



Building Community ~ Changing Lives ~ Making Memories

Before & After School Program 2021~2022



Louisa County Parks, Recreation and Tourism is excited to support the community and school system by providing a quality, youth development focused Before and After School Child Care Program. Our goal is to provide youth with a safe and enjoyable experience while giving them the skills to grow. We're here to inspire children to work and play together, creating friendships and memories that last a lifetime.

LIMITED SPACE AVAILABLE

To provide the best possible experience for each child we will be limiting each site to 15 Before School children and 45 After School children. Our childcare programs will be following the health and safety guidelines in accordance with Louisa County Public Schools.

AGES

5yrs old through Fifth Grade

SCHOOLS

Offered at all 4 Elementary Schools:
Thomas Jefferson, Trevilian, Jouett, Moss-Nuckols

HOURS

Before School - 6:30 AM until Bell
After School - Release Bell until 6:30 PM

REGISTRATION FORMS & FEES

Registration Form will need to be turned in to the LCPRT office PRIOR to your child attending our Before and After School Programs.

REGISTRATION FEE (PER CHILD)

\$10 Before School
\$15 After School
\$25 Before/After School

Before School Fee: 1st Child \$3 per day
Additional Children \$2 per day

After School Fees 1st Child \$13 per day
2nd Child \$8 per day
Additional Children \$6 per day

Early Pickup Fee

MUST Be Picked Up Before 3:30 PM
\$3 per day

PAYMENT OPTIONS

SMART ACCOUNT: You can sign up online for our free SMART account. This will allow you to view your balance and make a payment.

TO SIGN UP, GO TO:

www.lcpert.info and click on "Online Registration" and create your account.

TO ACCESS PAYMENT PORTAL GO TO:

www.lcpert.info/makepayment

Payments are due weekly and are NOT accepted at the schools

PROGRAM CLOSURE POLICY

The Before School and After School Programs will be closed when school is closed.

Our programs may be also forced to close due to severe weather conditions or unforeseen circumstances.

The After School Program WILL be closed when school releases early due to inclement weather.

If schools are delayed one hour because of inclement weather then the Before School Program will begin at 7:30 AM. If school is delayed two hours then the Before School Program will begin at 8:30 AM.

AFTER SCHOOL ATTENDANCE

Be sure to communicate with the school on what days your child is to attend After School. If your child does not attend regularly, please send a note to the school's office on the days that you will need him/her to stay for After School.

PREVENTING THE SPREAD OF ILLNESSES

Please keep children home if they show signs of illness including vomiting, diarrhea, rashes or a temperature over 100 degrees. If a child becomes ill, parents must make arrangements to pick up the sick child immediately. Parents must notify the site immediately if any member of the household develops a communicable disease, and/or child has been in contact with someone diagnosed with COVID-19 or has come in possible contact.

SIGNING IN & SIGNING OUT

Authorized individuals 18 years or older must sign the child in and out each day. Staff are required to I.D. all persons picking up children who do not pick up regularly. Children will not be released to anyone not listed on the Registration Form. Custodial parents/guardians have the right to be admitted into the program, however for custody issues requiring special attention, please notify the Child Care site staff. Parents must walk children to the specific meeting area and sign them in and out.

LATE PARENT POLICY

If a parent or authorized person is late picking up the child, a late fee of \$1 for every minute will be applied. We are only permitted to be in building until 6:30 PM. If a child is picked up late three (3) times, the child will be dismissed from the program. If a parent cannot be reached by 7:00 PM, we will contact the Louisa County Sheriff's Office.

PROMOTIONAL PHOTOS & VIDEOS

Children enrolled in our LCPRT Before and After School Programs may be photographed or videotaped during camp by our LCPRT staff or the public media for LCPRT promotional purposes only. If you do not want your child photographed, please let your Site Director know.

FOOD ALLERGIES

Any child with a doctor diagnosed food allergy will need to have a written Allergy Care Plan from a physician regarding the food which the child is allergic to, and steps to take in the event of a suspected or confirmed allergic reaction.

