DAZE & FEST Family Guide 2019









PRCS
COUNTY OF LOUDOUN

742 Miller Dr SE, Leesburg, VA 20175
https://www.loudoun.gov/1202/Summer-Camps

Welcome

Program Mission:

The Daze and Fest mission is to provide a quality Summer Camp program in an inclusive, safe and nurturing environment. We deliver an experience that empowers our campers to explore their interests and passions in a social and recreational setting. We hire and train counselors who are enthusiastic and lead with positivity and integrity.

Our Values:

- We are a team that strives toward the same end goal
- We are collaborative, utilizing each other's strengths
- Fun and safety are always at the forefront of our minds
- Our interactions with participants, families, and other stakeholders is professional and respectful
- We are engaged with our participants, learning from them, as well as them learning from us
- We create an environment that is warm and welcoming, for staff, participants and families

General Inquiries

For general inquiries regarding the program, such as field trips, fee payments, and activities, please email camp@loudoun.gov
This email account is actively managed and we strive to answer all emails quickly.

Camp Contacts

Caroline Bennett-Davis
Camp Coordinator
703-737-8031
Caroline.Bennett@loudoun.gov

Vacant
Camp Specialist

Kristin Garrett
Children's Programs Division Manager
703-777-0392
Kristin.Garrett@loudoun.gov

Vacant
Children's Program Manager

Karen Sheets
PRCS Deputy Director
703-771-5605
Karen.Sheets@loudoun.gov

Camp Calendar:

Our camps run in one-week sessions, with dates as follows:

Week 1 – 6/17 – 6/21
Week 2 – 6/24-6/28
Week 3 – 7/1-7/3 **(NO CAMP JULY 4th or 5th)**
Week 4 – 7/8 -7/12
Week 5 – 7/15-7/19
Week 6 – 7/22-7/26
Week 7 – 7/29-8/2
Week 8 – 8/5-8/9
Camp opens at 7:30am and closes at 6pm.



Camp locations:

Daze – Children entering Kindergarten* - 5th grade in the fall of 2019.
***Child must be 5 by their first day of camp**
Fest – Children entering 6th grade - 8th grade in the fall of 2019.
Camp locations can be found at www.loudoun.gov/1202/Summer-Camps

Registration procedures:

Parents and guardians are encouraged to register their children online by visiting our website at www.loudoun.gov/1202/Summer-Camps
In person registrations are also done at the PRCS administration office. All items below are required to register and comply with Virginia State Licensing:

- **A PRCS Participation Information form** – this form is online at www.loudoun.gov/3448/PRCS-Licensed-Programs-Registration
- **Current identity verification for each child**. Acceptable forms include an original or certified copy of the child's birth certificate, birth registration card, passport or report card.
- **A completed copy of the commonwealth of Virginia school entrance health form.**

It is the responsibility of the parents / guardians to provide us with the proper registration information and current phone numbers for the child's file.
***All forms are must be completed and turned in no later than April 9th, 2019. Participants with missing paperwork will be dropped from Daze and Fest after April 9th.**

Registration fees

There is a $25 registration fee per child for Daze and Fest, due at registration. The registration fee is **non-refundable**.
Parents should make sure all emails and home addresses are current and up to date in webtrac for refunds and emails.

Weekly deposit and balance

- For 2019, the weekly fee for camp is $175 ($25 non-refundable deposit due at time of registration and $150 balance due 3 weeks prior to the camp week).**The fee for week 3 is $105 since there is no camp on July 4th. The $25 deposit still applies.*
- Deposits are always non-refundable, but may be transferred as a deposit for another week of Daze or Fest camp. It cannot be applied toward the balance of another week of the program, nor against any other program, e.g. CASA tuition.

