

# ASHBURN VILLAGE SPORTS PAVILION

## Distance Learning Program For Village Residents K-5th Grade

### Parent Handbook 2020-21 School Year

Youth Program Director, Erin May  
[emay@ashburnvillage.org](mailto:emay@ashburnvillage.org)  
(703) 729-0581 ext. 209  
20585 Ashburn Village Blvd, Ashburn VA 20147



## Dear ASAP Parents,

Welcome to Ashburn Village Sports Pavilion's After School Activities Program (ASAP). We hope you will register your child(ren) for our After-School Activities Program. We are constantly evolving to offer best practice care in the industry. We know that this school year will be unusual for everyone and we are working to create a program that enriches the children in our community. Our program will look different this year as it is based more around the children's academic needs as well social, physical, and emotional.

*Please note that the options below may change depending on LCPS schedule and CDC recommendations. We will monitor the situation and keep you updated of any changes in programing and or pricing.*

ASAP will begin, on the first day of school (Loudoun County Public Schools) September 8th. **This year we will be offering a 5 day a week camp from 7:30am-5:30pm, the cost will be \$900 per child.**

Registration for the Distance Learning Program and the "lottery system" will be open from now until Monday August 10<sup>th</sup>, for Ashburn Village Residents ONLY in elementary school.

- In order to be entered into the system you must fill out the registration packet and turn in along with a \$50 deposit.
- If we have more than 16 people registered for the program at the end of the day on Monday August 10<sup>th</sup>, we will do a blind pull of names
  - For families with more than 1 children in the program, if 1 child gets in, we will accommodate all children
  - If your name is not pulled, we will refund you the \$50 registration fee
- If we do not have more than 16 people, we will guarantee your spot and continue to take registration on a first come first serve basis until we reach our capacity of 16 children.

Your AVSP account and HOA dues must be in good standing. Payments are monthly for each participant, and there is an enrollment fee of \$50 per child. For siblings there is a 5% discount for monthly fee, but no discount for enrollment fee. Typically, monthly fees are due one month in advance (i.e. Oct is due Sept 1<sup>st</sup>) however since this is an ever-changing situation, we will bill on the month for that month, September payment is due September 1<sup>st</sup>. All participants are required to have a credit/debit card number on file. All payments will be automatically charged on the 1<sup>st</sup> month for use that month. If the charge is declined, a late fee of \$25 will be applied. If payment is not received by the 7<sup>th</sup> to bring the account current the child(ren) will be removed from the program effective the first day of the next month. If the parent/guardian brings the account current by the end month and wants the child(ren) to continue with the program, they will be required to pay a re-enrollment fee of \$50 and be placed at the top of the waiting list. To remove your child from the program written notice must be given **14 days prior** to next payment (for mentioned payment period).

All children must be members of the Ashburn Village Sports Pavilion to attend the program. Please read everything carefully and if you have any questions, please contact the Youth Program Director, **Erin May** at the Ashburn Village Sports Pavilion.

Thank you,  
Erin May  
Youth Program Director  
[Emay@ashburnvillage.org](mailto:Emay@ashburnvillage.org)  
20585 Ashburn Village Blvd | Ashburn, VA 20147  
(703) 729-0581 ext 209 | FAX (703) 589-1110

# **A.S.A.P. WRITTEN POLICIES**

## **2020-21 Admission Policies**

The following policies must be adhered to prior to admission at the Ashburn Village Sports Pavilion - After School Activities Program:

A. Completed physical examination form required prior to admission or within one month after admission.

**EXEMPTION -**

Physical examinations are not required for any child whose parents object on religious grounds. The parent must submit a signed statement notifying that the parent objects on religious grounds and certifying that to the best of the parent's knowledge the child is in good health and free from communicable or contagious disease.

C. Immunization record to be completed prior to admission.

**EXEMPTION -**

Documentation if immunization is not required for any child whose 1) parent submits an affidavit to the Pavilion, on the form entitled "Certificate of Religious Exemption", stating that the administration of immunizing agents conflicts with the parent's or child's religious tenets or practices, or 2) physician or a local health department states that one or more of the required immunizations may be detrimental to the child's health.

