



**After-School Care
Handbook
2026-2027**

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PROGRAM INFORMATION

All Inspire locations are fully licensed child care programs. Inspire complies with all applicable licensing regulations and standards. These standards relate to the facilities, staff, health & safety procedures, nutrition, caregiver to child ratios, and record keeping. Our programs are subject to inspection by state and city health, fire, and licensing officials.

Inspire is not an extension of the public school system nor a school-sponsored program. We do rent space in Rockingham County Public Schools (RCPS) buildings, but are a separate organization from the school system.

LOCATIONS

Home Location

4753 Spotswood Trail
Penn Laird, VA 22846

School Site Locations:

Cub Run Elementary – Penn Laird, VA
John C. Myers Elementary – Broadway, VA
John Wayland Elementary – Bridgewater, VA
Lacey Spring Elementary – Rockingham, VA
McGaheysville Elementary – McGaheysville, VA
Mountain View Elementary – Harrisonburg, VA
Peak View Elementary – Penn Laird, VA
Pleasant Valley Elementary – Harrisonburg, VA

CONTACT INFORMATION

Admin Office / Home Location:

- Inspire Program Director - Audrey Cox
- Phone numbers:
 - Land Line: (540) 269-3150 (calls only)
 - Cell Phone: TBA

Administrator/Owner: Bridget Smith

- Email: bridgetsmithinspire@gmail.com
- Please direct questions about the below topics to Bridget via email for fastest response:
 - billing or tuition or subsidy
 - registration/enrollment

School Site Location Contacts:

- Use these phone numbers to:
 - report absences both in advance and day of
 - report illnesses or symptoms of illness if your child has been in care
 - ask questions about specific care at that location
- Please do not email the specific site about enrollment or billing. All enrollment and billing inquiries should go through our main email bridgetsmithinspire@gmail.com
- Site Cell Phones -can receive calls and texts:
 - Cub Run - (540) 830-0329

- John C Myers - (540) 830-6429
- John Wayland - (540) 820-5882
- Lacey Spring - (540) 830-6106
- McGaheysville - (540) 830-0418
- Mountain View - (540) 830-0190
- Peak View - (540) 810-0489
- Pleasant Valley - (540) 908-9928

AFTER HOURS

If contact is needed after hours please contact our Administrator/Owner.

Bridget Smith – administrator/owner

(540) 810-3152 – cell (texts preferred, but calls also welcome)

bridgetsmithinspire@gmail.com

WEBSITE & SOCIAL MEDIA

- **Main Website:** www.inspiremovementva.com (*iclasspro is also linked on this website*)
- **Registration & Billing** - iclasspro: <https://app.iclasspro.com/portal/inspirellc>
 - iclasspro also has an app you can download (*use inspirellc as the organization*)
- **Required Documents Submission** - Five Star Registration (*links coming soon*)
- **Instagram** - @inspiremovementva
- **Facebook** - @inspiremovementva
- **Venmo** - @inspiremovementva

PHILOSOPHY

It is our philosophy that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe that each child is a unique individual. Our childcare programs provide inclusive settings that recognize children's varied abilities, interests, needs, and learning styles. We believe children learn best through meaningful play. Our play-based, child centered programs reflect the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving, which allows individual growth and development of a positive self-image. The statement and beliefs in this philosophy also reflect the position of the National Association for the Education of Young Children (NAEYC).

Any child meeting the age requirements can be enrolled, regardless of race, gender, creed, or religious beliefs. Inspire is a secular center and all are welcome.

We will do our best to keep activities free of any religious ties to allow families to incorporate or not incorporate religion into their child's life in the way they feel is best.

LOCATIONS, DATES & TIMES OF OPERATION

AFTER-SCHOOL PROGRAM LOCATIONS

Our “**Home Location**” after-school program is located at 4753 Spotswood Trl. Penn Laird, VA. Any child can enroll for this location, but Rockingham County Public Schools currently only provides bus transportation to this location from Peak View Elementary*, Cub Run Elementary* and Montevideo Middle School. Children from other schools can attend this location, but would need to provide their own transportation.

Our “**School Site**” after-school programs are held in 10 Rockingham County Public School elementary school buildings. Any child can enroll for these programs, but transportation is not provided so if your child does not attend that school during the school day, you would have to provide transportation to the school for them to attend. Children enrolled in the school during the school day are able to stay at dismissal for our program held there. We have programs at the following schools:

- Cub Run Elementary*
- John C Myers Elementary
- John Wayland Elementary
- Lacey Spring Elementary
- McGaheysville Elementary
- Mountain View Elementary
- Peak View Elementary*
- Pleasant Valley Elementary

**Children from Cub Run and Peak View have the option to attend the program at their own school in the afternoons or have the option to enroll in our Home Location program and take the bus there after school.*

REGULARLY SCHEDULED DAYS

All after-school sites will operate after-school care from 3:00 until 6:00pm on all regularly scheduled RCPS school days. The RCPS calendar is subject to change at RCPS discretion. Inspire will follow all RCPS changes. The RCPS calendar is also included as Appendix II.

No after-school care will be provided on school closure days or on the scheduled early release day at the end of the school year (June 4th). However, for an additional cost, any child can sign up to attend our home site when it is open for Schools Out Camps (full day care) as long as spots are available. *See additional information about our Schools Out Camps in Appendix I.*

We will not be open for after-school care on the following Teacher Workdays, Professional Development Days, Conference Days, School Breaks & Early Release Day:

- | | |
|---|-----------------------|
| ○ Aug. 17, 18, 19 | ○ Jan. 1, 18, 19 |
| ○ Sept. 7 | ○ Feb. 15 & 16 |
| ○ Oct. 12 & 23 | ○ Mar. 26, 29, 30, 31 |
| ○ Nov. 2, 3, 25, 26, 27 | ○ April 1, 2, 30 |
| ○ Dec. 21, 22, 23, 24, 25, 28, 29, 30, 31 | ○ May 31 |
| | ○ June 4 |

INCLEMENT WEATHER DAYS

SCHOOL CLOSURES

When RCPS is closed for inclement weather, no after-school will be held at any of our sites. *Please see additional information about our Schools Out Camps held on inclement weather days in Appendix I.*

EARLY DISMISSALS DUE TO INCLEMENT WEATHER

When RCPS announces an early closure for inclement weather, children at our school sites will check into the cafeteria like normal for after-school, but will need to be picked up as soon as possible. The schools do not allow programs to operate in the building when closing early for weather so it is important children are picked up quickly.

When RCPS announces an early closure for inclement weather, children who attend our home location for after-school care will still be able to take the bus to our home location as normal, but will need to be picked up as soon as possible. Our staff will need time to get home safely with the inclement weather starting so it is important children are picked up quickly.

REGISTRATION

ELIGIBILITY

AGE REQUIREMENTS FOR HOME LOCATION

For our home location, children age 3 and above can enroll in our after-school program. Children can attend our home location through middle school age. RCPS buses drop off children at our home location from Peak View Elementary School, Cub Run Elementary School, and Montevideo Middle School. If your child meets the age requirements and wants to attend our home location, but attends a different school, you will need to set up your own transportation.

AGE REQUIREMENTS FOR SCHOOL SITES

Children must be in kindergarten or above to enroll in our after-school programs at the school sites. Children can attend through middle school age if transportation is provided to the elementary school. You will need to check with your child's school if you are interested in your child riding the bus from another school to one of the elementary schools. We do not have any additional bus information for RCPS.

We CANNOT enroll any pre-k children in after-school care at our school sites. Even if a child attends pre-k at that same school building during the school day, they still cannot enroll in our after-school program there. If a child in Pre-K has turned 5, they still cannot enroll in our after-school programs at the school sites. The only after-school option we have for children in pre-k would be to attend the program at our home location which only has buses running from Peak View Elementary School and Cub Run Elementary School. Pre-K children who attend schools other than Peak View and Cub Run could attend our home site if they have other transportation.

TOILETING

All children must be fully potty trained. We cannot enroll any child who needs diapering assistance as we do not have the proper set up to assist with diapering. This, unfortunately, also includes being unable to enroll children with diagnosed special needs resulting in needing diapering services. We are not set up in a space that allows us to appropriately change and accommodate diapering assistance.

ACCOMMODATIONS

Inspire will provide reasonable accommodations that a child may need to be successful in our program as long as those accommodations are within the means of the program. Inspire is not an extension of the public school system nor a school-sponsored program and does not have the same access to services a child may have received during the public school day. Please keep in mind that Inspire is not able to provide one-on-one care for children even if this is a service your child has during the school day. We are also not able to accommodate diapering needs.

Inspire is happy to have our staff participate in any available training that may help meet your child's needs, but it is also important to note that we do not have licensed special education teachers at every Inspire site like there would be during your child's school during the day. Although Inspire is not mandated to follow a child's IEP, which is written for school sponsored programs, providing a copy can be helpful to our staff.

Please also keep in mind that there may be times where due to the restraints of our program, we may find that our program is not the best fit for your child if we feel we are unable to provide care that is safe and meets their needs.