Balance Due Dates for Summer 2019

Session	Dates	Balance Per Child	Payment Due Date
1	06/17-06/21	$150	May 27,2019
2	6/24-06/28	$150	June 3, 2019
3	7/01-7/03	$80	June 10, 2019
4	7/08-07/12	$150	June 17, 2019
5	7/15 – 7/19	$150	June 24, 2019
6	7/22 – 7/26	$150	July 1, 2019
7	7/29 – 8/02	$150	July 9, 2019
8	8/5 – 8/09	$150	July 15, 2019

*There will be no camp July 4th and 5th

- If you register your child for a week of camp after the balance due date, 100% of the camp fee will be due at time of registration.
- In the event that you fail to make the balance payment by the due date your child will be dropped from the program and the deposit will be forfeited. If you would like to re-register your child, should space allow, then the full weekly payment (including the $25 deposit) of $175 is due at time of re-registration.





Payment Options:

- Payment for the Daze and Fest Camp program can be made online through Webtrac; via check mailed to our administration office; or in person at any manned county facility, including our administration office. If you choose to mail in a check please be sure to leave adequate time for your check to arrive and be processed – your child will be dropped from the program if payment is not made by the due date.

The address for the PRCS administration building is 742 Miller Dr SE, Leesburg, VA 20175

Returned Checks:

- There will be a $35 charge for any check returned for insufficient funds.

Withdrawal Procedures:

- If you would like to withdraw your child from one or more weeks of our program, you must make the request in writing – email, fax or hand written cancellations are acceptable. Verbal cancellations are not acceptable. Any cancellation requests made **less than 3 weeks prior** to the camp start date will be subject to cancellation fee of 50% of the balance, leaving a refund of $75 ($40 for the week of July 4th). Any cancellation requests made during the week of camp you wish to cancel, or after that camp week, will also be subject to 50% cancellation fee. Cancellation requests should be emailed to camp@loudoun.gov

Refund Policy:

- Weekly deposits are non-refundable and non-transferrable.
- Fees will not be adjusted or refunded for absences, early pick-ups, unanticipated calendar, pool or field trip changes, weather situations, or other emergency situations.
- Refunds made in accordance with the camp refund policy will be refunded in the form of a check from the Loudoun County Treasurer's Office.

Financial Assistance:

- Assistance for daycare expenses may be available to eligible residents through Loudoun County Family Services. For information, please call 703-777-0353.

Childcare Statements:

- Loudoun County Parks, Recreation and Community Services issues a receipt for all payments paid for camp registrations. If you require a receipt for child care expenses, tax purposes or reimbursement, you may obtain copies of your receipts through your Webtrac account. All receipts are printed with our tax ID number.
- The County's Tax ID number is 54-094-8306

Waitlist:

- Each camp location has a maximum capacity, and openings are available on a first come, first served basis. We are not able to guarantee or predict when space will become available at a particular location. We do however, actively manage our wait lists. Should space become available at a site prior to the balance due date, an administrative assistant will contact you via email to let you know space is available. When you are offered the space you may accept or decline – if you accept, payment must be made within 24 hours or this space will be offered to the next waitlisted individual. If a single spot becomes available but you have more than one child on the waitlist, we are unable to hold that spot until a second spot becomes available.
- If space becomes available at a site after the balance due date then an email will be sent to all families remaining on the waitlist and spots will be available on a first come, first served basis.

Late Pick Up Fee:

- Daze and Fest camps close at 6pm. The late pick up fee is $15, per 15 minutes, per child - late fees will be assessed as of 6:01 pm. If the child is picked up any time between 6:01pm and 6:15pm, the fee will be $15 per child. If pickup is between 6:16pm and 6:30pm, the fee is $30 per child. Parents who are habitually late may be asked to seek an alternative program.
- If a child is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be contacted to pick up the child.

Staff:

- The summer camp staff is comprised primarily of our CASA professional child care staff, school teachers, college students and high school graduates. We aim to hire energized, creative individuals who are passionate about working with children. All staff must undergo background checks, meet minimum education requirements, and undergo training prior to the start of camp.
- The staff to camper ratio is 1:18 for Daze and Fest camps. For safety considerations, additional staff are assigned during pool and field trip days.

