slip for parent or guardian to take to the front desk to pay the late fee on the same day.
6. CASA and YAS Staff must Scan QR code on Children's Programs Quick Access page and enter all required information, click on "submit".
7. Two staff must remain on-site while waiting on a late pick up. If the site has more than two staff, the supervisor can determine which staff will leave at 6 and which staff can stay.

Homework Time/ Tech Time / Chromebook Usage

*This applies to CASA and CASA Academy programs for elementary age students only.

Chromebooks are only to be used if necessary to complete homework assignments. *No other personal devices (phones, ipads, etc.) should ever be used. If students do not have homework that needs to be completed on the Chromebook, they should not be using Chromebooks, including educational sites.

While using Chromebooks, during homework time:

- 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.
- If the children do not have homework, they can read (or be read to) or do other "educational" activities like journal-writing, puzzles or completing a word search. However, fuse beads, rubber band looms, playdough, etc. should not be substitutes for stimulating or challenging alternatives to homework. You can save these for transitions or end of the day activities.
- Staff should check screens often.

Site Technology

Site Devices, Log-ins and Passwords

Each site is equipped with one iPhone, at least one iPad, a laptop, printer and walkie talkies. It is imperative and expected that all will be used daily. Should any issues arise with any of the devices, a report should be made to duty phone. All iPads and iPhones must remain on-site at all times, and left on the charger overnight. Any instance which poses a need to take PRCS issued device off-site must be approved by an After-School Specialist.

With Apple products, there is a separate apple ID for each after-school location. No staff are authorized to change the password for the apple ID. iPhones and iPad passcodes must also not be changed, and Face ID cannot be activated on any of the devices.

Apple devices may ask for active directory username and password for the Microsoft Exchange account. Due to security and shared devices, no email accounts should be activated on site iPhones and iPads. If the message pops up, please ignore it.

PRCS After-School App

Each PRCS iphone and ipad have the PRCS After-School app installed. This app should be used to see when timecards are due, blackout dates for leave requests, direct call duty phone, submit a PRCS Accident/Incident report, submit leave requests, find help resources such as current curriculum, training

dates, access staff handbooks, access PRCS CoCo website, find medication forms, etc. All staff should familiarize themselves with the app.

Licensing/Licensing Exemption

CASA and CASA Academy programs are licensed. Licensing is a regulatory agency, sponsored by the Virginia Department of Education, Department of Child Health and Safety. All after-school programs are licensed and must maintain compliance with Child Day Center Standards. At minimum, each after-school site is inspected twice per year, unannounced, to verify compliance with regulations surrounding children's safety. At the inspection, the inspector will verify adequate supervision of children, ratios are no more than 1:18, safe and age-appropriate activities are provided for the children, medications and authorization forms are completed, children's allergies and actions to take are documented, documented emergency drills, updated snack menu, and many other areas regarding safety. Our [Licensed Programs Manager](#) for PRCS will offer checklists, on-site consultations, and on-site compliance checks upon request to assist to always be prepared.

All staff are expected to meet compliance with [licensing regulations](#). Please consult with your site supervisor, specialist, coordinator or Licensed Programs Manager if you have any questions about meeting this expectation.

Any inspection documents left on-site must be emailed to your site specialist/site manager and [Licensed Programs Manager](#) on the day of the inspection or as soon as you receive your inspection documents. Violation notices must be posted on your licensing board.

Each program should have a board for posting licensing requirements and information for parents. This board should include: current license, most recent licensing inspection, fire inspection, health inspection, and emergency evacuation map.

Continuous Quality Improvement

PRCS uses a Continuous Quality Improvement (CQI) form to identify areas that quality is improving as well as areas or challenges that need attention to bring out the best quality for staff and participants. This form is used by PRCS admin staff who may come out to visit, in addition to the Licensed Programs Manager. Once submitted, these forms will be shared with you to talk over key points, including what is going well and what areas may need work to provide the best environment for children. All staff are welcome to do a self-assessment at any time by using this link: [PRCS CQI](#).

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.