STEPS TO REGISTER

1ST - iCLASSPRO ACCOUNT

First, create an account in our [iclasspro](#) registration system. If you have created an account with us in the past for any of our other programs, you do not need to make a new one. To get

to our [iclasspro site](http://www.inspiremovementva.com), click the link in this document or look for the link on our website, www.inspiremovementva.com.

2ND - PAST DUE BALANCES

No families will be able to sign up for any Inspire program if they have a past due balance in their iclasspro account. Please check your iclasspro account for any past due balances and pay those balances before signing up. If you have questions about a past due balance or are unable to pay your past due balance, please email Inspire's Owner/Administrator, Bridget Smith for assistance with this.

3RD - SELECT PROGRAM, LOCATION & DAYS

In [iclasspro](http://www.inspiremovementva.com), you can reserve your spot for the program and site of your choosing. Please make sure you are selecting the correct school location or home location. You can also select which days of the week your child will attend. You will need to select the same days of the week for the entire school year. IF your child's site has open spots and you need to switch days some weeks throughout the school year, you can communicate that with your site director, but it is not guaranteed we will be able to accommodate switching days or rotating days. There is a good chance sites become full on certain days of the week which would prevent you being able to switch to that day of the week even temporarily.

When you reserve your spot in iclasspro, you will be charged a registration/supply fee and a deposit per child. If you are waitlisted, you will not be charged those yet. These fees do not change for partial week enrollment children.

If your child is already approved for subsidy, please use promo code: SUBSIDY when checking out so that you are not charged the deposit and registration fee. If subsidy does not cover your child's registration fee, we will manually add that back into your account at a later date.

4TH - SUBMIT REQUIRED DOCUMENTATION

You will need to email, text photos or bring in person to our home location (4753 Spotswood Trl. Penn Laird) all required documents. Please do so as soon as possible so we have time to check over all forms PRIOR to the first week of school. We then have to drive all the forms to the school sites so we will not be able to accept any last minute forms. If your child is missing even one form, they will NOT be allowed to start.

If you are currently or were previously enrolled with any child care program we offer, we will already have most of your documents on file. However, there are still additional documents needed even for returning children.

Please use this [Checklist for Children Enrolling in After-School Care](#). All documentation is explained in more detail in the next section as well.

5TH - PAY FIRST MONTH'S TUITION

Tuition for each month is due on the 1st of the month or before the first day of enrollment if you are enrolling after the first day of school.

August Tuition:

- An email will be sent out when August tuition is set up in iclasspro for families to pay. It will be due by midnight, Sunday, Aug. 16th.
- Late fees will be added Monday, Aug. 17th.
- Additionally, any unpaid balances as of midnight, Aug. 19th, will result in your child not being able to stay for after-school on the first day of school. We will send the school a list of children not allowed to stay due to unpaid balances.

REQUIRED DOCUMENTATION

2026-2027 AFTER-SCHOOL PARENT/PROVIDER CONTRACT

We do only need one After-School Parent/Provider Contract per family. The 2026-2027 After-School Parent/Provider Contract will be available and linked here soon.

Please include all children's names on that contract though. This contract states that you are aware of all policies in this handbook and agree to follow those policies. This contract also allows you to give us permission to use your child's photograph and/or video for various purposes. You have the option to decline as well.

A new contract must be submitted each school year as some policies may change from year to year.

STATE REGISTRATION FORM

The information asked for on this [State Registration Form](#) is required by the state of Virginia for childcare. **It must be filled out COMPLETELY with no blanks.** All phone numbers and addresses must be complete and not just partial addresses. The custody line must be filled in. You must list two emergency contacts, one of which must be local. Children will not be allowed to start until this form is complete and checked over by our staff.

We need a separate form for each child. Please do not put multiple children on the same form.

It is your responsibility to keep the information on this up to date, but we do not need you to submit a new form each year.

**If a parent is not allowed to pick up the child or does not have custody, we MUST have court documentation stating this.*

EMERGENCY CONTACT FORM

This [Emergency Contact Form](#) will be kept with your child's Inspire group for easy accessibility. It is very important that the information on this sheet is complete and accurate because it is what we will pull out to follow if there is an emergency with your child. It is also the form we will check to see who is allowed to pick up the child when we check for ID of new people. It is your responsibility to keep information on this up to date, however, we do NOT need a new form each year.

PROOF OF IDENTITY & AGE

You must submit proof of your child's identity and age. One of the accepted documents listed below must be uploaded:

- a certified copy of the child's birth certificate
- birth registration card
- notification of birth (hospital, physician or midwife record)
- passport
- copy of the placement agreement or other proof from a child placing agency
- record from a public school in Virginia
- certification by a US public school that a certified copy of the birth record was presented previously
- An entrustment agreement conferring temporary legal custody of a child to a foster parent.

A social security card is not an accepted document because it does not show proof of age.

If we already have proof of Identity & Age on file for your child, you do not need to submit it again.

IMMUNIZATION RECORD

You will need to submit documentation that your child has received the immunizations required by the State Board of Health. The documentation must include the date of the immunizations and be signed or electronically signed by a physician, a designee or a local health department official.

- Families can upload an affidavit to the portal in place of immunization records stating that immunizing conflicts with their religious tenets or practices.
- If a required immunization is detrimental to your child's health, a physician can state on a Department of Health approved form the specific nature and probable duration of the medical condition or the circumstance that contradicts immunization and that signed statement can be submitted in place of the immunization record.

If we already have immunization records on file for your child, you do not need to submit them again unless you have an updated version.

PHYSICAL EXAMINATION RECORD

You will need to submit a physical examination done by or under the direction of a physician. The form must include the date of the physical and be signed by a physician, his/her designee or an official of a local health department. **If we already have a physical on file for your child, you do not need to submit another one.**

We can accept any physical that your child had completed for their kindergarten entry, while in elementary school, or while in middle school. It does not have to be recent. *If your child has not yet started kindergarten and has not yet done their kindergarten entry physical, we can accept an earlier physical as long as that one is less than a year old.*

ALLERGY & EMERGENCY MEDICATION FORMS

If your child has a food sensitivity, intolerance, or there are foods you would like us to avoid, please let us know. You do not, however, have to complete a food allergy plan. Food allergy plans are only needed for food ALLERGIES, not food intolerances.

FOOD ALLERGIES & INTOLERANCES

If your child does have a diagnosed food allergy, you must turn in an [Allergy Care Plan](#) that is signed by a physician, his/her designee or an official of a local health department. Allergy Care Plans are only good for 1 year from the date they are signed by the physician. You can use our form for the Allergy Care Plan or a different format if your doctor has one of their own.

If your child's Allergy Care Plan includes medication as part of the plan, you must also provide that exact medication for your child to be allowed to attend. You will also need to turn in a separate [Medication Authorization Form](#) for each type of medication. Each Medication Authorization Form, both sections A and B, which also needs to be signed by a physician, his/her designee or an official of a local health department, must be completed. Medication Authorization Forms are only good for 1 year from the date they are signed by the physician.

You cannot put multiple medications on one form.

When providing Inspire with your child's medication please keep in mind that the medication:

- cannot be expired
- must be in the original packaging
- must contain the original instructions
- must be the specific brand and type written on the Medication Authorization Form and Allergy Care Plan
- must be labeled with your child's name
- must have a dosing device for that specific medication, if applicable

INHALERS

If your child has an inhaler prescribed, a [Medication Authorization Form](#), sections A and B, which also needs to be signed by a physician, his/her designee or an official of a local health department must be turned in. Additionally, the inhaler has to be provided by the family for Inspire to have on hand for your child. If your child self carries their inhaler, please make sure that is written on the Medication Authorization Form that is signed by the physician, his/her designee or an official of a local health department. Your child cannot self carry their inhaler if the doctor does not write that on the form.

Please know that the inhaler:

- cannot be expired
- must be in the original packaging or have a full prescription label
- must contain the original instructions
- must be the specific brand and type written on the Medication Authorization Form
- must be labeled with your child's name

AFTER-SCHOOL PROGRAMMING

DAILY SCHEDULE

The sample schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on the week, weather, the temperament of the children, and special events. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

SAMPLE SCHEDULE FOR HOME LOCATION

3:05-3:10	Bus arrival, attendance
3:10-3:25	Snack
3:25-4:10	Group 1: Gym Time Group 2: Classroom Free Play (art, games, manipulatives, homework, etc.)
4:10-4:55	Group 1: Classroom Free Play (art, games, manipulatives, homework, etc.) Group 2: Gym Time
4:55-6:00	Combined in Classroom for independent play

SAMPLE SCHEDULE FOR SCHOOL SITES

3:00-3:10	Dismissal from classrooms, attendance
3:10-3:30	Snack
3:30-4:30	Outside play
4:30-5:30	Indoor Free Play (art, games, manipulatives, homework, etc.)
5:30-6:00	Independent Play

ARRIVAL & DEPARTURE POLICIES

HOME LOCATION - ARRIVAL TO AFTER-SCHOOL

Children will arrive at our home location on their designated RCPS bus or other transportation their family has arranged. An Inspire staff member will greet them outside the front door and check each child in upon arrival. Children who are not accounted for will be located or families will be contacted immediately.