Site Activities:

- Each site is provided with weekly themes, an activity binder, and various supplies. Camp sites will also take ideas and interests of the campers into account and plan games and activities based on camper's suggestions. Staff will deliver a variety of activities throughout the week, including active games, craft time, gym time, science projects, STEM, creative expression, and cooking projects. Each week will also include a pool trip and field trip. Each campsite will have at least two guest speakers visiting!

Example of Daily Schedule:



7:30am – 9:00am – Campers arrive / Stations/ Free play
9:00am – 10:00am – Outdoor time
10:00am – 10:30am – Snack time
10:30am – 11:30am – Craft / cooking project
11:30am – 12:00pm – Gym/Teambuilding
12:00pm – 1:00pm – Lunch
1:00pm – 2:00pm – Outdoor time
2:00pm – 3:00pm – STEM
3:00pm – 3:30pm – Teambuilding/Creative Expression
3:30pm – 4:00pm – Snack time
4:00pm – 5:00pm – Gym Games/Physical Activity
5:00pm – 6:00pm – Stations / Free play

Pool Trips:

- Pool schedules will be emailed out prior to the start of camp. On your child's swim day, please send your child to camp dressed in their swim attire with their regular clothes over them. Campers should wear their sneakers, but may bring along flip flops for the pool. **No flip flops are to be worn at site for safety reasons**. Please send a towel, sunscreen and a plastic bag for wet suits in their backpack for the day, along with lunch, snacks and water bottle. In the event of inclement weather, a field trip may be changed or cancelled. There are no refunds in the event of a change or cancellation to a planned field or pool trip.
- During pool trips, we send additional staff maintaining a ratio of 1 staff member to each 9 campers, at the very most. The staff is actively engaged during these trips, some may be in the pool with the campers, and others will supervise the group from the pool deck.
- Children are required to come back to their assigned area/groups during pool breaks and staff will take attendance. Children will stay in the assigned area during the break. Staff make a sweep of their meeting area and changing areas at the end of the trip to make sure nothing is left behind.
- On pool trip days, no staff remain at the camp site. If your child is due to arrive after the departure time for any reason such as summer school or an appointment, you will need to either drop them at the pool or make arrangements for alternative care for them.

Swim Tests:

- On the first day of swimming children will be swim tested by a qualified lifeguard from the pool. The lifeguard will qualify each child to a swim band, which corresponds to the area/s of the pool in which they can swim.
- Red bands indicate the child shall stay in the shallow area of the pool.
- Yellow bands indicate the child may swim up to a depth of 4'.
- Green bands are for excellent swimmers who may swim anywhere including in the diving section.
- Any child who chooses not to take the swim test will automatically be assigned a red swim band.

Field Trips:

- Field trip schedules will be emailed out prior to camp's start, and updated schedules will be posted at site. Please check at your child's camp sign in/out table for trip announcements. In the event of inclement weather, a field trip may be changed or cancelled. There are no refunds in the event of a change or cancellation to a planned field or pool trip. On trip days, campers should dress in comfortable clothing and suitable shoes for walking.
- On field trip days, no staff remain at the camp site. If your child is due to arrive after the departure time for any reason such as summer school or an appointment, you will need to either drop them at the field trip location or make arrangements for alternative care for them.

Transportation:

- Transportation to and from field/pool trips is done on LCPS School busses.
- Campers are reminded of the bus rules before each trip, and a staff member conducts a bus sweep after each trip to ensure no property is left on the bus.

Parent Chaperones for Field Trips:

- If you are interested in volunteering as a chaperone on a field trip, please contact camp@loudoun.gov at least **48 hours** prior to the trip. Be advised that you will have to provide your own transportation to and from the trip, and will be responsible for any costs such as entrance fees. Parent chaperones are not allowed to be solely responsible for campers, and will not count in our licensing ratio.

Weather:

- Outdoor play is an important part of our daily camp schedule. We ask that you dress your child according to the weather conditions. You may wish to send a light sweater or jacket for cooler early mornings.
- During periods of extreme heat (Code Red) the camp staff will alter outdoor activities. Low-aerobic water activities or alternative indoor activities will replace high energy, active outdoor games. The staff will encourage an increase in water intake on these days, and all precautions will be taken to prevent heat related injuries.