D. Child registration form completed.

E. Parent's waiver & agreement form completed.

F. Swim permission form completed.

G. Walk & transportation permission form completed.

H. Authorization for Emergency Medical Care completed.

I. Medication authorization form.

J. COVID-19 waiver

K. Payment for the first participating month and supply fee.

### **Hours of Operation**

The hours of operation for After School are Monday through Friday from 8:00am. - 6:00 p.m. The ASAP programs will be closed during all school holidays. However, the program will remain in session during early school closings. We will offer camps for Teacher Work Days, Snow Day's Winter break and Spring Break, at an additional fee.

### **Payment Plan**

***ASAP Payment Schedule***

ASAP Month	Payment Due	Cost
Registration Fee	At enrollment to reserve space, non-refundable	\$50
September 2020	September 1 <sup>st</sup> , 2020	\$900
October 2020	October 1 <sup>st</sup> , 2020	\$900
November 2020	November 1 <sup>st</sup> , 2020	\$900
December 2020	December 1 <sup>st</sup> , 2020	\$900
January 2021	January 1 <sup>st</sup> , 2021	\$900
February 2021	February 1 <sup>st</sup> , 2021	\$900
March 2021	March 1 <sup>st</sup> , 2021	\$900
April 2021	April 1 <sup>st</sup> , 2021	\$900
May 2021	May 1 <sup>st</sup> , 2021	\$900
June 2021	June 1 <sup>st</sup> , 2021	\$900

A yearly enrollment fee of \$50 is due at registration to reserve space. For siblings there is a 5% discount for monthly fee, but no discount for enrollment fee. All monthly tuition fees are due on the first of the month for that month. All participants are required to have a credit/debit card number on file. The payments will be charged on the first of each month. If the charge is declined, a late fee of \$25 will be applied. If payment is not received by the 7<sup>th</sup> to bring the account current the child(ren) will be removed from the program effective the first day of the next month. If the parent/guardian brings the account current by the end month and want the child(ren) to continue with the program, they will be required to pay a re-enrollment fee of \$50 and be placed at the top of the waiting list. **To remove your child from the program written notice must be given 14 days in advance of next payment. No refunds for payments made.**

## **Medication**

Any medication that a child brings to the After School Activities Program MUST be given to a staff person (in the ORIGINAL container) who will lock it up until the child goes home. If medication is to be given, parental permission needs to be in writing specifying amounts and times to be administered. After 10 work days, if medication is to continue, parental and physician permission form must be given. Long-term prescription drug use is only acceptable if the medication authorization form is filled out by physician and returned. Any outdated medication will be disposed of properly.

## **Illness**

The center will notify the parent when the child becomes ill or has a fever of 100 or more and the parent will arrange to have the child picked up as soon as possible. In the event that my child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, I will inform the center within 24 hours or the next business day, except for life threatening diseases which must be reported immediately. The center will post information (no names) for parent alert.

## **COVID 19 Precautions and Policies**

- We will follow CDC guidelines on wearing masks
- Staff will clean touch points (knobs, handles, etc.) throughout the day, and the Pavilion will be thoroughly cleaned every night with hospital grade disinfectant.
- Staff and Children will wash hands with soap and water for 20 seconds before snack and or lunch time
- Children's workspaces, lockers and bus seats will be spaced out following CDC guidelines
- Limitations on admission to Pavilion:
  - Children will have their temperature checked at drop off each day to ensure they are below 100.4 degrees
  - They sanitize their hands using club-provided sanitizer gel
  - They executed the attached COVID waiver

## **Reporting Suspected Child Abuse**

We are required by law to report any suspected incident of child abuse to the local Department of Social Services or the Kids Hotline 703 771-KIDS.

## **Insurance**

In the event of an accident to an ASAP participant, the participant's insurance will be the primary insurance for expenses incurred. However, the Ashburn Village Sports Pavilion is fully covered as a secondary insurer.

## **Storing Personal Belongings**

Each child is provided with their own personal locker in which to store their belongings. It is the responsibility of the child/family to keep track of these belongings.

## **Staff Development**

Each employee for the ASAP Program will attend staff development activities within one year of their hiring and annually thereafter. This is in addition to first aid, CPR, and orientation training. These activities will mainly be provided by (but not limited to) the Virginia Department of Social Services.

