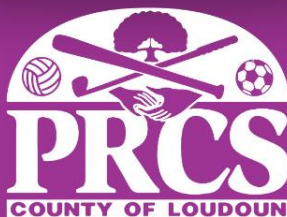


AFTER-SCHOOL STAFF HANDBOOK ADDENDUM

Loudoun County Department of
Parks, Recreation & Community Services

AFTER-SCHOOL PROGRAMS

CASA.CASA ACADEMY.YAS



Contents

After-School Staff Addendum	4
Our Program Goals and Staff Values	4
Participant Daily Attendance Verification	5
Communication.....	5
After-School Staff Resource App	5
Customer Service	5
School Damage Report	6
Facility Damage Report	6
Telephones, Computers, Smart Devices	6
Walkie Talkies and Etiquette	6
Media Relations.....	6
Emails	6
Brightwheel.....	6
Branded Newsletters	7
CoCo-PRCS Website	7
Parent Board	7
PRCS Issued Technology in CASA and YAS Programs.....	7
PRCS After-School App for Site Staff.....	7
When a New Student Enrolls	8
When a Sub is Assigned to Your Site for the Day	8
Daily Tasks	9
Staff Meetings.....	9
Supervisors (Required).....	9
Subs and Rovers (Required).....	9
Optional	10
Specialist or Coordinator Meetings.....	10
Staff Training Hours.....	10
Back-to-School Training	10
Passport Training.....	10
Paid Hours for Trainings and Certifications.....	10
Expectations for Staff with Planning Time	11
Duty Phone.....	12

When to Call Duty Phone.....	12
Staff Attendance and Leave	13
Misuse of Leave and Absenteeism.....	13
When Requesting Time Off	13
Unplanned Absence	14
Sick Leave.....	14
Volunteer Leave	14
Exchange Time Earned	14
Working Multiple Positions within PRCS.....	14
Unscheduled LCPS Closures (Snow days, Inclement Weather, Other Emergency Related Closings)	15
CASA Academy Staff - Inclement Weather	15
CASA and YAS Staff - Inclement Weather.....	15
All After-School Staff - Closures.....	15
Timecards	15
Late Pick-Ups	16
Homework Time and Chromebook Usage.....	16
Devices Brought from Home	17
Licensing Exemption	17
Positive Behavioral Interventions and Support (PBIS).....	17
Core Elements	17
Staff Role	18
Site Operations Binder.....	18
Monthly Reports	18
Staff Documents that Must be Accessible On-Site (Collabornation).....	19
CASA and YAS Ordering supplies and site budget.....	19
Lesson Plans and Curriculum	20
Special Events	20
2025-26 After-School List of Contacts and Emergency Numbers	21
Resource Links	26

After-School Staff Addendum

PRCS after-school programs for elementary and middle school students provide a safe, nurturing, and welcoming environment for academic growth and creative expression. With a mix of arts and crafts, sports, STEM projects, homework help and gym games, children thrive and build confidence. Students engage in indoor and outdoor recreational activities that foster social skills, teamwork, and create memorable moments. Supervised by compassionate, dedicated, and qualified staff, our PRCS After-School programs champion inclusivity, affordability, and character development, providing a comprehensive and convenient option for families.

CASA (County After-School Activities)-after-school program for participants 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 participants ages 5-12, which is hosted in a Loudoun County PRCS 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 schools are closed, CASA and CASA Academies do not operate.

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

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.

Participant Daily Attendance Verification

The primary role of site staff is to ensure participant safety. This includes knowing where participants 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 participant has not 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, maintain list in your Brightwheel schedule and a hard copy in the site operations binder.
3. Prior to school being released, verify any absences or early dismissals of PRCS after-school participants from the school office.
4. Check iPhone voicemail, text messages or Brightwheel messages for any parents reporting an absence.
5. Always take attendance in Brightwheel immediately when participants arrive to the program.
6. If a participant 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 participant still cannot be located after checking with the school office and all other steps were followed, call or text the parent/guardian.
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 participant cannot be located within 5 minutes of being unable to confirm their whereabouts, emergency personnel should be notified.

Communication

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. [After-School Staff Resource App](#)

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 after-school program hours, this must be reported to the duty phone and 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.