Climate Policy:

- Length of Time Children to be Outside During Extreme Heat and Cold Weather and Air Quality Guide

2-10-16

- PRCS will use the Child Care Weather Watch Chart and guidelines provided by the Iowa Department of Public Health & Healthy Child Care.
- Condition RED - Heat Index 100 degrees or more - will be uncomfortable and may be hazardous to some children.
- The following guidelines should be applied:
    - Children Ages 2 ½ - 5 - should not be outside.
    - Children Ages 5 – 9 May want to play outside, if they are properly dressed, having plenty of fluids, but it is not recommended unless they are at a swimming facility or Water Park. If at a swimming pool or Water Park, children must wear sunscreen labeled SPF 30 or higher and it is recommended to be UVB and UVA ray protection. (Please refer to PRCS Sunscreen Policy.) Length of time to be outdoors would be for no longer that 15-20 minutes and then should seek shade protection for 15-20 minutes.
    - Children ages 10 and up may play outdoors for very short periods of time if they are properly dressed, having plenty of fluids. Length of time no more than 20-25 minutes and then should seek shade protection for 20-25 minutes. Children must wear sunscreen labeled SPF 30 or higher and it is recommended to be UVB and UVA ray protection. (Please refer to PRCS sunscreen policy.)
    - All children playing outdoors in extreme heat should be dressed in light colored clothing made of cotton or cotton like fabrics.
- Air Quality Guide – The Council of Governments (COG) in the Metropolitan Washington, DC area have created an Air Quality Guide. COG provides daily reports and forecasts of regional air quality. COG helps notify area citizens and employers when unhealthy air quality is expected through Air Alerts. The ozone season generally runs between May and September.
- Since the dangerous times for the ozone season lasts all summer long, precautions must be taken with children. The most dangerous time for anyone to be outside is a Code Purple Day, which this area has not had in recent memory but we do get notifications of Code Red days. On those Code Red days, it is unhealthy to be outside. Staff must ensure that any strenuous outdoor activity is prohibited for all age groups. On Code Orange days it is unhealthy for sensitive groups. PRCS recommends that small children limit their time outdoors.

Sunscreen Policy:

- Parents are responsible for providing sunscreen for each child participating in an outdoor program or a program that includes spending time outdoors. Sunscreen should be labeled with the child's name and a date.
- If sunscreen is not provided, staff will apply the camp provided lotion sunscreen, with a minimum of 30SPF in accordance with section 4.9 of this policy.
- Sunscreen, with at least 30 SPF rating, is recommended to be purchased annually to avoid sunburn.
- Children should arrive at the program site each day with sunscreen already applied, even on cloudy days.
- Staff will supervise the application of sunscreen as a group activity prior to the first outdoor activity of the day and at each hourly scheduled break throughout the day.
- If a parent has indicated on the registration form that a child "needs assistance" applying sunscreen, staff may assist the camper in applying the spray or lotion sunscreen provided by the parent/guardian. Sunscreen will only be applied to areas on the campers' body that would naturally remain uncovered by a swimsuit. In all situations at least 2 staff members will be present when sunscreen is applied.
- If a parent has indicated on the registration form that a child "does not need assistance" applying sunscreen and the staff recognizes the child has difficulty applying sunscreen properly, staff will supervise another child assisting the application.
- When a camp site is going on an outdoor field trip or a pool trip, each camper must have sunscreen applied upon arriving to the destination, and then reapplied every hour thereafter. If on site, sunscreen should be applied prior to going outside and each hour if outside for more than one hour.
- In the event that a child refuses to apply sunscreen after verbal prompting, or refuses to allow a staff member to apply sunscreen if "needs assistance applying" is checked, then we will contact the parent to notify them. We will also note on the Sunscreen Form that participant refused application and parent/guardian was called.

Camper belongings:

- A designated area will be provided for children's personal belongings. All campers are encouraged to have a book bag or backpack for their belongings. A bin will be designated for storage of each camper's bag. Campers are strongly discouraged from bringing valuable items to camp, such as electronics, jewelry or money.