If you ever plan to bring your child to after-school yourself instead of riding the bus or if your child will be arriving to after-school later than normal, please communicate that with the director so they know to expect your child later.

SCHOOL SITES - ARRIVAL TO AFTER-SCHOOL

Children will be dismissed according to their school's dismissal system and will report to the cafeteria where they will be signed in by an Inspire staff member. Inspire takes over the care of the after-school children beginning at 3:00 pm each day. Children are under the care and supervision of the school until 3:00pm. Children who are not accounted for at 3:00pm will be located or families will be contacted immediately.

If you ever plan to bring your child to after-school yourself after the school day is over or if your child is staying after school with a teacher or school personnel for an activity or tutoring and joining Inspire later than regular school dismissal time, please communicate that with the site director so they know to expect your child later.

LATE ARRIVAL TO AFTER-SCHOOL

Due to state licensing food and sanitation policies, children arriving after the designated snack time, will not be given our after-school snack or allowed to eat their own snack unless there is a specific medical need. If your child is arriving after snack time, please plan for them to have a snack prior to arriving at after-school care.

HOME LOCATION - DISMISSAL

Parents/guardians will need to come inside Inspire to pick up their child. Children will not be walked out to cars to meet parents/guardians. Depending on the time of day, children may be in the gym or one of the classrooms upstairs. Upon each child leaving with an approved pick up person, a staff member will sign that child out.

SCHOOL SITES - DISMISSAL

Parents/guardians will need to come to the playground or cafeteria area to pick up at each school. At Cub Run Elementary and Mountain View Elementary, children will be walked to the outside door of their school since there is not a door to the outside of the school from those cafeterias. Children will not be walked out or sent to cars to meet parents/guardians. Please keep in mind that your child might be on the playground at pick up time so plan accordingly. Upon each child leaving with an approved pick up person, a staff member will sign that child out.

Children will take all of their belongings with them outside in case they are picked up from the playground. We will not be able to take children back inside that are picked up from the playground to get their belongings.

LEARNING & FUN

We know that children of all ages learn through play and exploration; because of this, we do not underestimate its importance on a growing child's mind, body and spirit. Therefore, the children under our care receive both free-play and structured-play. Age appropriate activities, with the flexibility to respond to the needs of each individual child and their various ages will be available.

Children will be provided time for free play in the home location gym or on the school sites' playgrounds and will have free choice time in the classroom or cafeteria. Art supplies, games, manipulatives, puzzles, books, and other age appropriate activities will be available daily for the children.

HOMEWORK

Based on feedback from families, we do not have a mandatory homework policy. It is our understanding that many families want their children to be able to play and interact with friends during this after-school time. However, if you would like your child to complete their homework during after-school care hours please let your site director know and we will make sure that is happening.

GROSS MOTOR SKILL PLAY

As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs with constant supervision and watchful eyes.

Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. Children will also be instructed on safe practices for each piece of equipment before use and staff will be placed strategically for supervision.

All of our locations are full of equipment for children to get out energy, work on gross motor skills and interact with each other as they come up with games and learn to take turns.

At each of our elementary school sites, we will have access to the school playgrounds. These playgrounds are maintained by the schools, but our staff will always survey the area for safety concerns daily.

At our home location, the indoor gym is full of equipment for children to get out energy, work on gross motor skills and interact with each other as they come up with games and learn to take turns. We have an indoor playscape that includes two sets of steps, a rock wall entrance, and an arched bridge. We also have a 20-ft. long zip line, a rock wall to climb, sweet spot jump mat, 50+ vinyl covered mats of various shapes and sizes, spring floor, spring boards, cartwheel mats, hula hoops, parachutes and bean bag toss, just to name some.

BUILDING AREAS UTILIZED

HOME LOCATION

DOWNSTAIRS

The first floor of the center has the lobby/waiting room, gym area and two bathrooms. There is a half wall separating the gym and the lobby so those in the lobby can fully see into the gym. There are two exits from the downstairs, the front door (main entrance) and a back door that will remain locked. The back door also has an alarm that sounds if opened.

UPSTAIRS

The second floor is where the office and staff rooms are, as well as another bathroom, and our two classrooms. Each child's backpack hook is also located upstairs.

Both classrooms are used as the groups will rotate spaces. We will have tables and chairs, as well as age appropriate supplies and activities in both areas for the children.

There are two exits from upstairs, the stairs that lead down to the first floor and out through the front door and the back door that leads onto the fire escape. The back door will remain locked from the outside. The back door also has an alarm that sounds if opened.

SCHOOL SITES

INSIDE

At each of the elementary schools, the cafeteria will be our home base. This is where snacks will be served, homework can be worked on, and art, games, and activities will be available to the children. School bathrooms will also be accessible for children to use.

OUTSIDE

The playgrounds will also be utilized for outdoor play. The playgrounds are part of the school grounds and are used during the school day for the children at school as well.

WHAT TO BRING & NOT BRING

WATER BOTTLE

All children should bring a water bottle, labeled with their name and the date daily. We will refill bottles at water fountains as needed.

FOOD

Please DO NOT send any gum to any Inspire site.

Children may bring their own snack to eat, but they will not be allowed to share this snack with others or be allowed to eat this outside of the designated snack time unless medically necessary.

CLOTHES & SHOES

There is a good possibility your child may get dirty because of food, paint, markers, dirt, bubbles, toileting accidents, etc. So please dress your child accordingly for play. Wet, dirty, and soiled clothes will be put in a plastic bag to be taken home and cleaned. We are not responsible for replacing stained or soiled clothing.

We do not keep spare clothes at any of our Inspire sites. If your child needs a change of clothes while in our care, we will call a parent/guardian to bring clothes for the child. If you do not want to have to bring your child clothes in cases like this, then please pack a spare change of clothes to keep in their bag.

HOME LOCATION

Your children will be playing in our indoor gym where socks, shoes and footed tights are not allowed in the gym. Clothes such as footed tights, long dresses or certain “costumes” make it difficult to play safely in the gym area. Whenever shoes and socks are taken off, they will be placed immediately under their bag hooks.

SCHOOL SITES

Please send your child in clothes that are comfortable for the weather and safe to play in. Your children will be outside on the playground for part of the time and will need to be dressed appropriately for that. Please send your child in shoes that are safe for playground and outdoor play.

MEDICATIONS

Please do not send any medications or skin products without the proper documentation. (see *previous section about required documents and/or the below section about our medication policies*).

Toys

We have age appropriate toys for school-age children. Please do not allow your child to bring toys to any Inspire program. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child with toy weapons.

ELECTRONIC DEVICES

Electronic devices will not be allowed to be brought out during any Inspire program unless it is needed to complete homework. If your child has an electronic device, including but not limited to smart watches, tablets, laptops, cellphones, it must remain in their bag or their storage area for the entirety of their time at the Inspire program. This includes school issued electronics. Children will NOT be allowed to use personal cell phones during any Inspire program nor wear watches that have communication capabilities. Inspire cannot guarantee that electronic devices sent to any Inspire program will not get broken or stolen so please avoid sending them if possible. Inspire is not responsible or liable for any items brought to any Inspire program from home or school. If you need to get your child a message or contact your child, you may call or text the number for that specific location.

OUR POLICIES

ABSENCES

If your child will not be attending due to illness or another reason, please let us know as soon as possible so we can plan accordingly. You can let us know in advance or the day of. Texting your child's location is the best way of doing this, however, you can also send an email to bridgetsmithinspire@gmail.com. If we do not know a child is supposed to be absent and they do not come to after-school, we have to follow up with the school and/or call families. It is our goal to not make any more work for the school in which we are servicing so it is important you let us know if your child is absent for any reason. Please keep in mind that letting the school know your child will be absent does not also carry over to us. We are NOT part of the school system so you need to also let us know directly.

Tuition will not be reduced due to your child's absences.

REPORTING CHILD ABUSE

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

PHOTOGRAPHY

We will take photos and videos of the children, but will then review them to see who is allowed to be in posted or sent photographs and videos before doing so. Children's faces will be covered if permission has not been given for us to send or post their photo or video.

OPEN DOOR POLICY

A custodial parent has the right to visit our programs any time their child is in care. They are to be granted immediate access to the area if their child is present, unless their behavior is deemed to be a danger to children or staff. A noncustodial parent will also be granted access to the area unless a court order states otherwise.

MEDICATION POLICY

We do not administer medications to the children besides allergy and anaphylaxis emergency medications such as inhalers, Benadryl or generic form diphenhydramine, or injectables for anaphylactic reaction. If you would like us to be able to give one of those medications to your child, you will need to provide an Allergy Care Plan (for food allergies only) signed by a physician, his/her designee or an official of a local health department AND a Medication Authorization Form signed by a physician, his/her designee or an official of a local health department. Both sections A and B must be completed on the Medication Authorization Form. A separate Medication Authorization Form (sections A & B) must be completed for EACH separate medication. Multiple medications cannot be on the same form.