## **Annual Plan for Injury Prevention**

1. Children are not to kick any ball unless designated areas are assigned or it is a part of a planned activity.
2. No use of tennis balls, racquetballs, super-balls, or racquets is permitted during free play.
3. Constant supervision of all children is necessary at all times to prevent any problems before they occur.
4. Children are always instructed on safety before playing games with new equipment.
5. Active supervision when using jump ropes.
6. Children are supervised in locker rooms when changing for swimming.
7. Children are supervised by ASAP staff and on-duty lifeguards when swimming.
8. Children must have a partner or be escorted by staff when using the restroom.

## **Emergency Plan of Action for:**

### **A. Missing or Late Child -**

1. Contact school personnel for absence from school.
2. Contact parents
3. Try emergency numbers if parents cannot be reached.
4. Inform Sheriff's Department immediately if child still not found.

### **B. Severely Injured or Ill Child -**

1. Call 911 or appropriate emergency services.
2. Contact parents/guardians or their designated emergency contact.
3. Stabilize injured child.
4. Transport injured child if necessary.

## **Acceptable and Unacceptable Disciplinary Techniques**

### **A. Acceptable Disciplinary Techniques**

- Time-out: Participant sits out of group activity for a specified period of time not to exceed 15 minutes. Staff person explains to child why disciplinary measure has been taken. Child needs to be quiet during time out, but can read if he/she desires.
- Discussion with parent of disciplinary problem: staff person sits down with parent to talk about problems.

### **B. Unacceptable Disciplinary Techniques**

- No physical punishment or disciplinary action administered to the body such as but not limited to, spanking; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizontal to the body); restraining to restrict movement through bending or tying; enclosing in a confined space, or similar cubicle; or using exercise as punishment;
- Punishment by another child;
- Children shall not be shaken at any time;
- Withholding or forcing of food or rest;
- Verbal remarks which are demeaning to the child;
- Punishment for toileting accidents; and
- Punishment by applying unpleasant or harmful substances.

### **C. Disciplinary Procedures: (The following steps will be used whenever possible.)**

1. First time disciplinary offense: time-out and parent notified.

2. Second time disciplinary offense: one-week suspension effective the following day.
3. Third time disciplinary offense: termination
4. In case of severe incident, termination may result on first offense.  
If suspended or terminated, there is no refund. The seriousness of the offense will be left to the supervisor's discretion.

## **Termination Policies**

Ashburn Village Sports Pavilion - After School Activities Program will provide written notification of the reasons for termination.

The following are reasons that may be included as a basis for termination:

1. Actions endangering others (participants or staff) through physical or verbal abuse.
2. Excessive disciplinary offenses that have been discussed with the parent more than twice in one school year or on a continuing basis.
3. Theft or unlawful possession of stolen, lost or mislaid property.
4. Possessing weapons or illegal substances on the premises.
5. Abusing, defacing or destroying Pavilion property (including the facility itself, the grounds or equipment), the property of Members or other participants.
6. Failure to pay monthly tuition according to payment plan. Failure to keep HOA dues current.

## **General Reminders**

1. ASAP runs only when school is in session. There is no ASAP on holidays or school closings. The Pavilion will offer programs on teacher workdays, snow days, and during spring break for an additional cost.
2. If school closes early, the children will still be taken to the Sports Pavilion. Please make sure your school is aware of this so there is no confusion if this occurs. The hours would run the same as the After School programs. Since this should very rarely occur, there is no extra charge for this time.
3. ASAP only accepts monthly participants who are Members of the Pavilion. There are NO drop-ins, or half weekly options available.
4. Parents who are going to be late should notify the Sports Pavilion, but will still be charged \$15.00 for every 15 minutes they are late. Payment of the charge is expected upon arrival. If no payment is made upon arrival, the late fee will be automatically added onto your monthly statement. You may want to make other arrangements if you know you are going to be late. Please let the Pavilion know if you are going to let someone else pick up your child.

### **ASAP**

**LATE PICKUP FEES (per child): 06-15 min.: \$15.00; 16-30 min.: \$30.00; 31-45 min.: \$45.00; 46min.-1 hr.: \$60.00; (\$15 for every 15 min/per child)**

- 5. PLEASE CALL THE PAVILION OR EMAIL THE DIRECTOR IF YOUR CHILD IS ABSENT**
6. If your child has been exposed to a communicable disease OR COVID-19 you **MUST** inform the center.
7. Children should bring the following to ASAP: 1) comfortable clothes and/or shoes to wear, 2) their school work and or school provided laptop and power cord 3) Water bottle with their name on it and 4) a written note for any special instructions.
8. The organizational chart at the Sports Pavilion over the ASAP program is as follows:
  - a. Ashburn Village Homeowners Association General Manager (Cam Gordon)
  - b. WTS International Corporate Operations Director (Henry Gudelsky)
  - c. Ashburn Village Sports Pavilion General Manager (Gayle Terrio)