Personal phones should not be used for personal reasons during program operating hours.

Walkie Talkies and Etiquette

All sites are equipped with walkie talkies. Each site is expected to charge walkie talkies daily. Use walkie talkies for transitions and when groups are in different locations. Staff shall address who they are speaking to on the walkie talkie, and the receiver shall confirm the message was heard. Staff should not discuss confidential information on the walkie-talkie.

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 and Leaders are expected to review and reply to emails within 24 hours of receipt.

Brightwheel

Each program has a Brightwheel account in which communication is expected between site staff and parents. In addition to signing participants in daily as they arrive to the program, staff should be checking and responding to Brightwheel messages daily. Staff are expected to compare Brightwheel rosters to ePact rosters on the first program day of each month and the 15th of each month to check for any participants who have been dropped from CASA or YAS and are not eligible to attend. Children not on the retrace or ePact rosters are not eligible to attend.

Branded Newsletters

Supervisors are provided PRCS branded templates for creating monthly newsletters in Canva. The newsletters are expected to be shared through the Brightwheel platform and posted on the parent board at each location.

CoCo-PRCS Website

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

Parent Board

Each site must have a parent board with the current newsletter, curriculum calendar, snack menu, daily schedule, statement of exemption, emergency numbers (911, poison control, police, local fire), site details (names of staff, supervisor email and site phone number) and evacuation plans with map (if evacuation plans with map is not posted on the parent board, it must be posted visibly elsewhere).

PRCS Issued Technology in CASA and YAS Programs

Each CASA and YAS site is supplied with an iphone, ipad, laptop and printer. Unless requested by admin staff in the main office, all PRCS iphones and ipads must remain on-site at all times. An exception can be made with specialist approval, and devices must be returned prior to the start of the program the next program day. Laptops may be taken home and brought back daily for supervisor planning time.

Each site has its own unique Apple ID. No staff are permitted to change the apple ID's, pin numbers or passwords, or add face ID to any of the devices. 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.

Laptops and printers are expected to be in full operating set up at each site. If any issues are encountered, site staff must notify DIT. Laptops may be taken offsite by the Supervisor to use for planning time, but must be returned to site daily. Printers must remain onsite at all times.

PRCS After-School App for Site Staff

Each PRCS iphone and ipad has 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.

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, include the link to the parent resource page for after-school programs, remind parents to scan and save your site's digital business card.
2. Be sure to let the school office know and provide them with a new roster.
3. Put a new copy of ePact roster in the Operation's Binder.
4. Look through the new participant's record in ePact for allergies, medications, IEPs, court orders, etc.
5. 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. Update the allergy/medication list in the Operation's Manual.
6. 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 operations binder for Subs to be aware of as well).
7. Print the first emergency information form found in ePact and file in back of operations manual.
8. Add student to Brightwheel (click on links for instructions).
 - a. [Brightwheel Basics for Staff](#)
 - b. [Brightwheel-adding or removing child from roster](#)
9. Add parents/legal guardians to Brightwheel if they have not already signed up (You can use ePact to get this info).
10. Make sure student is assigned to a cohort list at site.
11. 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!
12. Welcome the new student and be sure to check on them the first few weeks.

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.

Daily Tasks

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.

Daily Tasks for all site staff
Ensuring child safety!
Timely arrival to site, wearing uniform, ID badge and adhering to PRCS dress code policy
Ensuring that Cubbies, equipment and toys are cleaned and sanitized prior to start of program
First Aid Kits include all required supplies, ice packs
Site set up and preparing for the day's activities
Verify student absences through school office, site phone, or Brightwheel
Report any unapproved late staff arrivals to duty phone
Ensuring that daily site safety checklist is completed daily, prior to start of program
Keeping supplies neat and orderly in storage areas
PBIS Charts are visible to students and used/updated
Follow-up on incident accident reports from serious injuries requiring medical attention
Medication administration for children who have daily meds
Updating any changes in the operations binder
Submit timecards bi-weekly
Trash removed at the end of the day, site is left clean and orderly, tables cleaned and sanitized, returned to state in which you found it at the beginning of the day, return any key FOBs to lock box

Staff Meetings

Supervisors (Required)

Supervisors are required to attend monthly cluster meetings, monthly mini cluster meetings and one on one meetings scheduled by their specialist. CASA Academy staff are required to attend center-specific meetings as well. These meetings are included in planning time.

