

PRESCHOOL AND CHILDCARE FAMILY HANDBOOK ADDENDUM

Loudoun County Department of
Parks, Recreation & Community Services

PRESCHOOL

CHILDCARE



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About PRCS Early Childhood Programs

Loudoun County Parks, Recreation and Community Services currently offers early childhood programs for participants ages 2.5 years through 5 years old. Our licensed professionals provide a safe, healthy learning environment that promotes social, physical, and intellectual growth of participants that follows the STREAMin3 curriculum.

Child Care- (Ages 3-5) is offered at select locations and provides full-time care for participants from 7:00am-6:00pm five days a week.

Preschool- (Ages 2.5-5) offers part-time care for participants during a nine-month program from September-May. Class days and hours may vary; please inquire with specific centers regarding availability and schedules.

Early Childhood Program Goals

- Commitment to excellence in all aspects of our program.
- Foster life-long learners through intentional teaching practices using the STREAMin3 curriculum model.
- Build positive and authentic relationships with participants and families by creating a welcoming environment.
- Recognize families as partners in their participant's growth and development and encourage active involvement in the program.
- Celebrate diversity and develop inclusive practices for participants and families.
- Be an asset to the community and a broker of resources.

Contact Information

Administrative Staff

Steve Torpy, Director Steve.Torpy@loudoun.gov		
LaChanze Garner, Assistant Director LaChanze.Garner@loudoun.gov		
Jay Allred Recreation Centers Division Manager Jay.Allred@loudoun.gov 703-737-8747	Dr. Chezia Calloway Community Centers Division Manager Chezia.Calloway@loudoun.gov 703-771-5113	
Dulles South Recreation & Community Center 24950 Riding Center Drive South Riding, VA 20152 Patty Reuss, Program Manager 571-258-3456 Patty.Reuss@loudoun.gov Sarah Gibson, Licensed Programs Coordinator 571-258-3853 Sarah.Gibson@loudoun.gov	Claude Moore Recreation & Community Center 46105 Loudoun Park Lane Sterling, VA 20164 Stacy Chase, Program Manager 571-258-3500 Stacy.Chase@loudoun.gov Wendi Blodgett, Licensed Programs Coordinator 571-258-3503 Wendi.Blodgett@loudoun.gov	Ashburn Recreation & Community Center 21105 Coopers Hawk Drive Ashburn, VA 20148 Eric Fritz, Program Manager 571-627-4999 Eric.Fritz@loudoun.gov Stephanie O'Donnell, Licensed Programs Coordinator 571-578-8469 Stephanie.Odonnell@loudoun.gov
Bluemont Community Center 33846 Snickersville Pike Bluemont, VA 20135 Sheri Conrad, Center Manager 540-554-8643 Sheri.Conrad@loudoun.gov	Loudoun Valley Community Center 320 W. School Street Purcellville, VA 20132 Nick Wilt, Center Manager 571-367-8444 Nicholas.Wilt@loudoun.gov	Lovettsville Community Center 57 East Broad Way Lovettsville, VA 20180 Darby Charles, Center Manager 540-822-5284 Darby.Charles@loudoun.gov
Douglass Community Center 407 East Market St. Leesburg, VA 20176 Jon Mattia, Center Manager 703-771-5913 Jon.Mattia@loudoun.gov	Philomont Community Center 36592 Jeb Stuart Rd. Philomont, VA 20131 Debbie Ludtke, Center Manager 540-338-5882 Deborah.Ludtke@loudoun.gov	Lucketts Community Center 42361 Lucketts Road Leesburg, VA 20176 Paige Neeley, Center Manager 703-771-5281 Paige.Neeley@loudoun.gov
Preschool Teacher/Child Care Supervisor		
Preschool Aide/Child Care Leader		

Support Staff

<p>Amy Young, MA Ed., Early Childhood Education Coordinator Amy.Young@loudoun.gov</p> <p>The ECE Coordinator collaborates with management and teaching staff to identify quality assurance practices in our early childhood programs.</p>
<p>Brenda Coggins, Early Childhood Specialist Brenda.Coggins@loudoun.gov</p> <p>The EC Specialist works directly with teaching staff to ensure quality early childhood care is reflected in classroom practices.</p>
<p>Matt Smith, Inclusion Specialist Matthew.S.Smith@loudoun.gov</p> <p>The Inclusion Specialist supports teaching staff with professional training and reflective practices to ensure that the needs of participants with different abilities are met.</p>
<p>Mary Wizbicki, Licensed Programs Manager Mary.Wizbicki@loudoun.gov</p> <p>The Licensed Program Manager maintains licensing records and ensures licensing standards are being met.</p>

Sample Schedules

Schedules and times may be subject to change.