Camper Shirts:

- All campers are provided with two orange camper shirts on their first day of camp. These shirts are distributed according to the size requested during registration. There may be ability to switch sizes, but this cannot be guaranteed. Please have your child wear their camp shirt on field and pool trip days.

Swim shirts:

- Swim shirts with UPF 30 are available for purchase, at a cost of $20 per shirt. These shirts are the same color and design as the regular camper shirts. These shirts will then be mailed to you prior to camp starting.

Shoes:

- Closed toe shoes should be worn every day to camp, even on pool days. Flip flops and crocs are not permitted at site, although may be brought for use at the pool.

Money:

- All activities and trips are included in our weekly fee. Campers do not need to bring additional money. ***However, if you choose to send spending money with your child for a souvenir or treat, know that staff are not responsible for this money, and cannot hold onto it for your child.***

Lost and Found:

- Please do not send expensive clothing, toys or electronics to camp. While every effort will be made to locate lost items, the camp program is not responsible for lost or damaged items.
- At the end of the summer all lost and found items at site will be taken to the PRCS main office.
- If your camper is missing an item at the end of the summer, please contact camp@loudoun.gov

Items will be kept for one month after camp finishes.

Food Information:

- All campers should bring a non-perishable lunch, two snacks and a water bottle to camp daily. A refrigerator and microwave may be available at site, but cannot be guaranteed.
- Please mark your camper's lunch box and their water bottle with their full name.
- Campers are not permitted to use any soda or vending machines on the school premises.
- Please, no glass bottles or containers.

Lunch Date Stickers:

Per Licensing, all camper lunches must be dated, every day. When you drop your child at camp, lunch stickers will be provided at the sign in / out table – please affix a date sticker to your child's lunch upon arrival every day.

Children with Individual Needs:

- The Daze and Fest summer camp program is an inclusive program. We strive to serve all children in his or her least restrictive environment with the appropriate adaptations needed. If you require a reasonable accommodation for your child we ask that you contact the Camp Coordinator at **703-737-8031**, allowing at least 3 days notice.

Summer School:

- Many of our campers attend summer school. We ask that you let the site supervisor know that your child will be arriving at site after summer school, and the applicable dates.
- Be aware that PRCS does not provide transportation to or from summer school. On field and pool trip days, no staff remain at site, so it is up to you to arrange for your child to be transported to the trip location, or to find alternative care for your child that day.

Sign In/ Out Policy:

- Parents or guardians are required to sign their child in each program day that the child attends. If the parent/guardian does not sign the child in, the program staff cannot be held responsible for the child for that program day. Staff will take attendance prior to opening activities and throughout the day, especially during field trips and pool trips.
- Parents or guardians must specify on the participation information form who has permission to pick up their child(ren) from the program. Parents must provide in writing if another person is to pick up and sign out their child. This person must be at least 16 years old.
- A child may be picked up only by those persons authorized in writing to do so. A certified custody order must be on file at the site to prevent a natural parent from picking up a child.
- If parents contact the staff by phone, staff will request the parent send an email to the camp site email address confirming the pick up request.
- Parents, legal guardians or other persons listed on the registration form are required to sign the child in or out of the program and will be asked to show identification.

Please know that anyone collecting a child MUST be prepared to show ID every time they arrive at site.

Emergency Pick Ups:

- Three emergency contacts other than parents or guardians must be listed on each child's registration form before a child will be admitted to the program. Emergency contacts must be at a location during camp hours that is within a 15-mile radius of the day campsite. One of these emergency contacts will be contacted if a parent or guardian cannot be reached to pick up child/ren in the event of an emergency. If a child is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be contacted to pick up child(ren).

Behavior Management:

- Behaviors that may lead to an incident report, possible suspension or termination from the program include but are not limited to:
    - Refusing to follow basic safety and program rules
    - Stealing or defacing Camp equipment, school property or property of others
    - Bullying and / or engaging in fights. PRCS will contact parents to collect any camper who is unable to function cooperatively with others or is a threat to him/herself or others
    - Repeated disrespect towards staff or rude and inappropriate behavior towards others, by children or parents
    - Immediate removal from the program may occur if PRCS administration feels they cannot maintain the safety and welfare of the child or other campers.

