



2024-2025 PARENT/PROVIDER CONTRACT

After-School Care at Home Site

Child(ren)'s name(s): _____

Parent/Guardian name and relation to child: _____

Parent/Guardian name and relation to child: _____

Provider Name: Bridget Smith – Owner/Administrator

My child will be brought to Inspire on bus transportation from:

- Cub Run Elementary School
- Peak View Elementary School
- Montevideo Middle School
- Other- My child will be brought to Inspire through other transportation from _____

Please initial each statement.

REQUIREMENTS

_____ I understand my child CANNOT attend until the following items are turned into Inspire and that tuition will not be prorated for the days my child cannot attend.

- a signed (or electronically signed) copy of a physical
- a signed (or electronically signed) copy of their immunizations
- proof of identity and age (ex. birth certificate or passport or hospital letter)
- completed state registration page (all addresses and contact info must be fully complete)
- completed emergency contact form
- court documentation if there is a parent not allowed to pick up
- this contract initialed and signed

_____ I understand that my child must be:

- in grade K or higher AND
- Age 12 or younger
- AND fully potty trained.

**I understand that pre-k students must be approved by management before enrolling.*

ATTENDANCE

_____ I understand that:

- transportation is only provided from Cub Run, Peak View and Montevideo.
- students must be picked up by 6:00pm and late fees will be assessed if picked up after 6:00 pm.
- it is my responsibility to let Inspire know if my child will be absent.

- if my child is still in Inspire’s care 30 min past closing and a parent/guardian or an emergency contact is not available, child protective services will be called.

PERSONAL ITEMS

_____ I understand that:

- my student’s clothes may get dirty, worn out, or stained and that Inspire is not responsible for replacing clothing.
- students may not use or have out electronic devices unless necessary to complete homework.
- students should not bring toys from home to play with during after-school.
- my child’s food (lunch box) and water bottle need to be labeled with their name and dated each day.
- shoes, socks, and footed tights are not allowed to be worn in the gym area.

FOOD

_____ I understand that:

- gum is not allowed.
- the home location is a peanut and nut free location and I cannot send foods containing those items for my child to eat at Inspire.
- if the planned snack does not meet my child’s needs, I will need to pack my child a snack.
- my child may not share snacks with other children.

SAFETY

_____ I understand that:

- Inspire staff are mandated reporters of child abuse or neglect and that child protective services can question my child without my consent.
- photos and videos may be taken of my child, but will not be posted or made public if I have not given permission.
- any parent, even noncustodial, is allowed access to the child unless we have court documents stating otherwise.
- pets should not be brought inside unless medically necessary.
- only those people who I have listed as authorized pick-ups will be allowed to pick up my child unless I provide the name of someone else in writing (text or email is fine).
- if there is a staff member who does not know me, I may be asked for ID. Additionally, any of my authorized pick-ups should also be prepared to show ID if necessary.
- it is my responsibility to update any contact info on my child’s emergency contact sheet
- it is my responsibility to update my email in iclasspro because that is the email that will be used in case of a group emergency notification being sent.

SICK/ILLNESS

_____ I understand that:

- my child must be symptom free WITHOUT medication for 24 hrs before being allowed to attend.
- there are some illnesses for which a doctor’s note is required to return to care. If this note is provided to the school, a separate copy will need to be provided to after-school as we do not have access to the school’s records.
- it is my responsibility to let Inspire staff know within 24 hrs if my child has symptoms or is diagnosed with an illness or contagious disease. We are a separate organization from the school so we do not get notified if a child goes home from school sick. Please let us know if this happens.
- if my child shows symptoms of illness while in care, I am required to pick my child up as soon as possible.
- if my child was sent home from school ill, they may not attend after-school care that day.

TERMINATION

_____ I understand that:

- I must give a 2 week notice when terminating care.
- my registration/supply fee is non-refundable.
- my deposit is non-refundable, but can count towards those final 2 weeks of care. If payment was already paid for those final 2 weeks, a refund of that tuition payment will be made.
- Inspire has 30 days from the last day of attendance to refund any overpayments.