Additionally, the medication has to be provided by the family for us to have on hand. If the medication is not brought or does not meet all the criteria listed below, your child will not be allowed to attend any Inspire program.

The medication:

- cannot be expired
- must be in the original packaging
- must contain the original instructions
- must be the specific brand and type written on the medication form
- must be labeled with your child's name
- must have a dosing device for that specific medication, if applicable

We will not administer any prescription medicines such as antibiotics or any over the counter medications besides the medications listed above.

If you have a question about a different emergency, life saving, medication please email an Inspire administrator for approval.

TOPICAL OINTMENT POLICY

Topical ointments such as sunscreen, bug spray, or other ointments will not be applied. Please do not send any of these items with your child.

PET POLICY

No pets are allowed into our sites with the exception of a pet needed for medical reasons, such as a seeing eye dog. Please do not bring your pets inside with you when picking up.

TOILETING POLICY

We are not set up nor equipped to change diapers or pull ups. All children attending any Inspire program must be fully potty-trained. If it is apparent your child is not, your child will no longer be allowed to attend. However, a child will never be punished or reprimanded for an accident. We unfortunately are not able to make exceptions to this policy even for children with disabilities requiring diapering services because we do not have the appropriate space for diapering at our sites.

DAMAGE & LIABILITY

We have many materials, toys, books, tools, etc. for your child's use. However, your child will be expected to use all the materials respectfully and properly as instructed. If your child causes damage to items due to misuse or inappropriate behavior, families will be liable for repairs or replacement costs. Repeated misuse or inappropriate behavior, which results in damages, could result in termination of child care arrangement.

Inspire is not responsible or liable for any items brought to any Inspire program from home or school.

PICK-UP POLICIES

PICK UP REMINDERS

Please come through the assigned doors at your child's site. Children will not be dismissed to cars at pick up. The adult picking up must come in and make contact with an Inspire staff member at pick up.

Families entrust us, and us alone, to care for their children. Please do not play with other children and do not discipline other children.

AUTHORIZATION FOR PICK UP

No one other than the parents/guardians or people designated by you on your emergency contact form will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. Staff are instructed to check for written permission and check the ID of anyone they do not recognize. A staff member who is filling in may not be familiar with each parent in which case they should ask the parent for identification as well.

If there is a court order keeping one parent away from the child, we must have written documentation of that from the court order to place in your child's file. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

LATE PICK UP

If a parent/guardian is late picking up a child, a late fee will be assessed based on how late they are. Fees begin accruing at 6:01pm. Please be courteous and arrive on time. Time after a staff member's shift is time our staff needs for their own families or possibly even other jobs.

A \$15 fee per child is assessed for 1-15 minutes late. An additional \$15 per child is assessed for minutes 16-30, etc.

If a child is repetitively picked up late, staff will notify an Inspire administrator who will discuss the situation with the parent. If the issue is not resolved, termination of the enrollment may be needed.

NO SHOW FOR PICK UP

When a child has not been picked up 5 minutes past closing and Inspire staff members have not heard from the parent/guardian, staff will call the numbers on the child's registration form in the order that they were entered to arrange for pick up.

If no contact is established after the first round of calls, staff will wait 15 minutes and then will contact each number again.

If it has been 25 minutes past closing and staff have not been able to make contact with any numbers listed, the staff member will contact Inspire's administrator who will then instruct them to call Child Protective Services (CPS).

If contact is made with someone listed on the child's registration form, but pick up of the child cannot happen within 30 minutes past closing time, staff members will contact Inspire's administrator who may then instruct the staff member to call Child Protective Services (CPS).

UNPLANNED REQUIRED PICK UPS

There may be occasions when you are asked to pick your child up from an Inspire program early due to your child being sick, unsafe behaviors, bathroom accidents, etc. We understand the inconvenience of these unplanned required pick ups and will try to prevent these from occurring when possible. However, if an Inspire staff member needs for a child to be picked up, whoever you listed on their registration form will be contacted, in the order you listed them, to arrange pick up. Children must be picked up as soon as possible. Ideally we would like them picked up within 30 minutes, but understand that is not always possible due to the location of jobs in relation to our program. If a child is not picked up within an hour, Inspire staff will call the remaining people on the child's registration form to find someone who can pick up quickly. Failure to pick up your child in a timely manner can result in your child no longer being able to attend our programs in the future.

FOOD POLICIES

SNACK

Each day we provide an afternoon snack to children who are in attendance at that time. Snacks will not be provided to children who are not present during snack time.

The snacks vary in order to ensure the children receive a well-balanced variety. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious snacks that also fit within the scope of what we are allowed to serve without a full service kitchen. We are required to serve foods that are individually packaged and that do not need to be kept at certain temperatures, such as required refrigeration, which does limit our options. Snacks will consist of at least 2 food groups each snack time.

Children may bring their own snack if they choose to, but will only be allowed to get this out during our designated snack time, and it will not be allowed to be shared with others. If children bring their own snack to eat, it must be labeled with their name and date (this could be done on the outside of a lunchbox too). All children will be offered the Inspire snack even if they bring their own snack unless the parent/guardian does not want the snack to be offered. Please keep in mind that we must offer the child the snack, even if the parent doesn't want us to if the child does not come with a snack of their own.

Please note that if you bring your child arrives at an Inspire program after our designated snack time, even if for a school activity, we will not be able to provide them a snack nor will they be able to eat their own snack due to state licensing food and sanitation guidelines we must

follow. Children arriving after the designated snack time should eat a snack prior to arriving to the Inspire program.

If your child has any particular dietary needs due to having allergies, religious or non-religious beliefs, being vegan or just personal preferences and our scheduled snack does not meet their needs, please pack an appropriate afternoon snack. We will not always be able to meet the wide variety of possible accommodations needed. Staff will be notified of any allergies or intolerances in the group though, as well as any dietary preferences relayed to us by parents/guardians.

Sample Snack Menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Whole Grain Sun Chips & Raisins	Smart Pop Popcorn & 100% Juice	Whole Grain Belvita Crackers & Applesauce	Whole Grain Scooby Snacks & 100% Juice	Whole Grain Cheez Its & Canned Fruit

LANGUAGE ABOUT BODY PARTS

We will use the anatomically correct words for body parts, such as “penis,” “vagina”, and “bottom”. Research shows that knowing the correct anatomical terms enhances body image, self-confidence and openness and also discourages susceptibility to molesters. When children are abused, having the correct language helps both the child and adults deal with disclosure. (source: www.psychologytoday.com)

We will never correct children for using words your family may use, but we will use the anatomical term ourselves when speaking to your child.

We will try to help children be comfortable with their bodies and won't say that any body part is bad or nasty. We teach children that there are some things they should not do with their bodies in front of other people and that there are certain body parts that need to be kept private. We will report to the parents if any unusual discussions or interactions should arise or take place.

SICK POLICIES

For the health and safety of your child and all of the children in our care, please do not allow your child to attend an Inspire program while sick. By sending your child sick, you are risking others becoming sick as well. If you are not sure your child should come to an Inspire program, please call or email to check.

NOTIFICATION OF ILLNESSES

State law requires that we notify parents of children who have been exposed to certain contagious diseases. Children's names will not be included in the email notification. It is your responsibility to notify us within 24 hrs. of your child showing symptoms or being diagnosed with an illness or communicable disease.

Please keep in mind that although we are required to send these notifications, public schools are not. The notification we send you of a sick child in our program may also be a child in your child's class at school, but you will only receive the notification from us.

ILL AT AN INSPIRE PROGRAM

If a child becomes ill during an Inspire program, whoever you listed on their registration form will be contacted, in the order you listed them, to arrange pick up. Children must be picked up as soon as possible. Ideally we would like them picked up within 30 minutes, but understand that is not always possible due to the location of jobs. If a child is not picked up within an hour, Inspire staff will call the remaining people on the child's registration form to find someone who can pick up quickly. Failure to pick up your child in a timely manner can result in your child no longer being able to attend our programs in the future.

Children who are ill will be separated from other children and kept comfortable as possible. Children will always be within sight and sound of a staff member.

A child may not return until any symptoms, listed below, are no longer present WITHOUT medication for a full 24 hrs. and they meet all other requirements to return.

SYMPTOMS REQUIRING EXCLUSION FROM CARE

A child with any of the following illnesses must be completely free of any symptoms for 24 hours WITHOUT medication before returning to an Inspire program:

- A temperature of or above 101F - *see additional section below*
- Diarrhea - *see additional section below*
- Vomiting
- Rashes and/or Mouth sores - *see additional section below*
- Severe Cough
- Persistent crying for not feeling well
- Difficulty breathing
- Signs of lice (bugs and/or nits) - *see additional section below*

FEVER

If your child has a fever of 101F or above they will be sent home from the Inspire program. They are not allowed to return to the Inspire program until they are fever free for 24hrs WITHOUT medication. The 24 hrs fever free can not start counting until the last dose of medication has worn off completely. However, if your doctor feels the fever is due to an ear infection and he/she writes a note for your child to return to the Inspire program with the fever, your child may return as long as they are feeling well enough to fully participate in the Inspire program.