ADMINISTERING MEDICATION

If your child needs medication administered while in our care, you will need to fill out the required form. Staff is not permitted to administer medications until the proper paperwork is completed. Medications must be sent in the original container and will be locked up. A doctor's signature is required for medications that need be taken longer than 10 days.

BEHAVIOR MANAGEMENT

All parents must read and sign the Rules of Conduct which states that children must be able to demonstrate the following with minimal direction: (1) must be able to maintain personal care without staff support; (2) must be able to stay with group; (3) must respect others (listen, follow directions, use appropriate language, keep hands to oneself); and (4) maintain self-control.

For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. LCPRT will not tolerate any behavior that puts any child in a harmful situation. Such behavior will be addressed immediately and action will be taken. LCPRT reserves the right to dismiss a child from the program at any time.

CHILDREN'S BELONGINGS

Please label ALL of your child's belongings. Personal belongings should be kept in a bag or backpack. LCPRT follows the Louisa County Public School's policy on cell phones and electronic devices.

Children will not be allowed to use ANY electronic devices while in our program. They are to be put away and kept in the child's book bag. LCPRT and the site staff are not responsible for lost and/or stolen items.

QUESTIONS AND/OR CONCERNS

Concerns should always be addressed at the site through the following lines of authority:

Site Director > Children's Program Coordinator (Jennifer Stone) > LCPRT Director (James Smith)

OFFICE CONTACT INFORMATION

Betty J. Queen Intergenerational Center
522 Industrial Drive
Louisa, Virginia 23093
Phone: (540) 967-4420 Fax: (540) 967-4450



2021-2022 LCPRT Before/After School Program Registration Form

Birth/Vaccinations Verified

PARTICIPANT INFORMATION Complete all fields below. One form per participant is required										
Name					Mailing Address					
Program/Reg Fee:	BSP(\$10 ___ ASP(\$15) ___ BSP & ASP(\$25) ___	<input type="checkbox"/> Female	<input type="checkbox"/> Male	DOB	Age	Grade				
Days Attending:	Monday	Tuesday	Wednesday	Thursday	Friday	Circle Site Location:	TJES	MNES	JES	TES
Physician's Name					Physician's Phone					
Allergies to food, medicines, etc.										
Please attach an Allergy Plan If diagnosed by a doctor and fill out Medication Form										
Will participant require medication to be administered during the program? <input type="checkbox"/> YES <input type="checkbox"/> NO										
Password (In case changes need to be made over the phone):										
PARENT / LEGAL GARDIAN INFORMATION Complete all fields below.										
Relationship to participant: <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian										
Name			Physical Address				City/Zip			
Email (REQUIRED)										
Home Phone			Cell Phone				Work Phone			
Employer					Employer Address					
Relationship to participant: <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian										
Name			Physical Address				City/Zip			
Email (REQUIRED)										
Home Phone			Cell Phone				Work Phone			
Employer					Employer Address					
EMERGENCY CONTACT & AUTHORIZED TO PICK UP INFORMATION Provide the first and last name of at least two adults other than parent/guardians above.										
Name			Address				City/Zip			
Primary Phone			<input type="checkbox"/> Home <input type="checkbox"/> Cell				Secondary Phone <input type="checkbox"/> Work <input type="checkbox"/> Cell			
Relationship to Participant										
Name			Address				City/Zip			
Primary Phone			<input type="checkbox"/> Home <input type="checkbox"/> Cell				Secondary Phone <input type="checkbox"/> Work <input type="checkbox"/> Cell			
Relationship to Participant										
Name			Address				City/Zip			
Primary Phone			<input type="checkbox"/> Home <input type="checkbox"/> Cell				Secondary Phone <input type="checkbox"/> Work <input type="checkbox"/> Cell			
Relationship to Participant										
PERSON(S) NOT-AUTHORIZED TO PICK UP Non-Custodial parent(s) shall be allowed to pick up child unless a court order prohibiting such release or terminating parental rights is submitted with your child's registration form. Documentation does need to be on file and is required for each program registration period if indicating a biological or step-parent below.										
Name(s)										
Relationship to Participant _____										