Site Operations Binder

The site supervisor is responsible for ensuring their After-School Site has an updated and complete site-operations manual. Each manual has three sections that must be current at all times:

1. Daily and Monthly Operations: site set up and layout, site capacity and staff names/positions, procedures for taking attendance, outside after-school activities, cohort assignments, daily schedule, site closedown procedures for end of the day, allergies and medication lists, keys and combinations, location of emergency supplies including meds, first aid kits, emergency preparedness supplies (food and water), school office information, playground safety rules and supervision assignments, injury prevention plan.

2. Curriculum

3. Children's Emergency Information

The intent of the binder is to provide a how-to guide for everything at your specific after school location, including information for any subs who fill in for the day. This binder should be updated monthly with the most current documents of resources.

Staff documents that must be accessible on-site (Collabornation)

All staff are expected to be able to log-in to their Collabornation account upon request. Most often this would be requested by a Licensing Inspector or Licensed Programs Manager to verify TB test, FA/CPR, Daily Health Observation, MAT (if applicable) and emergency information for each staff.

Special Events

When hosting a special event, we cannot request that parents bring items, however, we can post a sign-up sheet for volunteer options to contribute. Send thank you card on behalf of your after-school site. Any items donated, whether from parents or a business cannot exceed \$25 in value.

Food brought in for special events must be store bought with an ingredients label and individually packaged. Staff must review ingredients labels for any known allergies for children enrolled.

Planning Time

All staff are required to review and sign memo of expectations review with a specialist upon hire and prior to the start of each subsequent school year. Planning time is expected to be used outside of program set up and operating hours when children are present.

Regular positions with planning hours are expected to be completed during planning hours:

Daily	Monthly	As needed
Ensuring that Cubbies, equipment and toys are cleaned and sanitized	1 on 1 meetings with leaders, relay cluster meeting information and provide an agenda to leaders and aides or subs	Certification renewals (MAT, MAT D, DHO, FA/CPR) up to 2 hours. Include in planning time and any time over 2 hours can be added to timecards.
Organizing supplies and the AFTER-SCHOOL closet	Cluster Meeting attendance	Planning community service projects
Follow ups on incident accident reports-as needed	Mini Cluster Meeting	Communicating with school officials about upcoming special events

Ensuring that daily site safety checklist is completed online daily	Emergency drills practiced and documented	Conducting parent conferences
Site set up and preparing for the day's activities	Recruiting special guests, visitors, volunteers	Send welcome letters to new families, introducing your site
Verify student absences through school office, site phone, or brightwheel	Ordering supplies and shopping trips	Planning and preparing for special events and parties
PBIS	Planning alternative activities that correlate to the curriculum (Optional)	Documentation of behaviors being experienced at site for inclusion and non-inclusion children.
Report any unapproved late staff arrivals to duty phone	Review new enrollment records, including medications and allergies for complete information, add child to Brightwheel roster prior to start date	deactivate previous participants in Brightwheel.
Tracking any money spent on site orders, supplies, shopping trips	Review new student files in box paying close attention to allergies and potential medications.	Updating operations manual monthly as situations, plans, new students, dropped students change, document any new medications or allergies
Medication administration for children who have daily meds	Document expiration date of medications and medications on site.	
Updating any changes in the operations binder	Monthly PRCS branded newsletter to parents	
	Monthly Calendar of activities	
	Completing site monthly report on the 1 st business day of each month for the previous month. First monthly report due in the school year is October 1. September's report due October 1 will also include the last portion of August.	
	Pull roster in Rectrac to compare in Brightwheel for the next month. Alert parents if their child has been dropped.	

Lesson Plans and Curriculum

A quarterly curriculum is available for all sites to follow and is strongly encouraged. If staff choose to develop their own curriculum, plans and activities must be submitted one month in advance on their monthly report for review and approval.

Monthly Reports

Each site must submit a monthly report, due the 1st of each month. The first monthly report of each school year is due October 1st, for September (and August). If there is a supervisor vacancy, the site specialist will complete the report or designate a site leader to complete the report. The link to the report can be found in the PRCS After-School app, installed on all iPhones and iPads.

CASA and YAS Ordering supplies and site budget

****CASA Academy follows center policies for ordering supplies.***

There are three ways to plan ahead for ordering supplies through the [supply purchase link](#).