DIARRHEA

You may not send your child to an Inspire program if they have had diarrhea in the last 24 hrs. Even if your child's diarrhea is due to a medication such as an antibiotic or from taking a stool softener or laxative such as Miralax, your child may NOT return to an Inspire program until they are diarrhea free for 24 hrs. We understand that there are instances where diarrhea is from something other than a contagious illness, however, we can still not allow them to attend an Inspire program due to the increased risk of bathroom accidents and spreading of feces.

RASHES AND/OR MOUTH SORES

Inspire may request a doctor's note for any rash, sores or mouth sores visible on your child. If you have a doctor's note stating that your child's rash or sores are not contagious and any

open rashes or sores are fully covered, then your child may return even if the rash or sore is still present.

LICE

Inspire staff will check a child's head if they suspect any signs of lice. This will be done confidentially, away from other children. If there are any signs of lice such as nits or bugs, your child will need to be picked up.

In order to return to an Inspire program after signs of lice:

- Your child must be home for at least 1 full day, not counting the day the lice or nits are found. Many times children end up needing to be home for much longer, but the minimum time is 1 full day after the day the nits or lice are found.
- You must do an at home lice treatment on your child's head AND wait at least 24 hrs after the treatment is done to recheck for lice and nits. If your child still has any signs of lice or nits after the 24 hrs., the process and 24 hrs must start over.
- Upon returning to an Inspire program, a staff member will check your child's head, confidentially, before they are allowed to stay. If the staff member sees any signs of lice or nits, your child will not be allowed to stay.

DOCTOR'S NOTE FOR RETURN

Inspire reserves the right to require a doctor's note for a child to return to an Inspire program if we feel it is needed. Inspire may request a doctors note for, but not limited to, a diagnosis or symptom of any of the illnesses or contagious diseases listed below:

- | | | |
|---------------|---------------|-----------------|
| • pink eye | • covid | • strep throat |
| • chicken pox | • hepatitis A | • scarlet fever |
| • mumps | • impetigo | • tuberculosis |
| • measles | • lice | • shingles |
| • Roseola | • ringworm | • Rash |
| • Flu | • scabies | |

TERMINATION OF CARE

We understand that each child responds differently to a different environment, new children/providers, and parents' absence. Our staff are patient and nurturing, so we do not foresee this as an issue. Additionally, it is our goal to take every step possible to aid children in their behavior and correct choices before termination of care is discussed. However, there are rare times in which we must consider the well-being of the group (the other children in our care).

If for whatever reason we feel Inspire is not the best fit for your child, we reserve the right to terminate enrollment. In the event that Inspire terminates your child's enrollment, any tuition already paid for future enrollment days will be refunded. Inspire will make all refunds within 30 days of enrollment ending.

If for whatever reason you feel Inspire is not the best fit for your child or if you decide you no longer need after-school care, you may terminate your child's enrollment by providing a 2-week written notice via email. A 2-week written notice is required for families to terminate enrollment for any reason (with the exception of gross misconduct on part of the provider). Letting your

child's school know that your child will no longer be attending Inspire does not count as letting us know, you must inform us via email of your 2 week notice. Inspire will refund any tuition paid for future enrollment days past that 2 week period. You may choose to not send your child for that 2-week period, but tuition will not be refunded for that two week period.

Deposits paid when registering for Inspire only count towards the final weeks of the school year. Deposits will not be refunded or credited for enrollments that end before the school year is over. Deposits will only be refunded mid year if Inspire is the one who terminates care or in the event of gross misconduct on the part of Inspire.

SAFETY

DOORS

HOME LOCATION

Our front door will be unlocked only when a staff member is present downstairs. The front door will remain locked from the outside at all other times. If you require entry while the front door is locked, please use our doorbell and a staff member will let you in.

Our back doors will remain locked from the outside at all times. Additionally, an interior alarm is on each of our back doors that will signal if it is opened.

SCHOOL SITES

Just as during the school day, doors will remain locked from the outside throughout the time of the Inspire program. Parents/guardians will have a designated door to enter through in which a staff will be available to open.

CAMERAS

Our home location has a camera system that covers both the upstairs and downstairs of our building. There are no cameras in the bathroom areas. These cameras record throughout the day. Due to the privacy of other children, footage from these cameras is not shared with families, they are for staff reference only.

MEDICAL & DENTAL EMERGENCY PROCEDURES

Emergency information, including contact information, is kept at each location. In case of an emergency illness or injury, this information will be used to notify you, or the people designated by you, of your child's status. If your child is injured while in our care, first aid will be administered and an injury report will be completed. If treatment by a doctor or dentist is necessary, we will make every effort to contact you or the doctor or dentist you have chosen to treat your child.

In all emergency cases, an injury report is completed, and a copy is given to you, the parent, and to The Department of Education.

It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are

responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- 1) A phone call to 911 is made.
- 2) Child's parents (or emergency contacts) are called.
- 3) Child is separated from the other children and appropriately cared for.
- 4) Parent, provider, or ambulance takes the child & health records to the doctor or hospital.

EVACUATION & EMERGENCY PROCEDURES

Inspire has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are in each of our locations. In the unlikely event the children are evacuated to an emergency location; you will be notified as soon as possible. We will send out a group email to any email addresses you listed in your iclasspro account as soon as the children are safe and we are able to do so. Additionally, if evacuating, staff will take all emergency contact sheets with them to the evacuation site and make sure each parent is contacted individually via phone once in a safe location.

Our emergency locations are as follows:

- For Home Location - Bank across the street
- For Cub Run Elementary - Montevideo Middle School
- For John C Myers Elementary - Sunset Drive Church
- For John Wayland Elementary - Turner Ashby High School
- For Lacey Spring Elementary - Grace Mennonite Fellowship
- For McGaheysville Elementary - The Life Church at Brown Memorial
- For Mountain View Elementary - Pendleton Bank
- For Ottobine Elementary - WRE Building
- For Peak View Elementary - Paved Areas behind the school
- For Pleasant Valley Elementary - Rockingham Academy

If further emergency evacuation is needed, we will transport children to the Valley Mall, using personal vehicles. Please contact the owner/administrator if you would like your own personal copy of our evacuation and emergency plans.

STAFF

ADMINISTRATION & HOME LOCATION STAFF

INSPIRE ADMINISTRATOR / OWNER

Bridget Smith

- Office is located off site
- Meets all Virginia's qualifications for a director for age, education and experience including:
 - B.A. in Family and Consumer Sciences Education, Bridgewater College
 - M.S. in Career and Technical Education, Virginia Tech

- additional masters endorsement in Educational Administration and Leadership, James Madison University
- holds a current teaching license for VA Public Schools
- holds a current administration license for VA Public School
- 4 years experience in a licensed childcare center prior to opening Inspire in 2022
- over 13 years of experience working in the public school system prior to opening Inspire
- is the main point of contact for enrollment, billing, and any concerns your site director is not able to assist you with
- oversees all hiring of staff, overall program dynamics, program policies and procedures, daily activities and program implementation.

INSPIRE DIRECTOR & HOME-LOCATION SITE DIRECTOR

Audrey Cox

- Office is located at our home location
- Meets all lead teacher qualifications for age, educational training and experience requirements set by the state to be in a lead position.
- is additionally trained in first aid and cpr, Medication Administration Training (MAT), daily health checks, child abuse & neglect, and the VA Pre-service Child Care Training course.
- Can assist you with questions, concerns, enrollment at any of our locations

ASSISTANT HOME-LOCATION SITE DIRECTOR

Dansel Blosser

- Office is located at our home location
- Meets all director qualifications for age, educational training and experience requirements set by the state to be in a director position.
- holds a Qualified Mental Health Professional - Child (QMHP-C) license from the state of Virginia
- holds a Crisis Prevention Interventionist (CPI) Certification
- is additionally trained in first aid and cpr, Medication Administration Training (MAT), Safety Care, daily health checks, and child abuse & neglect.
- Will assist the director at our home location

SCHOOL SITE STAFF

SITE DIRECTOR

Each location will have a site director who:

- has passed all required background checks
- is at least 21 years old.
- meets the educational (college courses, CDA or college degree) and experience requirements set by the state to be in a director position.
- is additionally trained in first aid and cpr, daily health checks, child abuse & neglect, and the VA Preservice Child Care Training course.
- is the main point of contact for your child's site.

- oversees all staffing, daily activities and program implementation at the school site.

LEAD TEACHERS

Each location will have lead teachers on staff who:

- have passed all required background checks
- are at least 18 years old and have graduated high school.
- meet the experience and educational training requirements set by the state to be a lead.
- is additionally trained in first aid and cpr, daily health checks, child abuse & neglect, and the VA Preservie Child Care Training course.
- are responsible for implementing the program and duties set by the site director.

ASSISTANT TEACHERS

Locations could also have assistant teachers on staff who:

- have passed all required background checks
- are at least 16 years old.
- is additionally trained in daily health checks, child abuse & neglect, and the VA Preservie Child Care Training course.
- are responsible for assisting the site director and/or lead teachers with all necessary duties.
- will never be left alone with a group of children to care for.