Discipline and Incident Reporting:

- Typical steps pertaining to discipline and incident reports:
    - Child does not abide by the camp rule; camp staff discusses behavior and consequences with the child and redirects behavior. An incident report may be written.
    - Child does not abide by the camp rule; camp staff discusses the behavior and consequences with the child and parent and writes a second incident report.
    - Child's next offense: staff writes third incident report and informs parent. Supervisor consults with the Camp Coordinator and Division Manager reviews with the Director for the appropriate action and parent is informed of decision. If a suspension is appropriate, the parent will be given 24 hour notice, if possible and appropriate, so that alternative arrangements can be made. If the problem persists following return from a suspension, a conference among parents, Camp Specialist, Camp Coordinator and Division Manager will be held to effect dismissal of the child from the program.
    - Incident reports are also written and suspensions may occur for other serious events on site such as fire, medicinal reaction, security or other unusual situations.

Causes and Procedures for Dismissal:

- The Camp program and staff are pledged to make every effort to maintain a child in the program. Only after all procedures by the administration, staff and parents have failed will dismissal be considered. If in the opinion of the Camp Specialist, Camp Coordinator, Division Manager and PRCS Director, a child's behavior presents a physical danger to themselves or others, or if the child fails to follow rules, then an immediate suspension or dismissal from the program may result.
    - Causes:
        - Failure to pay fees as required.
        - 2. Failure to complete all required registration procedures.
        - 3. Failure to comply with program policies, procedures and code of conduct.
    - Procedures:
        - If cause for dismissal is evident, the Camp Coordinator will contact the parents and all efforts will be made to remedy any problems that exist.
        - In most situations the parent will be given at least 24 hour notice before suspension from the program is implemented.
        - After a suspension, a probationary period will be set to allow time for the problem to be resolved.
        - If after the probationary period the problem still exists, the staff and parents will again discuss possible solutions. Suggestions may be made to seek referral of the problem to other County resources or agencies.
        - Only after all resources have been expended will dismissal be considered. Staff will present the situation to the Director and if approved the child will be asked to find an alternative program. Parents will be notified in writing of the dismissal and, if possible and practical, will be given at least 24 hours' notice. No refund will be issued if a child is dismissed from camp.

Health and Emergency Forms:

- All Participation information, Health and emergency forms must be completed for the current program year before a child may attend our program.

Daily Health Check

- Each child has a daily health check upon arrival at the program. If the staff feels the child is not well, or has a fever, recurring vomiting or diarrhea, the parent/guardian will be asked to take the child home. To allow a child to attend, while sick or before complete recovery, is individually harmful and exposes the entire group to the risk of infection.

Fever Policy and Communicable Diseases:

- Please call the site if your child will not be attending the program for any reason.
- According to the Health Department, children with fevers are not necessarily contagious. Fevers may vary and come and go. It is our policy that children do not attend camp if they have a fever. An oral temperature of 101 degrees Fahrenheit is considered high and the child should not attend or should go home. Children who have been sick and running a fever of 100 degrees should remain home for at least 24 hours after the fever breaks, unless they have a note from a physician authorizing their attendance. Children should not attend the program if they have a runny nose and are not capable of caring for themselves.
- If a child enrolled in the program has a communicable disease, the parents are urged to notify the Camp Coordinator immediately. The parents of the other children will be notified.

Immunizations:

- Each child is required to have the immunizations and vaccinations appropriate for a child their age before acceptance into the program. The child's immunizations must be certified by a doctor on the type of medical form provided by the program.
- A child may be exempted from the immunization if the parents submit to the Camp Coordinator a "Certificate of Religious Exemption."

Ill and Injured Children:

- If a child becomes ill or is injured while at the program, the parent will be immediately contacted. If the parent is not available, an emergency contact person will be called. Children will be taken to and cared for at the campsite or camp office until they are picked up. In an emergency, and as appropriate, the child will be taken by the local rescue squad to the closest emergency facility. A parent or guardian will be immediately notified.