- d. Youth Program Director (Erin May)
- e. Youth Activities Coordinator (Kaitlyn Whitaker)
- f. ASAP Counselors

## **EMERGENCY PLAN**

### **EMERGENCY PROCEDURES AT THE PAVILION**

(Be prepared to give the following information)

- 1) Call 911
- 2) Give the front desk YOUR NAME
- 3) Give them the NATURE OF THE ACCIDENT
- 4) Give them the NUMBER OF PERSONS INJURED
- 5) Give them the CONDITION OF VICTIM(S)
- 6) Give them knowledge of FIRST AID BEING GIVEN
- 7) Call the phone number of the front desk: Extension 200 or 201
- 8) Have front desk page Manager on Duty
- 9) Repeat location

Our address is: Ashburn Village Sports Pavilion, 20585 Ashburn Village Blvd., Ashburn, Va. 20147  
Directions: Turn off Rt. 7 at Ashburn Village Blvd. Stay on the Blvd. for 1½ mi., until you arrive at the Sports Pavilion on the lake.

- 10) Direct the front desk to notify parent(s) / guardians(s) or emergency contact.
- 11) Complete an accident report.

## **SWIMMING POOL RULES**

The Lifeguards and Manager-on-Duty (MOD) have the authority to enforce more stringent rules than those listed here to ensure the health, safety, and comfort of all participants.

Participants not abiding by these rules may be asked to leave the facility and may also be subject to suspension or termination of facility privileges.

### **Pool Closings**

In addition to Loudoun County and State of Virginia Health Code Standards, the pool will be closed for the following reasons:

- 1. Operational and mechanical difficulties affecting pool water quality.
- 2. During severe weather conditions (heavy rain, lightning, and thunder) and warnings, especially when visibility to the pool bottom is compromised (deck also closed).
- 3. For 30 minutes following the last occurrence of thunder or lightning (deck also closed).
- 4. For a period of time following any mishap that results in feces or vomit in the pool water.

### **Appropriate Behavior**

- 1. All swimmers MUST shower before entering the pool.
- 2. Proper swim wear is required, which does NOT include jeans, cutoffs, or thongs.
- 3. NO PETS are allowed in the pool or on the pool deck.
- 4. NO GLASS, ALCOHOL, or TOBACCO is permitted anywhere in the pool area. Possession of alcohol will result in immediate expulsion.
- 5. Food is NOT allowed in the pool area except in designated eating areas. Nonalcoholic drinks in non-glass containers are permitted.

6. Audio equipment must be used with personal headphones in pool and locker room areas.
7. Swimmers MUST stay off lap lanes, ropes, safety lines and lifeguard stands.
8. Please refrain from distracting the Lifeguards while on duty – they are here for your safety.
9. Inappropriate behavior such as running, pushing, wrestling, excessive splashing, standing or sitting on shoulders, or spitting of water is NOT allowed and may result in expulsion from the pool area.
10. Children, ages five and older, MUST use their gender appropriate changing room.
11. Private parties cannot be accommodated.
12. Swim aides, floatable objects, and pool toys will be allowed at the Lifeguard's or MOD's discretion.
13. All children who are not toilet trained MUST wear approved swimmers' diapers while in the pool.
14. A 10-minute Safety Break for Adult Swim will be held at 50 minutes after the hour, every hour. Only adults (18 years or older) and infants accompanied by adults are permitted in the pool during Break.
15. Admission will be refused to any person having a skin disease, inflamed eyes, nasal or ear discharge, or any communicable disease.

### **Health and Safety**

1. DIVING IS NOT PERMITTED, except in designated areas.
2. All children 4 years of age or younger must be supervised by an adult (16 years of age or older) within arm's length at all times when on the pool deck or in the pool.
3. All children regardless of age using inflatable armbands (i.e., water wings) or any approved Coast Guard flotation device MUST be supervised one-on-one by an adult who is in the water and within arm's length of the child.
4. Children under age 12 MUST be directly supervised by a responsible individual age 16 or older.