

Loudoun County Department of
Parks, Recreation & Community Services

Early Education

Staff Handbook Addendum

CHILD
CARE

PRESCHOOL
PROGRAMS



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Administration Staff Contact Information

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TBD, Assistant Director		
Jay Allred Recreation Centers Division Manager Jay.Allred@loudoun.gov 703-771-5113	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	Bluemont Community Center 33846 Snickersville Pike Bluemont, VA 20143 Sheri Conrad, Center Manager 540-554-8643 Sheri.Conrad@loudoun.gov	Douglass Community Center 407 East Market St. Leesburg, VA 20176 Jon Mattia, Center Manager 703-771-5913 Jon.Mattia@loudoun.gov
Claude Moore Recreation & Community Center 46105 Loudoun Park Lane Sterling, VA 20164 Stacy Chase, Program Manager 571-258-3502 Wendi Blodgett, Licensed Programs Coordinator Wendi.Blodgett@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
	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/ Childcare Supervisor		
Preschool Aide/ Childcare Leader		

Support Staff

<p style="text-align: center;">Amy Young, MA Ed., Early Childhood Education Coordinator 703-737-8006 Amy.Young@loudoun.gov</p> <p>The Early Childhood Education Coordinator works directly with teaching staff to ensure quality early childhood care is reflected in classroom practices.</p>
<p style="text-align: center;">Megan McCullough, Inclusion Specialist 571-258-3488 Megan.McCullough@loudoun.gov</p> <p>The Inclusion Specialist Supports teaching staff with professional training and reflective practices to ensure that the needs of children with different abilities are met.</p>
<p style="text-align: center;">Mary Wizbicki, Licensed Programs Manager 703-771-5112 Mary.Wizbicki@loudoun.gov</p> <p>The Licensed Program Manager maintains licensing records and ensures licensing standards are being met.</p>

Program Goals

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

Work Schedule

Work schedules will vary depending on location and staffing. All regular employees are assigned specified hours within their work week. For individuals working in Childcare, the Childcare Supervisor shall post the schedule 2 weeks in advance. If an unusual circumstance occurs (i.e., late pick up of a child), notify your manager for authorization of additional hours. Work hours are onsite and consist of staff meetings, trainings, planning and class time. Exceptions regarding training or extracurricular hours may be authorized by the Center or Program Manager.

Preschool Calendar 2024-2025

Preschool not in session / (RTW) Report to work

Last Day of Preschool	May 31, 2024
Preschool Staff Start Leave Without Pay	June 6, 2024
Staff Development Days 2024 (RTW)	August 16 & 19, 2024
*Curriculum Training Staff Workday (RTW)	August 20, 2024
Community Center Preschool Opening & Curriculum Preparation (RTW)	August 21-30, 2024
Labor Day	September 2, 2024
First Day of School	September 3, 2024
Indigenous People's Day	October 14, 2024
Complete Fall Parent/Teacher Conferences	November 2024
Department Training Day (RTW)	November 1, 2024
Planning & Conference Preparation Workday (RTW)	November 4, 2024
Election Day (RTW)	November 5, 2024
Thanksgiving Holiday	November 27-29, 2024
Winter Break	December 23-31, 2024
New Year's Day	January 1, 2025
Classes Resume	January 6, 2025
Martin Luther King Jr. Day	January 20, 2025
President's Day	February 17, 2025
*Curriculum Training Staff Workday (RTW)	April 4, 2025
Spring Break	April 14-18, 2025
Complete Spring Parent/Teacher Conferences	April 2025
Memorial Day	May 26, 2025
Last Day of School	May 30, 2025
Staff Development Days 2025 (RTW)	2 Days TBD August 2025

Childcare Calendar 2024-2025

Childcare not in session / (RTW) Report to work

*Staff Development Day 2023 (RTW)	August 16 & 19, 2024
*Curriculum Training Staff Workday (RTW)	August 20, 2024
Optional Curriculum Training	August 26-30, 2024 (evening)
Labor Day	September 2, 2024
Complete Fall Parent/Teacher Conferences	November 2024
Department Training Day (M) and Curriculum Planning & Conference Preparation Workday (RTW)	November 1, 2024
Planning & Conference Preparation Workday (RTW)	November 4, 2024
Election Day (RTW)	November 5, 2024