Participant Name: _____

PARENT ACKNOWLEDGEMENT

- I understand that Before and After School Program will only be offered on the days my child is attending school.
- I agree to follow the drop off/pick up procedures outlined in the Program Overview or set forth by Louisa County Public Schools.
- I understand that payments are paid weekly and can be made online using my "Smart Account". Any accounts over 2 weeks past due may result in my child being dismissed from the program.
- I understand that staff will continue to access children throughout the day and parent will be notified if any COVID-19 symptoms are noticeable.
- I agree to inform LCPRT Staff immediately if my child has come in contact with anyone diagnosed with COVID-19 or my child shows any symptoms of COVID-19.
- I understand that my child will not be allowed to leave the program with any unauthorized person. Any person authorized to pick up my child other than a parent or guardian, including older siblings or other relatives, must be listed with LCPRT and must be over the age of 18.
- I understand that LCPRT is mandated by the state to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand that my child may at any time be dismissed from the program due to non-payment, failure to comply with Rules of Conduct, or late pickups as outlined in the Late Pick Up Policy.
- I have read over the Health Guidelines and certify that the above named child is in good physical health and may participate in the normal activities of the program and is at "no risk" or has not been in close contact with anyone diagnosed with COVID-19 in the last 14 days.

Participation Waiver: Louisa County Parks, Recreation & Tourism does not provide medical coverage or insurance for individual participants. All medical protection must be provided by the parent or participant. In the event of an emergency, I hereby give my consent for the LCPRT program director to arrange for medical treatment or Emergency Room treatment by a physician on staff. I also hereby give my consent and approval for my son/ daughter to participate in this LCPRT sponsored activity. I will not hold Department Personnel, School Personnel, or volunteers responsible in case of accident or injury as a result of my child's participation in this program.

Legal Guardian Signature: _____

Date: _____



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RULES OF CONDUCT

Children must:

- Maintain personal care (toileting, changing) without staff support
- Stay with assigned group at all times
- Respect others in what you say and do. Teasing and bullying are not tolerated and children should report any incidents immediately to staff
- Listen to counselors and follow directions
- Use appropriate language
- Keep hands to oneself and maintain self-control
- Take care of their own belongings
- Use equipment and supplies in a safe and appropriate manner
- Wear appropriate clothing that allows them to safely participate in activities.

Parents must:

- Complete and submit appropriate paperwork from the parent packet
- Sign children in and out of the program, bring proper ID and be on time
- Contact the Camp Director or Child Care Coordinator immediately when issues arise

Grounds for Immediate Dismissal ~ (no refund given):

- A parent who refuses to follow LCPRT policies as stated in the parent packet
- A child who brings a weapon to camp
- A child who intentionally harms himself or intentionally causes injury to another child or staff member
- A child who vandalizes or steals property of the camp facility, staff or other children
- A child who displays inappropriate behaviors repeatedly
- A child who fails to comply with the Rules of Conduct

Management of Behavior

To manage disruptive and inappropriate behaviors, staff will acknowledge the behavior, address it with the child, assess the reasons for the behavior, discuss with the child what is appropriate behavior, redirect behaviors when appropriate, and if necessary, remove the child from the activity until the child can exhibit self-control. The behavior problems will then be discussed with parents to strategize possible solutions.

Behavior Policy

If there is a behavior issue, staff will handle appropriately and inform parent at pick up. If behavior pattern continues, staff will contact parent and have child picked up for the day. If behavior pattern still continues and/or causes harm to child or others, the child will be removed from our program. We want to make sure we are providing a fun and safe environment for all children. Staff does NOT use physical punishment, humiliation, shaming or denial of food as methods to manage behavior.

I acknowledge that it is my responsibility to go over the Rules of Conduct with my child and/or children so they are aware of what is expected of them while attending the Before/After School Program.

Child's Name (please print) _____

Signature of Parent/Guardian _____ Date _____

Parent's Cell Phone _____

Home/Work Phone _____