Supervisors are also required to schedule and hold staff meetings with their leaders monthly, for up to one hour. These meetings can be group meetings or one on one meetings. Leaders will be paid additional time for the meetings in addition to weekly scheduled hours, and supervisors will include this time in their planning hours (not to exceed one hour). Supervisors are expected to communicate information learned in Cluster and Mini-Cluster Meetings to Leaders & Aides on the Monday, Tuesday or Wednesday following the Cluster or Mini Cluster Meetings.

Subs and Rovers (Required)

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

Optional

Supervisors, Leaders, aides, and subs have the option to attend scheduled Passport Training, mini cluster meetings (or center meetings for CASA Academy staff) for additional training. These sessions are paid in addition to weekly hours for all staff. Staff may enter these hours as “exchange time earned” which can be used on days there is no school.

Specialist or Coordinator Meetings

Meetings requested with a specialist or coordinator must be scheduled between 10am and 6pm.

Staff Training Hours

Back-to-School Training

Back-to-School Training is mandatory for all returning regular staff and new hires. Annual leave requests will not be approved during back-to-school training.

Passport Training

After-School programs will post a calendar of optional passport trainings offered throughout the school year. All staff are welcome to attend unless the training is specified for certain positions. Passport training hours are in addition to planning hours, and staff may use these hours as “exchange time earned”, to use on days when there is no school. In some instances, a specialist may require a staff to attend based on content of training, staff and site needs.

Paid Hours for Trainings and Certifications

For regular positions with planning time, planning time for the day of training will be used before additional paid time, whether online or in-person.

Example: *A Regular CASA Supervisor has two planning hours per day takes the online portion of Adult and Pediatric FA/CPR, which is two hours. This time is accounted for in the planning time for that day. The in-person portion would be on another day, and the 2 hours for in-person training would be used from planning time for that day also. Any hours exceeding daily planning time would be additional paid hours or exchange time earned. Positions that do not have planning time would be paid 4 hours total, which can be paid time or earned exchange time. Earned exchange time is applicable to regular positions only.*

Training	Description	Total Paid hours
Renewal Adult and Pediatric FA, CPR (register through rectrac-schedule on Licensing Sharepoint Page)	Part 1 is 2 hours online Part 2 is 2 hours in-person	4
Daily Health Observation (register through Collabornation in Events)	Live training online	1.5

Training	Description	Total Paid hours
MAT (click link to access account or create account)	Part 1 is 2 hours online Part 2 is 2.5 hours in-person	4.5
MAT Renewal (click link to access account or create account)	Part 1 is 2 hours online Part 2 is .25 hours in-person	2.25
MAT Diabetes (click link to access account or create account)	Part 1 is 4 hours online Part 2 is 4 hours in-person	8.0
MAT Auvi-Q (click link to access account or create account)	Online only-must have current MAT to register	.5
MAT Rectal (click link to access account or create account)	Online only-must have current MAT to register	.75
Mandated Reporter: Recognizing, Reporting Child Abuse and Neglect (assign through Collabornation)	Online	1.5

Expectations for Staff with Planning Time

Planning time must be used outside of daily site set-up and program operating hours.

Expected use of Planning Time
One on one meetings with leaders, team meetings, relay cluster meeting information and provide an agenda to leaders and aides or subs
Attend Cluster Meeting
Attend Mini Cluster Meeting
Emergency drills practiced and documented
Recruiting special guests, visitors, volunteers
Ordering supplies and shopping trips
Tracking budget spent on site orders, supplies, shopping trips, special events
Planning alternative activities that correlate to the curriculum (Optional)
Planning community service projects or any special events
Review and print new enrollment records, including medications and allergies for complete information, add child to Brightwheel roster prior to start date, send welcome letter to family, give updated roster to school office
Document expiration date of medications and medications on site, check for expiring medications.
Monthly PRCS branded newsletter in Canva to parents in brightwheel and posted on parent board
Monthly Calendar of activities posted on parent board and sent to parents in brightwheel
Monthly Report due first of each month for previous month. First report of the school year is due October 1 for Aug/Sept