SUBSTITUTES

Substitutes will be utilized at all sites. Substitutes:

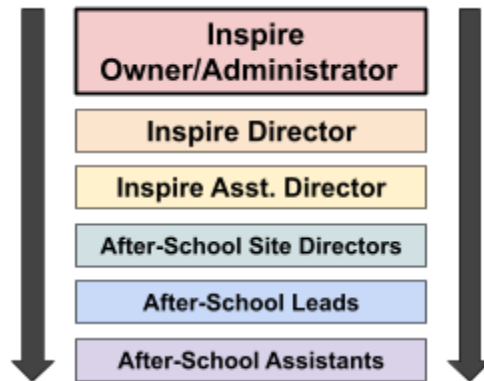
- have passed all required background checks.
- meet all the same requirements listed for the position above they will be substituting for.

STAFF BACKGROUND CHECKS & OTHER RELATED REQUIREMENTS

All staff will:

- meet the state requirements for the position they hold
- undergo a criminal history record check for Virginia and any other state in which they have lived in the past 5 years
- be checked for in the Virginia Central Registry Finding for record of child abuse or neglect in Virginia and be checked in any other state in which they have lived in the past 5 years
- have background checks run again every 5 years
- provide at least 2 character references
- be screened for Tuberculous prior to employment and again every 2 years
- complete a minimum of 16 hours of additional training related to childcare yearly (seasonal staff will complete a minimum of 10 hours of training)

STAFF OPERATIONAL CHART



BEHAVIOR MANAGEMENT

BEHAVIOR MANAGEMENT TECHNIQUES

We believe that behavior management is achieved through patience, consistency, and positive reinforcement. We also try to teach the children in our care manners, kindness, and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words.

The children are explained the rules frequently. If a child is having a hard time following our rules or is exhibiting unsafe behavior, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

- 1) **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
- 2) **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- 3) **Calming:** The child is directed to a spot with independent toys or books. When the child shows that they are ready to demonstrate acceptable behavior, they are encouraged to rejoin the rest of the group. Additionally, we encourage children to choose on their own to go to an area where they be calm if they are feeling that they need to calm down or be alone for a while. Children will always stay in sight and sound of teachers.
- 4) **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a meeting will be called with the parents to put a behavior improvement plan in place.

For all techniques listed above, a conversation with the child is always included. We will work with the child to understand alternative actions that should've been taken, how to express their feelings through words and how to talk out conflict with others.

BEHAVIOR IMPROVEMENT PLAN

If an unwanted behavior becomes repetitive the teachers, director, and parents will be asked to meet to set up a behavior improvement plan. We strongly believe that children benefit from consistent expectations and reactions so it is important that all stakeholders in a child's life

work together. It is our goal for EVERY child to be successful and thrive in our program so we will work with each individual to make sure we are meeting their needs, doing everything we can to facilitate a behavior change and are working together with the family.

If after a set amount of time a behavior has not improved discussion of terminating care will occur. Although we understand that many unwanted behaviors in young children are not done purposefully, we do have to make a decision based on what is best for all children in care.

IMMEDIATE EXPULSION

On a rare occasion, we may need to terminate care immediately without the use of a behavior improvement plan, although these instances would be rare. Some examples of a behavior that would result in immediate expulsion are: running out of the building or away from the group, purposely spreading bodily fluids (urine, feces, etc.), planned and/or intentional violence or threats against children or staff members, parent/guardian not being respectful towards staff members, sending your child to an Inspire program purposefully disregarding our sick policy or not following our pick up expectations. This list is not comprehensive.

STAFF ACTIONS NOT ALLOWED

All staff members are trained to know they are not allowed to:

- Use unauthorized medication to control behavior
- Use mechanical or physical restraints or device or confine a child
- Isolate a child in a dark room, closet or unsupervised area
- Verbally abuse or humiliate a child or a family member
- Physically abuse a child including shaking, jerking, pinching or handling a child roughly
- Restrict, unreasonably, a child from going to the bathroom.
- Punish toilet accidents
- Force feed a child or withhold regularly scheduled meals or snacks
- Force or withhold naps
- Allow children to discipline or humiliate other children
- Use corporal or physical punishment
- Yell, unless there is an immediate safety concern.

CLEANLINESS

CLEANING AND SANITIZING

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our areas and the children in it as clean as possible in order to help minimize and/or prevent the spread of germs. We thoroughly clean surfaces that children come in close contact with an approved cleaning and sanitizing product from EcoLab. The tables are cleaned with soapy water AND cleaned and sanitized between each use with an EcoLab product.

HANDWASHING

Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after

engaging in a thorough list of activities. We will always have wipes in case there are no handwashing sinks available.

Staff members wash their hands:

- Before beginning work
- Immediately before and after handling food
- After using the toilet, helping a child use the toilet or after changing soiled clothing
- After coming into contact with any bodily fluid, such as a wet or soiled clothes, runny nose, spit or vomit
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment
- After work

Children wash their hands:

- Immediately before and after eating
- After using the toilet or having soiled clothing changed
- Before and after using water tables
- After using play-dough or other sticky substances
- After playing in the gym
- Whenever hands are visibly dirty

TUITION

Tuition rates and fees are listed in **Appendix III** at the end of this handbook.

TUITION RATES & DEPOSITS

Our program requires a non-refundable per child deposit, which will count towards tuition charges for the end of the school year. This deposit will not be credited towards enrollments that are ended before the end of the school year nor will be refunded for enrollments ending before the end of the school year unless Inspire decides to end the enrollment or in a case of gross misconduct on the part of Inspire. Additionally, a non-refundable Supply/Registration Fee is charged for each child each year.

Tuition is based on the total cost of the program for one child for the school year (42 weeks) and then divided into monthly payments (see below).

- Tuition is NOT based on the number of days of care for that specific month.
- Tuition does not change based on your child's attendance, school closures, snow days, school breaks, or teacher work days.
- We do not offer care that is billed "as needed." You must pick a regular number of days to register for and be billed for. If your child does not end up attending that many days, refunds will not be issued.

AFTER-SCHOOL CARE TUITION AT HOME LOCATION

\$75 Deposit required per child (counts towards end of school year tuition)

\$80 Supply/Registration Fee per child

(Per Child, Per Month)	August	Sept-May	June	Total Cost of Program:
4-5 Days per week	\$150	\$325	\$75	\$3,150
3 Days per week	\$116	\$252	\$58	\$2,442
2 Days per week	\$78	\$169	\$39	\$1,638
1 Day per week	\$40	\$87	\$20	\$843

AFTER-SCHOOL CARE TUITION AT SCHOOL SITES

\$60 Deposit required per child (counts towards end of school year tuition)

\$70 Supply/Registration Fee per child

(Per Child, Per Month)	August	Sept-May	June	Total Cost of Program:
4-5 Days per week	\$120	\$260	\$60	\$2,520
3 Days per week	\$92	\$200	\$46	\$1,938
2 Days per week	\$62	\$135	\$31	\$1,308
1 Day per week	\$32	\$70	\$16	\$678

PAYMENTS

The deposit and registration fee must be paid online through [iclasspro](#) upon registering. You can pay with a debit card, credit card or echeck.

After-school tuition will be charged on a monthly basis. We will accept payment any of the following ways:

- **Electronic Payment in iclasspro** - you can log in and pay with a debit card, credit card or echeck
- **Automatic Payment in iclasspro** - you can save a debit card, credit card or echeck information in your iclasspro account and turn on “recurring billing.” We will then automatically run tuition payments on the 1st of each month. Please note that just saving a payment method does not turn on automatic payments, you must also select “this payment is authorized for recurring billing” in iclasspro.
- **Cash** - must be exact change and put in the tuition box at our Home Location - 4753 Spotswood Trl Penn Laird, VA for any child. No payments can be turned in at John Wayland.
- **Check** - please make checks payable to “Inspire, LLC” and put them in our tuition box at our Home Location - 4753 Spotswood Trl Penn Laird, VA. No payments can be turned in at John Wayland.
- **Venmo** – @inspiremovementva

Payments are due on the 1st of each month. Families will not have the option billed on a different schedule. If you would like to make weekly payments, you will need to make those weekly payments on your own leading up to the due date of the 1st, not after.

Late fees (\$20) will be automatically issued after the 1st and then again every two weeks after that. Late fees are issued PER CHILD.

SUBSIDY

All our sites do accept subsidy. If your family is already approved for subsidy and NOT ON THE WAITLIST, please use promo code SUBSIDY when registering.

Families already approved for subsidy will be assigned a monthly co-pay amount ranging from \$0 and up. This monthly co-pay amount is not set by Inspire, but is set by The Department of Social Services. The monthly co-pay can be paid through iclasspro or other payment methods accepted by Inspire and is due on the 1st of each month.

Inspire will handle all attendance tracking for children on subsidy. Families do not need to submit or call in any attendance.

If your family is not yet approved for subsidy, or on the waitlist, you will need to pay the deposit and registration fee yourself when signing up. Upon being approved for subsidy, we can refund your registration fee (if subsidy pays your registration fee) and deposit. If you are not yet approved for subsidy please do not use the promo code. The website to apply for subsidy is <https://commonhelp.virginia.gov/access/>

FEES

All fees will be issued through your iclasspro account. Payment for fees can be made through any of the forms of our accepted payment methods.