Medications:

- If a child must take medication during the program hours, a Medication Authorization form must be completed and given to the Site Supervisor along with the medication. Only medication in its original bottle, with a prescription label, may be given. Please tell the staff if there are any side effects to watch for.
- The medicine will be kept in a locked Medicine Box located in the office space of the Summer Camp site.
- The Medication Authorization Form must include: Child's name, prescription number, exact dosage, the name of the medicine, time to administer and any special instructions. Parents/guardians should take the medication home at the end of each day unless a long-term medication form is completed. The Short-Term Medication Authorization Form is good for a maximum of 10 days. Long term medications require a form that is signed by your child's physician. Documentation of administering medication will be recorded in the medication log.

- Staff will inform parent of any adverse reaction to medication given during program hours or of any medication concerns.

*The medication form can be found online at https://www.loudoun.gov/1202/Summer-Camps

Insect Repellent:

- Insect repellent may be sent to camp with campers, so long as it is labelled with the camper's name and written permission is provided by the parent. The container will be kept in a locked container, out of the reach of campers, and application will be completed in accordance with the instructions on the label. Application will be noted on a medication log, and parents will be notified in the event of a reaction.

Allergies:

- The parent will supply a complete list of what foods or allergens their child is allergic to and therefore need to be avoided. Copies will be provided to the program staff so they are aware of the type and severity of the allergy. Allergy lists are compiled by site, and must be posted at each site, out of sight of the public and other children.

Child Abuse/ Neglect:

- In accordance with the Code of Virginia, Loudoun County PRCS staff is responsible for reporting all suspected child abuse or neglect to the Department of Family Services Child Protective Services for investigation. Any suspicion of abuse will be reported to the site supervisor immediately. On site staff will then contact their appropriate supervisor and Department policy will be followed.

Licensing Information:

- 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 Department of Social Services authority to license these programs.
- Standards for licensing child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and 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 Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard. A regular license is issued when the program meets the standards for licensure.
- If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office: 3701 Pender Drive, Suite 125, Fairfax VA 22030
(703) 934-1505

Emergency Preparedness and Shelter in Place:

Dear Participants and/or Parents:

The events of recent years have made us all keenly aware of the need to review and refine the Department of Parks, Recreation and Community Services emergency plan. With that in mind, preparing for emergencies requires considering all likely scenarios. We believe that all County facilities are very safe during emergency situations. The Department has updated our emergency response plan to include the "Shelter in Place" concept. This concept has been added to the Loudoun County Public Schools Emergency Response Plan and is another safeguard to protect our participants and staff.

As you may know, "Shelter in Place" is designed to create a neutral atmosphere within a building by shutting down all ventilation systems and closing all doors and windows. The procedure is intended to seal off a building for a limited time if there is a chemical threat. "Shelter in Place" will help keep chemical agents from leaking into buildings and protect all that remain inside.

In the event that a "Shelter in Place" procedure must occur, all Parks, Recreation and Community Services program participants will be directed by emergency officials to remain inside and follow procedures. During this time, no one will be permitted to enter or leave until emergency officials have given an all-clear status. The Department is prepared to provide water and food for our participants for the limited time that the plan is necessary.

Due to the heightened awareness of emergency preparedness, please, if needed, immediately update your emergency contacts and medical information that we have on file. During emergency situations, we will make every effort to communicate the status of all facilities and programs through local television, radio and the County website. The alert system enables citizens to sign up to receive instant alert notifications from County agencies through mobile devices and email. Citizens may register for this free service at www.loudoun.gov, on-line services, link to Citizen Alert System and register for PRCS Childcare Emergency Alert Plan.

While working with other County agencies, the Department continues to refine our safety plans. Your patience and understanding, should an emergency arise, is essential in order for the department to safely protect our program participants and calmly reopen our facilities.

Sincerely,
Steve Torpy, Director
Loudoun County Parks, Recreation and Community Services