Expected use of Planning Time

Pull roster in ePact to compare in Brightwheel for the next month. Alert parents if their child has been dropped. This should be completed on the 1st and 15th of each month

PRCS CQI

Updating operations manual monthly as situations, plans, new students, dropped students change, document any new medications or allergies

Removing participants who are no longer enrolled from Brightwheel

Conducting parent conferences

Communicating with school officials about upcoming special events

Trainings and Certifications

Certification renewals (MAT, MAT D, DHO, FA/CPR) Include in planning time and any time over 2 hours can be added as paid time or exchange time earned.

Any additional trainings outside of Passport Training-first two hours come out of planning time

Non-School day trainings-total paid hours to be preapproved by specialist or coordinator

Duty Phone

Duty phone requirements apply to all CASA and YAS staff, regardless of position. This line is used to unscheduled leave and changes to your work schedule, or for site staff to immediately reach an administrative staff member for urgent situations. 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.

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

When to Call Duty Phone

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 and speak to the staff on Duty that day. Such notice must be between 9:30 a.m. and 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.
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 that result in outside medical treatment immediately upon learning of outside medical treatment.
7. Communicable Diseases.

8. Severe Discipline problems.
9. Any unusual situations/problems. Examples are as follows but not limited to:
 - a. Aggressive Parents, Coworkers, school staff
 - b. Custody Issues
 - c. Parents arrive under the influence of drugs or alcohol
 - d. Power outage
 - e. Staff become sick and must leave
 - f. Child left out of sight and sound supervision
10. When child abuse or neglect is suspected, and CPS needs to be called.
11. 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.
12. To seek approval to send a child home due to behavior issues.
13. To report any damage to school or center property, lost or missing key fobs.
14. Issues with technology, log-in or passwords.
15. Any uncertainty you may have about a situation on-site that poses a safety risk to staff or children.

Staff Attendance and Leave

After-school staff work according to their program calendar. CASA and YAS follow the LCPS School Calendar; CASA Academies follow their own program calendar. Attendance is crucial for employee performance and program success. Leave requests may be denied based on operational needs, staffing, child safety, or insufficient leave balance. Requests involving pre-booked travel cannot influence decisions; request leave before making purchases.

Misuse of Leave and Absenteeism

Misuse of leave and excessive absenteeism will be viewed as a performance issue. Misuse of leave includes frequent absences, tardiness, unauthorized site departure, calling in sick after leave denial, unauthorized overtime, depleting sick leave, and excessive absenteeism (unexcused absences, low leave balance, using leave as earned).

When Requesting Time Off

1. 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.
2. 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.
3. Annual Leave will not be approved for back-to-school training, the first two weeks of school or the last two weeks of school.

4. Time off requests before or after a holiday or extended weekend, winter break or spring break will not be approved. Day of sick callouts the day before or day after long weekends or LCPS closure may require a doctor's note.
5. Annual leave requests will be approved or denied based on staffing concerns and operational needs of the program.
6. Leave requests with insufficient leave balances will be denied.

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

Call in daily for sick leave unless previously arranged. For absences over three days, eligible staff (regular position, must have worked 1250 hours in previous 12 months) may submit an [FMLA form](#) and all staff must submit a doctor's note. Please schedule routine appointments outside work hours. Hours submitted must be 6 hours for regular supervisors and 4 hours for regular leaders. Planning time cannot be used when sick leave is requested.

Volunteer Leave

Regular staff may use up to 12 hours of volunteer leave per employee per year when school is not in session. All leave requests must be submitted two weeks in advance in the request for time off form, and will be reviewed and approved by the Department Director.

Exchange Time Earned

All staff in benefitted positions (regular 30-hour supervisor positions and regular 20-hour leader positions), which accrue leave, are encouraged 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" enables staff to use exchange time over winter or spring break, rather than annual leave.