NON-SUFFICIENT FUNDS

Due to the inconvenience of non-sufficient funds, returned checks or other returned payments, a \$35 fee will be charged for each returned payment.

LATE PAYMENT

Payments are due on the 1st of each month. If paying in person with cash or check, the payment needs to be in the tuition box at our home location by the 1st.

A \$20 late fee per child will be automatically added to your iclasspro account when a balance becomes past due. Additional late fees will be issued again 2 weeks after they were first issued and again every 2 weeks after that. Additionally, your child could lose their spot in the Inspire program if payment is not made on time.

Please contact Bridget at bridgetsmithinspire@gmail.com if you are having trouble making your payments on time or know ahead of time your payment will be late.

LATE PICK UP

If your child is picked up late there will be a late charge assessed of \$15.00 if you are 1-15 min late, and an additional \$15.00 if you are 16-30 min late, etc. These fees are assessed per child.

COMMUNICATION

Please inform us of any fears, frustrations, or changes your child may be experiencing, as this will help me better understand your child. Changes at home such as a change in family structure, moving to a new home, adding new family members, change in daily schedule, etc.

can all impact a child's behavior. Being aware of these changes can aid us in knowing how to best help your child work through these changes and feelings. It can also impact the behavior management techniques we use for behavior.

Good, open, and regular communication is at the heart of any good child care provider and guardian team. So please feel free to contact us, with the smallest or slightest thought regarding your child (or anything for that matter), but while doing so, please try and keep in mind our program hours and staff members' immediate responsibilities supervising children. Feel free to contact the program administrator/owner outside of center hours, but please realize you may or may not get an immediate response due to the other responsibilities in our lives. Please avoid contacting other staff members on their personal phones about Inspire related issues. If you need to speak with a specific staff member, you can do so briefly at pick up or you can contact the site director to set up a meeting. Please remember that if a lengthy discussion is needed, a time that is convenient for both parties will be scheduled, as the other children still require our attention during program hours. We are happy to set up a time to have those conversations with you though. It is only through strong parent/provider interaction that good quality nurturing care can be achieved.

NOT PART OF ROCKINGHAM COUNTY PUBLIC SCHOOLS

We do ask that you contact Inspire directly for any of our program information, concerns, questions, etc. We are not part of the Rockingham County Public Schools (RCPS) and only utilize their building space for some of our programs. RCPS staff are not able to answer questions about Inspire. Please do not contact the school offices or administrators with questions or concerns about Inspire.

SEMI ANNUAL EVALUATIONS & CONFERENCE OPPORTUNITIES

Twice a year, in the fall and spring, we will send evaluations and update reports home with your child. These are simply a check in and a chance for us to share what we have observed with you. If you have any questions about information sent home on these please do not hesitate to reach out to your child's site director.

Following each of these evaluations during the school year, we have designated days to meet with parents who would like an in person conference regarding their child's after-school program. This would be an opportunity for the site directors to discuss your child's individual experiences, but also an opportunity for you to give any feedback to our site directors as well. It is optional to meet with our site director during these time frames, but we do want you to know we are available if you would like to meet. If you would like to meet on any of the days listed below, please speak with the site director at pick up or text the site phone to set up a time. Site directors will be available during set times that are still TBD. Additionally, if these times do not work for you, please reach out to the site director at your child's site director to schedule a different time.

CONTRACT ADHERENCE

Please be respectful by adhering to the policies and procedures outlined in this handbook. We realize this is a lot of information to absorb. Because of this, our After-School Care Handbook is easily accessible on our website so you can periodically review our policies and procedures as

necessary. We reserve the right to amend any portion of the After-School Parent-Provider Contract, and After-School Care Handbook at any time. If and when we do make a change to the contract, you will be informed in writing.

A FINAL NOTE

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before sending your child to our program. We are always open to suggestions and feel communication is a very important part of high quality care. If there are any problems or concerns in the future, we encourage you to talk to us about them. Thank you for the opportunity to work with you and care for your child. We look forward to a future of keeping your child smiling and safe.

Note: By signing the 2026-2027 After-School Parent-Provider Agreement, it is understood that all of the policies and procedures of Inspire's After-School Care Handbook are understood and agreed upon.

APPENDIX I: SCHOOLS OUT CAMP DAYS

DATES & TIMES OF OPERATIONS

We will offer care on most Rockingham County Public Schools (RCPS) closure days through Schools Out Camps.

- Children from any school division can sign up for these days
- These days must be signed up for and paid for individually through iclasspro.
 - Once paid in iclasspro, no refunds are given for Schools Out Camp days unless we cancel the camp.
- There are limited spots available and they are first come first serve for any child.
 - New for 2026-2027, no spots will be held for our current after-school children.
 - Discounts are given for current after-school children.
- Once a day is full, we will accept children on a waitlist for each day.

Care will be available from 7:00am-6:00pm on Schools Out Camp Days unless alternate operating hours need to be set due to weather.

We will be open for Schools Out Camps on the following days in accordance with the RCPS calendar:

- | | |
|-------------------------------|-----------------------|
| • Oct. 12 & 23 | • Feb. 15 & 16 |
| • Nov. 2, 3, 25 | • Mar. 26, 29, 30, 31 |
| • Dec. 21, 22, 23, 28, 29, 30 | • April 1, 2, 30 |
| • Jan. 18 & 19 | |

We will not be open for care at all on the following days during the school year:

- Aug. 17, 18, 19 - Back To School Prep/Teacher Work Days
- Sept. 7 – Labor Day
- Nov. 26 – Thanksgiving
- Nov. 27 - Day after Thanksgiving
- Dec. 24 – Christmas Eve
- Dec. 25 – Christmas Day
- Dec. 31 – New Year’s Eve
- Jan. 1 – New Year’s Day
- May 25 – Memorial Day
- June 4 – Early Release Day

INCLEMENT WEATHER DAYS

SCHOOL CLOSURES

When RCPS closes for inclement weather, we will offer Schools Out Camps when roads are safe to do so.

- If RCPS closes AND states that 12 month employees should not report, Inspire will close completely and will NOT offer a School’s Out Camp that day.

We will aim to be open 7am - 6pm on inclement weather days when we offer a Schools Out Camp, but our hours of operation will ultimately depend on road safety and the ability of our staff to get there safely.

Sign ups will open on iclasspro as soon as possible after RCPS has made a decision about closing. You must sign up and pay for each of these Schools Out Camp days on iclasspro before bringing your child to Inspire for care. There will be limited spots available.

EARLY DISMISSALS

We will not offer Schools Out Camps on days that RCPS unexpectedly closes early due to inclement weather.

ELIGIBILITY

Any child, from any school division, age 3 and up, who is fully potty trained, can enroll in any of our Schools Out Camps.

For the 2026-2027 school year, no spots will be reserved for children enrolled in a particular after-school program. Although discounts are given for current after-school children, we will not be holding spots for anyone. All spots are first come first serve.

MEDICATION

If your child attends one of our school sites for after-school care and they have medication kept there, please be aware that we do NOT have access to these medications on school closure days. You will need to bring additional medication to our home site on school closure days that meets all the regular criteria. Your child may NOT attend a Schools Out Camp if you are not able to provide the medication to the home site for that day.

DAILY SCHEDULE

The sample schedule is meant to give you an idea of a Schools Out Camp Day. Actual times and activities may vary depending on the week, weather, the temperament of the children, and special events. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Schools Out Camp Sample Schedule

7:00-9:00 Gym Free Play

**Children can eat breakfast, if they bring it in before 8:10, at the table.*

9:00-9:30 Snack

9:30-10:15 Group Activity In Classroom

10:15-11:15 Free Play in Classroom

11:15-12:00 Gym

12:00-12:45 Lunch

12:45-2:30 Gym area or back classroom for planned games/activities & quiet play

12:45-2:30 Preschool children nap

2:30-3:00 Snack in classroom

3:00-3:55 Classroom Activity

3:55-4:50 Gym

4:50-6:00 Classroom Free Play

ARRIVAL & DEPARTURES

Parents/guardians will need to come inside Inspire to drop off their child to the area where their child's group is. The group could be upstairs or downstairs so please plan accordingly.

Children may not be just dropped off in the lobby. Please make contact with your child's group leader upon drop off.

Parents/guardians will also need to come inside Inspire to pick up their child in the area where their child's group is. The group could be upstairs or downstairs so please plan accordingly. Children will not be sent down to the lobby or walked out to cars to meet parents/guardians. Upon each child leaving with an approved pick up person, a staff member will sign that child out.

FOOD

LUNCH

Children attending Schools Out Camps, must bring a packed lunch that doesn't require refrigeration or heating. Please pack all necessary utensils as well. Children may not share lunches with other children.

Children who do not arrive with lunch will be required to be picked up before lunch time that day.

Having food delivered through a delivery service to Inspire for your child for lunch is not allowed. Parents are welcome to deliver a lunch to Inspire though.