Thanksgiving Holiday	November 28-29, 2024
Christmas Eve	December 24, 2024
Christmas Day	December 25, 2024
New Year's Day	January 1, 2025
Complete Spring Parent/Teacher Conferences	April, 2025
*Curriculum Training Staff Workday (RTW)	April 4, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
*Staff Development Days 2025 (RTW)	2 Days TBD August 2025

Inclement Weather and Emergency Facility Closure

Staff are expected to work regular hours. If Loudoun County Government closes for a day, staff do not need to report to work. Staff should contact the County Severe Weather Staffing Information Line (703)-771-5678 after 6:00 A.M to check for Loudoun County Government closure. You may also subscribe to Alert Loudoun at <https://www.loudoun.gov/alert>. In the event of a sudden snowstorm or other severe weather condition during program hours, the early childhood staff will continue program operations until the last child is picked up.

Preschool - If Loudoun County Public Schools operate on a delay due to inclement weather, preschool classes will start **on time**. If Loudoun County Public Schools close due to inclement weather, preschool classes will be cancelled for the day.

Childcare- In a weather-related incident Childcare will open **on time**. All staff are to report for their regularly scheduled shift. Childcare will only close if the Loudoun County Government closes.

Loudoun County Public Schools Inclement Weather Information can be found [here](#).

Staff Meetings

Staff meetings such as center meetings, professional learning communities, and department-wide meetings will be scheduled throughout the school year. All early childhood staff are required to attend scheduled meetings weekly or monthly. Staff meetings will be scheduled within your normal work hours. If you are unable to attend a scheduled meeting, he or she must notify the Manager prior to and schedule an appointment to review the information missed.

VQB5 CLASS Observations

The State of Virginia has developed the Unified Virginia Quality Birth to Five (VQB5) measurement and improvement system which recognizes the impact of every classroom, provides feedback to every educator, and supports all publicly funded birth-to-five programs to improve. PRCS is participating in VQB5 observations during the upcoming early childhood program calendar year at all community centers and recreation centers. To support VQB5 efforts to ensure that all children have quality teaching and learning experiences that meet their unique needs, early childhood education PRCS employees are welcome to participate in available training opportunities. Please work with your supervisor when these training are available.

Employees interested in taking the Classroom Assessment Scoring System® (CLASS®) training should notify their supervisor of their request. Employees must work with their supervisors and arrange to find coverage during their work hours or adjust their weekly schedule to be able to fit in the required training hours. The training will count towards professional development hours for PRCS.

Employees who are CLASS certified are required to work with their supervisors to find coverage if they are interested in conducting an internal CLASS observation at a PRCS facility. Any external CLASS observations outside of PRCS facilities do not include staff work time and must be arranged outside of their regular work schedule with PRCS.

Program Operations

Daily Schedule

Staff are expected to maintain a structured classroom schedule which includes large and small group activities, outdoor play, snacks, and learning activities related to the curriculum. These daily schedules should be posted and accessible to the children, families, and observers throughout the day.

Volunteers

Licensing defines a volunteer as a person who works at the center, is not paid, is not counted in the staff-to-children ratios and is in sight and sound supervision of a staff member when working with a child. Volunteers that are consistent (more than 2 hours/week) in the program must submit a volunteer application. This application is to be kept on file prior to volunteering. Make sure all licensing document requirements are provided; 2 references, 2 emergency contacts, and a parent signature if between the ages of 13-17. Documentation will be filed on site and kept accessible. The minimum age for volunteering is 13. Volunteers must be given an orientation that addresses the activities included in their volunteering and their limitations.

Site cell phones/iPads

Each center manager has an emergency cell phone. Each classroom will have a designated iPad for parents to sign their child in and out each day. iPads are for staff use only. The iPad is to be returned to your center's charging box and locked each night. Staff should not be using cell phones for personal use during their scheduled work hours.

Bus Safety

The center will provide safety/booster seats and enforce usage according to the Virginia Department of Health. "Virginia Law requires that all children ages 7 years and younger to be properly secured in a child safety seat or booster seat. There is no height or weight requirement" as stated by the Virginia Department of Health.