Working Multiple Positions within PRCS

Regular staff may work in multiple roles, but their total hours cannot exceed 40 per week. If a staff member is on leave from their primary position, they are not permitted to work in any part-time roles during that leave period. Positions in CASA, YAS, and CASA Academy are considered primary roles. Scheduled days when LCPS are closed

On days there is no school during the school year:

1. After-school staff working at a CASA Academy 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, scheduled sick leave with a physician's note, or volunteer leave (up to 12 hours per employee per year) when school is not in session. All leave requests must be submitted two weeks in advance. Requests for leave must equal scheduled daily hours (4 for leaders and 6 for supervisors).
3. In order for regular supervisors and leaders in benefitted positions to maintain benefits and leave status, staff must work or submit earned leave for 20 or 30 hours per week, respective to position. Entering less than scheduled hours of paid time per week may place regular supervisor and leader positions in temp status, without benefits.
4. In addition to submitting leave, staff may opt to take or attend trainings or work a school's out camp for their scheduled daily hours. After-School Specialists will discuss these options with staff at least two weeks prior to the scheduled day(s) LCPS is closed. CASA Academy staff would report to their center location for a school's out camp. CASA and YAS staff may only work a camp offered in Children's Programs.
5. All regular, benefit eligible position work schedule requirements are expected to meet required weekly hours. Staff should follow this guide: [PRCS After-School Programs Expectations of staff assigned to regular, benefit eligible positions](#)

Unscheduled LCPS Closures (Snow days, Inclement Weather, Other Emergency Related Closings)

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's 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.

All After-School Staff - Closures

If the County Administrator closes Loudoun County Govt, staff will receive paid leave pay and are not expected to work or complete online training.

Timecards

Timecards are due the last day of the pay period (Wednesday by COB), unless notified of early submission due to upcoming Holiday. Staff are paid the following Friday.

It is the Employee's 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. 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.

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 after-school 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 if 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 and/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 fill out the late pick-up form from the [After-School app](#), and click "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 may stay.

Homework Time and Chromebook Usage

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

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 should 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.

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 for the participant.

Licensing Exemption

PRCS school-age programs are exempt from licensure, including School-Age Camps, CASA, CASA Academy and YAS. These programs 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 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.

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.

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.

Each site shall establish a system to encourage PBIS. Some examples can include charts with children's names where they can see stickers accumulated for positive behavior or a group goal of stickers for a special activity or reward when they reach the goal. Some rewards could include extra time outside, a special event, choice of gym game or activity, or special acknowledgement.

Core Elements

- **Clear Expectations:** Define 3–5 positively stated behavior expectations (e.g., “Be Safe, Be Respectful, Be Responsible”).
- **Teach Expected Behaviors:** Actively teach what those expectations look like in different settings (classroom, hallway, lunchroom, etc.).

- **Acknowledge Positive Behavior:** Use praise, tokens, or class rewards to reinforce good behavior.
- **Respond to Misbehavior Calmly:** Use consistent, respectful consequences and reteach expectations as needed.
- **Use Data to Guide Decisions:** Track behaviors and interventions to see what works and where support is needed.

Staff Role

- Model the behavior you expect.
- Acknowledge and reward children for following expectations.
- Provide reteaching opportunities when misbehavior happens.
- Collaborate with other staff to ensure consistency.

Site Operations Binder

The site supervisor is responsible for ensuring their After-School Site has an updated and complete [Site Operations Binder](#). 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. Each binder 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-[downloaded from ePact](#)

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.

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 After-School Admin or the PRCS Licensed Programs Manager to verify TB test, FA/CPR, Daily Health Observation, MAT (if applicable) and emergency information for each staff.

CASA and YAS Ordering supplies and site budget

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

Each site is given a budget amount per program year. Sites should plan their budget to be spent equally throughout the year for the benefit of the program participants. Supervisors will track and monitor purchases to ensure sites have money left for end of year projects. All purchase requests must be approved by a specialist or coordinator to ensure the site has adequate funds and that the purchase supports the lesson plans, curriculum or special activity planned. Submissions for purchase requests should be planned well-enough in advance to allow time for delivery. Best practice for purchasing is to plan ahead, allowing two weeks to receive request. When the order has been received at PRCS Main Office, site staff will be notified to pick up the supplies at their specialist or coordinator's desk within two days.