Preschool

8:30am-8:45am	Welcome, Arrival Provocation Activity
8:45am-9:15am	Morning Circle
9:15am-10:15am	Choice Time
10:15am-10:45am	STREAM Group Activity
10:45am-10:55am	Snack/Lunch (Family provided)
10:55am-11:55am	Outdoor Time
11:55am-12:20pm	STREAM- Story Time
12:20pm-12:30pm	Dismissal, Closing Circle

Child Care

7:00am	Welcome, Breakfast, Provocation Activity
9:00am	Morning Circle
9:30am	Choice Time
10:30am	Story/Songs
10:45am	Outdoor Time
11:45am	Lunch (Family-Provided)
12:30pm	STREAM- Story Time
1:00pm	Make Cots, Bathroom
1:30pm	Rest or Quiet Activities
3:00pm	Snack (Center Provided) and Choice Time
4:00pm	Circle Time
5:00pm	Outdoor Time
6:00pm	Dismissal, Closing Circle

Important Dates

Preschool

Preschool Not in Session

Dates	2025 – 2026 Calendar (Sept – May)
Labor Day	September 1, 2025
First Day of School	September 2, 2025
Indigenous Peoples' Day	October 13, 2025
Curriculum Training Staff Workday	October 31, 2025
Function Training Day	November 3, 2025
Complete Fall Parent Teacher Conferences	By November 30, 2025
Thanksgiving Holiday	November 26 – 28, 2025
Winter Break	December 22 – 31, 2025
New Year's Day	January 1, 2026 and January 2, 2026
Classes Resume	January 5, 2026
MLK Jr. Day	January 19, 2026
President's Day	February 16, 2026
Spring Break	March 30 – April 3, 2026
Curriculum Training Staff Workday	April 10, 2026
Complete Spring Parent Teacher Conferences	By April 30, 2026
Memorial Day	May 25, 2026
Last Day of School	May 29, 2026

Child Care

Child Care Not in Session

Dates	2025 – 2026 Calendar (July – June)
<i>Independence Day</i>	<i>July 4, 2025</i>
<i>Staff Development Day</i>	<i>August 22, 2025</i>
<i>Curriculum Training Staff Workday</i>	<i>August 25, 2025</i>
<i>Curriculum Training Staff Workday</i>	<i>August 29, 2025</i>
<i>Labor Day</i>	<i>September 1, 2025</i>
<i>Curriculum Training Staff Workday</i>	<i>October 31, 2025</i>
<i>Function Training Day</i>	<i>November 3, 2025</i>
<i>Thanksgiving Holiday</i>	<i>November 26, 2025 closes at 12pm</i> <i>November 27 – 28, 2025</i>
Complete Fall Parent Teacher Conferences	By November 30, 2025
<i>Christmas Holiday</i>	<i>December 24, 2025 closes at 12pm</i> <i>December 25 – 26, 2025</i>
<i>New Year's Day</i>	<i>January 1, 2026</i>
Complete Spring Parent Teacher Conferences	By April 30, 2026
<i>Curriculum Training Staff Workday</i>	<i>April 10, 2026</i>
<i>Memorial Day</i>	<i>May 25, 2026</i>
<i>Independence Day</i>	<i>July 3, 2026</i>
<i>Staff Development Day 2026</i>	<i>2 days TBD August 2026</i>

Inclement Weather and Emergency Facility Closure

If Loudoun County Government closes for a day, all facilities are closed, and all programs, activities and classes are cancelled. If Loudoun County Government has a delayed opening, preschool and child care programs will begin at that determined time.

If Loudoun County Government decides to close after the start of normal business hours, families must pick up their participants from all PRCS locations immediately. During these instances, PRCS facilities will close when the last participant is picked up.

If an emergency, severe weather, maintenance or energy problems cause the program to end early, you will be contacted by phone and arrangements must be made for your participant to be picked up. The center will attempt to keep the program open as late as feasible.

If a threat to participant's safety is determined, we will evacuate the center and you will be contacted as to where to pick up your child. Full emergency plans for each site are available for inspection in the Center's office.

For Preschool Only- If Loudoun County Public Schools operate on a delay or early dismissal due to inclement weather, preschool classes will maintain typical start and end time.

If Loudoun County Public Schools close due to inclement weather, preschool classes will be cancelled for the day.

Check in, Check out, and Communication

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

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

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

Registration

A two-week written notice is required to request a status change for a participant's enrollment.

Tuition

Preschool Monthly Payments

Tuition is determined by length of class, specific to each site and session. There is a non-refundable deposit of \$50 per participant due at time of registration and is applied to the first month's tuition. Household accounts will be billed by the 1st of each month for the following months' tuition (ie., billing applied in November for Decembers' tuition). There will be a 15-day grace period for making payments before a late fee is charged.

Child Care Weekly Payments

Weekly fees are due on the Thursday prior to the upcoming week. If you choose to pay with Installment Billing, weekly fees will be charged on Monday prior to the upcoming week. For a participant to remain enrolled, tuition must be paid for each week regardless of attendance.

Full Time Care (up to 11 hours per day; Monday-Friday 7:00am-6:00pm)	\$333/week
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*Rates are subject to change.

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

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

Installment Billing

Installment billing is available as a payment option. Installment billing can be set up by completing hardcopy paperwork at your program's Community or Recreation center or the PRCS administrative office at 742 Miller Drive, Leesburg, VA 20175. Only full payments may be made via installment billing.

Preschool- Once enrolled, your credit card will be charged on the 15th of each month for the upcoming month's fees.