SCHOOL CLOSURES

_____ I understand that:

- I must pick my child up as soon as possible from Inspire if schools close early for the weather.
- Schools Out Camps will only be offered if RCPS still has 12 month employees reporting to work.
- I must pick my child up as soon as possible from their after-school location if schools close early for weather.
- Full day care, schools out camps, (7am-6pm) will be provided for an extra \$25 to those enrolled at the home location, if needed, and that I must sign up for each of those days in iclasspro to claim a spot.
- I understand that spots may fill up if I wait too long to sign up for a schools out camp.
- I understand that I must provide a lunch and water bottle for my child when attending a schools out camp.
- I understand that no care will be offered on Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Memorial Day
- I understand that schools out camps may be offered on snow days for \$25 and that I must sign up on iclasspro to attend.
- I also understand that schools out camps will NOT be offered on snow days where 12 month RCPS staffare asked not to report to work.
- I am aware of the inclement weather policy, but understand that Inspire will ultimately make the decision that they think is in the best interest of everyone's safety.
- I understand that registering for a School's Out Camp and not attending, without giving a 7-day (1 week) notice, will result in still being charged for the camp.

TUITION

_____ I understand that:

- tuition is due on the 1st of the month in iclasspro.
- tuition is not changed based on school closures or my student's attendance.
- the tuition rate is not based on the number of school days in a particular month. Tuition is based on the school year cost and then divided into equal monthly payments (exceptions of August and June).
- I have the option of paying electronically in iclasspro with card or echeck.
- I have the option of paying with cash (exact change) or check by placing it in the tuition box.
- Venmo is also an option for payment.

FEES

_____ I understand that my account will be issued a:

- \$35 fee for returned checks or other insufficient funds payments.
- \$20 fee for late payments (issued per child and reissued again every 2 weeks after first initial fee)
- \$15 fee for late pick up for min 1-15 and continued to be issued in increments of 15 min
- \$10 for failure to send a lunch on a School's Out Camp day.
- \$1 for failure to send a water bottle on a School's Out Camp day.

WHILE IN CARE

_____ I understand that:

- it is not a requirement for children to complete homework in after-school (If you would like them to, please communicate that to the staff).
- bumps and bruises are common with all children playing, but that precautionary steps will be taken by staff to prevent as many injuries as possible.
- if my child damages or breaks materials due to inappropriate actions or behavior, I will be responsible for replacing the items or covering the costs of repair.
- I am not to discipline other children while at any of the sites.
- that staff and site directors are always willing to meet with me for a conversation, but that pick up may not be the best time and that it would be better to schedule a meeting time.
- understand if I have a question about the care of my child, I will first speak with the lead teachers and director before contacting the owner/administrator, Bridget Smith.
- if my child is injured, first aid will be administered.
- at times, staff or site director may have a substitute in his/her place.
- my child cannot be brought out to my car at pick up and that I must go inside to pick up my child.

MEDICAL

_____ I understand that:

- we will not administer any topical ointments or creams.
- we will not administer any over the counter medications nor any prescribed medications besides: inhalers, Benadryl or generic form diphenhydramine, or injectables for anaphylactic reaction.
- if my child is prescribed an inhaler, Benadryl or generic form diphenhydramine, or injectables for anaphylactic reaction, my child may not attend (tuition will not be prorated) until all materials have been turned in including:
 - a medication form signed by a physician.
 - the medication non-expired, in the original packaging, with the original instructions, the specific brand and type written on the medication form, labeled with my child's name and have a dosing device specific for that medication.
 - an allergy care plan signed by a physician if my child has a food allergy

PHOTOGRAPHY AND VIDEO RELEASE

Please initial each scenario below in which you give Inspire permission to use photographs and/or videos of your child.

Photographs: _____ Shared with other current Inspire camp families
_____ Displayed in the home location
_____ Posted on social media (Instagram & Facebook)
_____ Posted on Inspire's website
_____ Used in print material such as flyers or brochures

Videos: _____ Shared with other current Inspire families
_____ Posted on social media (Instagram & Facebook)
_____ Posted on Inspire's website

By signing this agreement, I understand and hereby agree to comply with all of the policies and procedures of Inspire with regards to fees, health, attendance, and other items specified in the parent-provider contract and the Parent Child Care Handbook provided. This contract will be entered into when it is signed by both parent(s) and provider. This contract between the parent(s) and provider will be considered over on the last day of a 2-week notice given by either the parent or the provider, or the last day the child is registered to attend Inspire child care.

BOTH PARENTS/CUSTODIANS (if applicable) NEED TO READ AND SIGN.

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Printed Name: _____

Provider Signature B. Smith _____ Date: March 3rd, 2024

Provider Printed Name: Bridget Smith, Owner/Administrator