SNACKS

Morning & Afternoon snacks will be provided on all full day Schools Out Camp days.

Sample Snack Menu:

Monday	Tuesday	Wednesday	Thursday	Friday
MORNING Quaker Rice Crips & 100% Juice	MORNING Whole Grain Belvita Crackers & Applesauce	MORNING Whole Grain Scooby Snacks & 100% Juice	MORNING Whole Grain Animal Crackers & Canned Oranges	MORNING Whole Grain Cheez Its & 100% Juice
AFTERNOON Whole Grain Sun Chips & Raisins	AFTERNOON Smart Pop Popcorn & 100% Juice	AFTERNOON Whole Grain Chocolate Belly Bears & Canned Pears	AFTERNOON Whole Grain Graham Crackers & 100% Juice	AFTERNOON Whole Grain Goldfish & Canned Peaches or mixed fruit

NAPS

Children who are not yet in kindergarten will be required to have a nap/rest time on full day Schools Out Camp days. This is not something parents can opt their child out of due to it being a requirement from state licensing. Children who are enrolled in kindergarten or older will not have a nap/rest time on full day Schools Out Camp days.

Children who will have a nap time must bring either a top and bottom blanket or a blanket large enough to fold and make a top and bottom. Children may bring a pillow if they would like, but pillows are not required. Children will be given a cot to sleep on for nap time.

If nap blankets are not brought, there is a \$10 fee charged to your account and Inspire will provide blankets for your child to nap with that day.

COSTS

REGISTRATION FEE

There is a \$30 yearly registration/supply fee for Schools Out Camps. However, this fee is waived for children enrolled in any of our after-school programs.

DAILY RATES

Schools Out Camps are charged per day. The cost for that day is due when registering for that day. **The daily rate, once paid, is non-refundable even if the child is absent from camp.** Payment must be made in iclasspro. You can pay with a debit card, credit card or echeck.

DAILY RATE PER CHILD	\$45
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DISCOUNTS OFFERED:

- \$15 Off Current Home Location After-School Children (use Promo Code: HOMELOCATION)
- \$10 Off for Current School Site After-School Children (use Promo Code: SCHOOLSITE)

CHILDREN APPROVED FOR SUBSIDY:

- There is a \$15 out of pocket cost per child per day. Subsidy will cover the rest of the cost.
- When signing up use Promo Code: SUBSIDY15

ADDITIONAL FEES

	Cost:	Frequency:
Failure to Bring a Water Bottle	\$2	Attending a camp day without bringing a water bottle
Failure to Bring Nap Supplies	\$10	Children not yet in kindergarten attending a full day camp without bringing nap supplies

ADDITIONAL POLICIES

All other policies described in the main part of this After-School Handbook, also apply to Schools Out Camp days.

APPENDIX II: RCPS SCHOOL CALENDAR 2026-2027

Rockingham County Public Schools 2026-2027 School Year ~ Approved 1/28/2026

M T W T F M T W T F

July - 2026

		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

January - 2027

					1
4	5	6	7	8	
11	12	13	14	15	
18	(19)	20	21	22	
25	26	27	28	29	

August - 2026

3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

February - 2027

1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	

September - 2026

	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

March - 2027

1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	(26)	
29	30	31			

October - 2026

		1	2		
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	(23)	
26	27	28	29	30	

April - 2027

			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

November - 2026

2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

May - 2027

3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

December - 2026

	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

June - 2027

	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

	School Led Inservice
	Teacher Workday
()	Personalized Workday for Teachers completing report card
	School Led Inservice / Teacher Workday
	Division Holiday for Teachers and Students
	Division Inservice
	Division Inservice / Parent Teacher Conferences
	3 Flex Teacher Workdays (Aug. 3-7, 13, 14)
	Early Dismissal

NOTES

197 designated days:
176.5 instructional days and 20.5 workdays
Anticipated SOL Test Window: May 3-28
The Superintendent, in consultation with School Board, determines make-up days
The last week may be shortened if no days are missed
Other flex days may be coordinated with your administration
A teacher's work day is 7.5 hours
Summer School Dates for July 2027: July 12-30
Guardians: Promptly notify your school for address changes.

Educating Today's Learner, Developing Tomorrow's Future

JULY	
3	Division Holiday - July 4th
6 - 24	Summer School
AUGUST	
3-7, 13, 14	3 Flex Teacher Workdays (August 3 - 7, 13, 14)
5, 6	Early Career Teacher Meetings with Mentors
7	Division New Teacher Orientation
10	School Led Inservice
11, 12	Division Led Inservice
17	Teacher Workday / Open House for Elementary and High Schools
18	Teacher Workday / Open House for Middle Schools and MTC
19	School Led Inservice / Teacher Workday
20	First Day of School
SEPTEMBER	
7	Division Holiday: Labor Day
21	Interim Reports Issued (22 days)
OCTOBER	
12	No School for Students - School Led Inservice / Teacher Workday
22	End of 1st Grading Period (44 Days)
23	No School for Students - Teacher Workday
30	K-12 Report Cards Issued
NOVEMBER	
2, 3	Conferences: No School for Students
2	Parent Conference Day: Elementary 12:00-7:00 pm
2	Division Led Inservice: Secondary
3	Parent Conference Day: Secondary 12:00-7:00 pm
3	Division Led Inservice: Elementary
25, 26, 27	Division Holiday: Thanksgiving
DECEMBER	
2	Interim Reports Issued (23 days)
21-31	Division Holiday: Winter Break
JANUARY	
1	Division Holiday: Winter Break
15	End of 2nd Grading Period (45 Days)
15	End of 1st Semester (89 Days)
18	Division Holiday: Martin Luther King Day
19	No School for Students - Teacher Workday
29	K-12 Report Cards Issued
FEBRUARY	
15, 16	Conferences: No School for Students
15	Parent Conference Day: Secondary 12:00-7:00 pm
15	Division Led Inservice: Elementary
16	Parent Conference Day: Elementary 12:00-7:00 pm
16	Division Led Inservice: Secondary
23	Interim Reports Issued (23 days)
MARCH	
25	End of 3rd Grading Period (45 Days)
26	No School for Students - Teacher Workday
29, 30, 31	Spring Break Possible Make-up Days
APRIL	
1, 2	Spring Break Possible Make-up Days
9	K - 12 Report Cards Issued
30	No School for Students - School Led OR Division Led Inservice OR Teacher Workday Possible Make-up Day
MAY	
4	Interim Reports issued (21 days)
31	Division Holiday: Memorial Day
JUNE	
4	End of 4th Grading Period (42.5 Days)
4	Early Dismissal - 1:00 p.m. - Last Day of School
4	End of 2nd Semester (87.5 Days)
4	Elementary Report Cards Issued
7, 8	Teacher Workday
18	Division Holiday: Juneteenth

THE CALENDAR IS SUBJECT TO CHANGE AT RCPS DISCRETION. INSPIRE WILL FOLLOW ALL RCPS CHANGES.

APPENDIX III: TUITION RATES & FEES

AFTER-SCHOOL TUITION RATES

AFTER-SCHOOL CARE TUITION AT HOME LOCATION

\$75 Deposit required per child (counts towards end of school year tuition)

\$80 Supply/Registration Fee per child

(Per Child, Per Month)	August	Sept-May	June	Total Cost:
4-5 Days per week	\$150	\$325	\$75	\$3,150
3 Days per week	\$116	\$252	\$58	\$2,442
2 Days per week	\$78	\$169	\$39	\$1,638
1 Day per week	\$40	\$87	\$20	\$843

AFTER-SCHOOL CARE AT SCHOOL SITES

\$60 Deposit required per child (counts towards end of school year tuition)

\$70 Supply/Registration Fee per child per year

(Per Child, Per Month)	August	Sept-May	June	Total Cost:
4-5 Days per week	\$120	\$260	\$60	\$2,520
3 Days per week	\$92	\$200	\$46	\$1,938
2 Days per week	\$62	\$135	\$31	\$1,308
1 Day per week	\$32	\$70	\$16	\$678

SCHOOLS OUT CAMP RATES

DAILY RATE PER CHILD	\$45
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DISCOUNTS OFFERED:

- \$15 Off Current Home Location After-School Children (use Promo Code: HOMELOCATION)
- \$10 Off for Current School Site After-School Children (use Promo Code: SCHOOLSITE)

CHILDREN APPROVED FOR SUBSIDY:

- There is a \$15 out of pocket cost per child per day

ADDITIONAL FEES CHART

	Cost:	Frequency:
Late Pick Up - PER CHILD	\$15	for minutes 1-15, additional \$15 for minutes 16-30, additional \$15 for minutes 31-45
Non-Sufficient Funds	\$35	Per Occurrence
Late Payment - PER CHILD	\$20	Additional late fees will be issued 2 weeks after they were first issued and again every 2 weeks after that.
Failure to Bring a Water Bottle (Schools Out Camp)	\$2	Attending a camp day without bringing a water bottle
Failure to Bring Nap Supplies (Schools Out Camp)	\$10	Children not yet in kindergarten attending a full day camp without bringing nap supplies