Child Care- Once enrolled, your card will be charged on Monday prior to the upcoming week.

Late Payments

Preschool- Any payment received after close of business on the 15th of the month will be considered late and a \$25 late fee will be applied to household account. If tuition is not paid by the end of the month, the participant may be dis-enrolled from the program.

Child Care- Any payment received after the close of business each Thursday will be considered late, and a \$25 late fee will automatically be applied. If payment is not made by 7:00 a.m. each Monday, the participant may not attend until the weekly fee is paid and your participant may lose their space in the program.

Adjustments and Refunds

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

Program Operations

Attendance

Consistency in attendance at preschool promotes secure attachments for participants, deepens teacher knowledge of individual participants, improves participant's behaviors, and strengthens family-caregiver partnerships.

Snack/Food

Families will provide a nutritional, prepared snack and lunch for their child. All lunch boxes and water bottles must be labeled with the child's name & date, according to Virginia Licensing. Participants are not permitted to share food. Unused perishable food will be discarded unless otherwise requested by the family. If participants are approved to bring in food to share, it must be store bought, sealed, and have an ingredient label.

Child Care- Centers will provide breakfast and snack options that meet the requirements of the USDA Child/Adult Care Food Program. A menu listing food will be available to families upon request. The menu will indicate any changes/substitutions made.

Toileting Policy

Participants attending PRCS programs must be toilet trained. If your participant requires ADA accommodation, please contact the center's administrative staff, and complete the [Disability and Medical Needs Form](#). "Fully toilet trained" means that the participant independently asks to go to the bathroom when needed and/or sits themselves on the toilet. The participant will be able to manage clothing without help and are able to wipe or clean themselves appropriately to maintain clean hygiene. Occasionally, even a fully toilet trained participant might have an accident.

Personal Belongings

All participant's personal belongings will be stored in an individual space or "cubby" that is marked with the participant's name. A complete change of clothes is required and should be labeled with the participant's name and must be replaced immediately after use. Even if the participant is well trained in bathroom skills, other accidents may happen that would require a change of clothes.

Rest Time

Child Care- VA licensing regulations require a rest period for all participants daily. Each participant is encouraged to rest during this period and must be respectful to other resting participants. The center will provide cots for each participant. Please check with your site's Child Care Supervisor to confirm whether the center will provide the sheets and laundering or if families are expected to fulfill this requirement. If your center requires family-provided bedding, separate, non-enclosed linens are required. For ease of storage, please do not exceed twin-sized bedding.

Notification of Absence

If your participant will be absent from the program, please call the center's phone number and/or Brightwheel to notify staff of the absence prior to the beginning of the program.

Curriculum

PRCS educators support participant's growth and development using the [STREAMin3 curriculum](#). STREAMin3 is an innovative, engaging, and interactions-based curriculum model for participants. Daily activities, routines, and games maximize teacher-participant interactions and peer interactions. Ongoing observations and assessments help inform teaching and implementation. Educators integrate all major areas of learning and development into hands-on activities that encourage participant's deeper understanding of the world around them.

Participant Progress

Families will be provided opportunities to meet with staff in-person to discuss their participant's academic development, social and emotional development, strengths and needs, as well as to engage in partnership opportunities to set goals for their participant. Family Conferences are scheduled and conducted no later than November and April. We understand the importance of partnering with families, therefore family participation in these conferences is highly encouraged. Families will have an opportunity to review participant progress reports with the educators and will be offered a copy highlighting the areas discussed.

Field Trips/Transportation

The program will notify families of dates, destinations, times, and pick-up locations of trips. There may be an additional charge for field trips, which is communicated at time of registration.

Centers participating in field trips will use safety/booster seats and enforce usage according to the Virginia Department of Health. "Virginia Law requires that all participants ages 7 years and younger to be properly secured in a participant safety seat or booster seat. There is no height or weight requirement" as stated by the Virginia Department of Health. Staff will comply to the directions specific to the vehicle-type that is being used. Staff will follow instructions of the car seat manufacturer and the vehicle manufacturer.

Licensing Information

PRCS early childhood programs are licensed by the Office of Childcare Health and Safety with the Virginia Department of Education. The Commonwealth of Virginia helps assure families that participant day programs assuming responsibility for the supervision, protection, and well-being of a participant for any part of a 24-hour day are safe. Title 63.1, chapter 10 of the Code of Virginia gives the Office of Childcare Health and Safety at the Virginia Department of Education authority to license these programs. Standards for licensing participant day centers address certain health precautions, adequate play space, ratios, equipment, and program record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with participants are also required. Standards require the facility to meet applicable fire, health, and building codes. Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Office of Childcare Health and Safety at the Virginia Department of Education and is a large foundation of our policies and procedures listed within this handbook. If you would like additional information about your centers' compliance history or would like to register a complaint of non-compliance with regulations, please visit the Office of Childcare Health and Safety at the Virginia Department of Education. The Licensing Office that monitors compliance with PRCS is through the Fairfax Office of Childcare Health and Safety at the Virginia Department of Education. Phone: 703-934-1505

Office of Childcare Licensing (Fairfax)

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