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

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.

Ordering through approved vendors such as S&S, Fun Express (includes Oriental Trading), Kurtz Brothers, Amazon or Staples.

Monthly shopping trips are scheduled throughout the year for Walmart or other retail locations. In-person shopping days will vary based on your specialist's schedule, and will be shared with each cluster. All staff will receive an email or calendar invite with these dates.

**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 after-school specialist after approval from PRCS purchasing.*

Budgets per site by capacity	Total Budget	Curriculum	Rec and office supplies	Special events/Family engagement-not use or lose but limited to 2/year that cost money
80	\$4100	\$2465	\$1235	\$400
60	\$3100	\$1865	\$935	\$300
40	\$2100	\$1265	\$635	\$200
15	\$1150	\$665	\$335	\$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 (Lesson plans are required to use curriculum funds for projects/activities not included in the provided CASA curriculum.)
- 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.

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.

Special Events

When hosting a special event, we cannot request that parents bring items, however, we can post a sign-up sheet for families to volunteer or contribute items. 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 pre-packaged. Staff must review ingredients labels for any known allergies for children enrolled.

Participant safety should be the first consideration in any special event. All special events should be discussed with the specialist in advance and approved to ensure participant safety is at the forefront.

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

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

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 Administrative Office	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

Administrative Staff CASA and YAS			
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			
LaChanze Garner	Assistant Director	LaChanze.Garner@loudoun.gov	
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
Deborah Ludtke	Manager, Philomont Community Center	540-338-5882	Deborah.ludtke@loudoun.gov

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
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
Beth Stephens	After-School Specialist	571-528-1647	Beth.Stephens@loudoun.gov

After School Administration Staff			
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
Ken Lowe	After-School Specialist	571-233-0628	Kendell.Lowe@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
Nikevia Thomas	After-School Specialist	571-627-6483	Nikevia.Thomas@loudoun.gov
Jessica Flores	Program Assistant	571-233-1862	Jessica.Flores@loudoun.gov
Molly Burke	Rover Supervisor	571-749-7328	Molly.Burke@loudoun.gov
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
Lamar Oden, Jr.	Rover Leader/Sports	571-233-0452	Lamar.Oden@loudoun.gov
Andrick Figueroa	Rover Leader/Sports	571-246-3919	Andrick.Figueroa@loudoun.gov

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

CASA Site	Mobile	Address
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 Bruceeton 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	49 South Loudoun 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 Allder 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

CASA Site	Mobile	Address
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

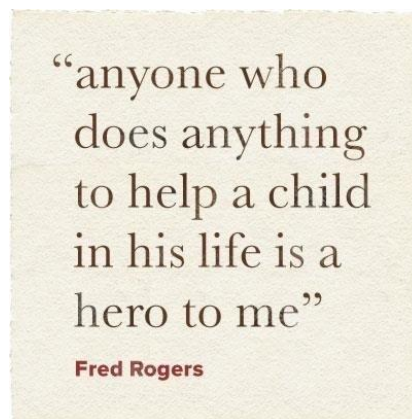
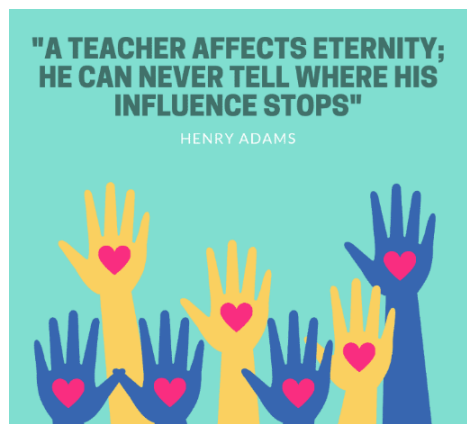
CASA Academy Site	Phone	Address
Bluemont Community Center	540-554-8643	33846 Snickersville Tnpk., Bluemont
Lucketts Community Center	703-771-5281	42361 Lucketts Rd., Leesburg
Philomont Community Center	540-338-5882	36592 Jeb Stuart Rd., Philomont

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

Resource Links

Resource	Description
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

Resource	Description
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 retrac
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



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