Administrative Responsibilities

Substitute Folder/Notebook

Supervisors are expected to develop a substitute folder/notebook containing pertinent site information, which must be kept in the classroom. All site staff and the manager must be informed of its location. The folder should contain the daily schedule; location of supplies, participant information, location of keys;

any special information about the group (i.e. allergies, location of meds.); lesson plans; Brightwheel instructions and passwords, and any special instructions concerning program.

County Email

All regular staff employed with PRCS are responsible for maintaining a Loudoun County email address for job related communications and access to the County's Intranet. Both the email system and the Intranet are utilized for sharing pertinent programs and county information regarding meetings, employee services and special events. Staff are to check their e-mail on a regular basis. All communication with parents should be sent from a county email address and have direct supervisor copied on it.

Internal Communications

Important Department-wide information is updated regularly on Share Point, Collaboration, and Coco. Staff are expected to regularly check these digital platforms for pertinent information.

CoCo

Follow these directions to install the app on your county iPhone/iPad or personal device.

Search Interact Mobile from the App Store or Google Play.

Open the app on your phone and type coco.loudoun.gov as the URL for the CoCo site and click Next.

Select Active Directory or local login for non-active directory users.

This will take Active Directory users to the Loudoun County Single Sign On portal. Enter your FULL Loudoun County Email Address and your network/windows password.

For non-active directory users please use your personal email address associated with Oracle and enter password.

Click Sign In. Welcome to the CoCo app!

Communication with Families

Creating opportunities for parents to be actively involved in their child's care and education is crucial, therefore PRCS encourages family participation in our programs. Staff should only use County email addresses, Brightwheel, or center phone to communicate with participant families. Staff should provide families with verbal reports of child progress on a regular basis and opportunities for parent involvement in the program. Staff are required to include the PRCS branding logo on all external documents located on Coco.

Curriculum and Lesson Plans

STREAMin3 Curriculum is an innovative, engaging, and interactions-based curriculum model for children. Daily activities, routines, and games maximize teacher-child interactions and peer interactions.

Educators integrate all major areas of growth and development into hands-on activities that encourage children's deeper understanding of the world around them. The developmental skills highlighted each week in the classrooms will be shared with families and STREAMin3 approved lesson plans will be available for families in the classrooms and/or on Brightwheel.

Child Progress and Assessments

Children's developmental progress will be observed and documented on a weekly basis in alignment with the STREAMin3 curriculum. Staff will use the STREAMin3 assessment documents and scaffold children's learning based on their individual needs. In alignment with this process, staff will provide at

least semiannual opportunities to meet with families to discuss their child's academic development, social and emotional development, strengths and needs, and engage in partnership opportunities to set goals with families. Staff will provide families with the STREAMin3 family conference form highlighting the areas discussed. Staff must maintain student files in the event of school or classroom transfers.

Paperwork – Summary of Due Dates

- **Monthly Calendars, Lesson Plans, and Newsletter** - Due the 25th of the month for the following month.
- **Attendance Reports** must be completed daily and turned in monthly.
- **Classroom Safety Check** - Complete daily and submit by the end of the month.
- **Supply Orders** - Planned in accordance with lesson plans and submitted as needed to your Manager. Allow 2–4 weeks delivery time.
- **Snack Orders** - requests provided to manager at least two weeks in advance.
- **Family Conference Forms**- Bi-annual evaluations and family conferences are to be completed for each child and filed.
- **Incident and Accident Reports**- due same day as the occurrence.

Paperwork to be posted

- **Daily Schedule**
- **Lesson Plans**- should be accessible to families, either posted on the wall or in Brightwheel.
- **Menu**- if food is supplied by program.

Failure to turn in required paperwork on time will result in disciplinary action.

Licensing information

PRCS Childcare programs are licensed by the Office of Child Care Health and Safety with the Virginia Department of Education. The Commonwealth of Virginia helps assure parents that child day programs assuming responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, chapter 10 of the Code of Virginia gives the Office of Child Care Health and Safety at the Virginia Department of Education authority to license these programs. Standards for licensing child 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 children 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 Child Care 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 Child Care Health and Safety at the Virginia Department of Education. The Licensing Office that monitors compliance with PRCS is through the Fairfax Office of Child Care Health and Safety at the Virginia Department of Education. Phone: 703-934-1505

Office of Childcare Licensing (Fairfax)
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