1. The warehouse will have a supply of most commonly used items that can be purchased through your site budget and obtained without placing and waiting for an order to be delivered. Staff will use an order request form for warehouse supplies. An inventory of supplies and costs will be updated quarterly and sent out to sites.
2. Ordering using an adpic through approved vendors such as S&S, Fun Express (includes Oriental Trading), Kurtz Brothers, or Staples. Orders can also be made through Amazon with a submitted adpic listing items.
3. Monthly shopping trips are available throughout the year for Walmart supplies. These dates have been planned in advance, are included in the important dates in this handbook, and adpics are also required to be submitted prior to the scheduled shopping date.

**Approved vendors-must purchase supplies from approved vendor such as S&S, Fun Express or Kurtz Bros. Exceptions can be made to purchase off-contract through your afterschool specialist after approval from PRCS purchasing specialist.*

Budgets per site by Capacity	Total budget (2025-26 school year)	Rec and office supplies/Curriculum	Special events/Family engagement-not use or lose but limited to 2/year that cost money
80	\$3960	\$3560	\$400
60	\$2970	\$2670	\$300
40 and Less	\$1980	\$1780	\$200
15 or less	\$1100	\$950	\$150

Notes

- Can only purchase off contract if the product is needed timely and a vendor cannot deliver in time
- Anything bought at Walmart is coded as ed/rec supplies
- Purchasing out of curriculum budget for sites requires documentation of lesson plan the supplies will be used for
- Special events with food-only two times per year. Cannot solicit donations from parents but if food is brought in by parents, must be store bought and labeled with ingredients

When a new student enrolls

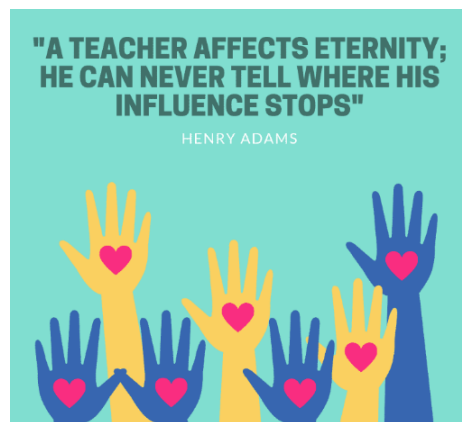
Supervisor will receive email notification of a new enrollment. The supervisor should follow all applicable steps per new student:

1. Send welcome letter in email.
2. Be sure to let the school office know and provide them with a new roster if needed.
3. Print a New **Rectrac** Roster.
4. Put a new copy of Rectrac roster in the Operation's Manual.
5. Look through their file either printed in a folder (or on **Box** for CASA and YAS) for allergies, IEPs, court orders, etc.
6. If they have allergies, be sure to reach out to the parent via phone or email prior to their child attending to go over allergies, action plans, and to make sure they have completed all necessary medication authorizations. You will need to update the allergy/medication list in the Operation's Manual.
7. If they have IEPs, Court Orders, etc be sure to have a conversation with the rest of your staff (Make sure to add a note to the Binder for Subs to be aware of as well).
8. Print the first 2 pages of the registration form found in ePact and file in back of operations manual.
9. Add student to Brightwheel (click on links for instructions).
 - a. [Brightwheel Basics for Staff](#)
 - b. [Brightwheel-adding or removing child from roster](#)
10. Add their parents to Brightwheel if they have not already signed up (You can use RecTrac or Box to get this info).
11. Make sure student is added to cohort list at site.
12. Be sure to ID parents and introduce yourself! Have a previous month's newsletter to give to the parents so they have an idea of your schedule and contact info!

When a sub is assigned to your site for the day

All staff are expected to greet the sub, share program plans for the day, share information about the cohort they will be assigned, share any medication or allergies pertaining to their assigned cohort, discuss any behaviors to be mindful of during the day, share information specific to the site including playground boundaries and positioning of staff, and any other information that would help the substitute have a successful experience at your site. To improve our internal customer service, we

welcome any subs or and site staff who have a sub on-site for the day to fill out and submit a [Sub and Rover Continuous Quality Improvement](#) form.



“anyone who
does anything
to help a child
in his life is a
hero to me”

Fred Rogers

**“Every child deserves an opportunity to be successful”-Rachel
Giannini**