



Parent Handbook

Schools Out Camps
*(For Students Not Enrolled in Our Home
Location After-School Program)*
2025-2026

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PROGRAM INFORMATION

Our home location is a fully licensed child care operation for children ages 2 yr and 10 months and older. Inspire complies with all applicable licensing regulations and standards. These standards relate to our facility, staff, health & safety procedures, nutrition, caregiver to child ratios, and record keeping. Our center and other locations are subject to inspection by state and city health, fire, and licensing officials.

Our Schools Out Camps are for children in pre-k through middle school.

LOCATION

Home Location

4753 Spotswood Trail
Penn Laird, VA 22846

CONTACT INFORMATION

Home Location Phone Number: (540) 269-3150

Home Location After-School Cell: (540) 810-0489 - texting

Email: info@inspiremovementva.com

- Use this email and 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

Main Email: info@inspiremovementva.com

- Bridget Smith – director/owner
- Questions about billing or tuition
- Questions about registration/enrollment

AFTER HOURS

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

Bridget Smith – administrator/owner

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

info@inspiremovementva.com

WEBSITE & SOCIAL MEDIA

- Main Website: www.inspiremovementva.com (*iclasspro is also linked on this website*)
- Registration & Payment Site - iclasspro: <https://app.iclasspro.com/portal/inspirellc>
 - iclasspro also has an app you can download (*use inspirellc as the organization*)
- 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. We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community. The statement and beliefs in this philosophy reflect the position of the National Association for the Education of Young Children (NAEYC).

Any students meeting the age requirements can be enrolled, regardless of race, 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 religion into their child's life in the way they feel is best.

DATES & TIMES OF OPERATION

SCHOOLS OUT CAMP DAYS

We will offer care on most Harrisonburg City Public Schools (HCPS) and Rockingham County Public Schools (RCPS) closure days through Schools Out Camps. These days can be signed up as needed through iclasspro.

- Students not enrolled in after-school care at any of our sites must register for the Schools Out Camps Student List before signing up for specific camps
- Students MUST be registered for each individual camp to attend.

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 & HCPS calendar:

- September 22nd
- October 13th, 24th
- November 3rd, 4th, 26th, 28th
- December 22nd, 23rd, 29th, 30th
- January 2nd, 19th, 20th
- February 16th, 17th
- March 20th, 30th, 31st
- April 1st, 2nd, 3rd, 6th
- May 1st

DAYS WE ARE CLOSED

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

- August 18th-20th - Back To School Prep/Teacher Work Days
- September 1st – Labor Day
- November 27th – Thanksgiving
- December 24th – Christmas Eve
- December 25th – Christmas Day
- December 26th – Day after Christmas
- December 31st – New Year’s Eve
- January 1st – New Year’s Day
- May 25th – Memorial Day
- June 4th & 5th - Summer Camp Prep/Teach Work Days

INCLEMENT WEATHER DAYS

SCHOOL CLOSURES

When RCPS and/or HCPS 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 open 7am - 6pm on inclement weather days we offer Schools Out Camps for, but our hours of operation will depend on road safety and the ability of our staff to get there safely.

You must sign up for these Schools Out Camp days on iclasspro before bringing your child to Inspire for care.

EARLY DISMISSALS

We will not offer Schools Out Camp on inclement weather early release days.

REGISTRATION

ELIGIBILITY

Any student from any school division enrolled in pre-k and above for the 2025-2026 school year can enroll in any of our Schools Out Camps.

All students MUST be fully potty trained.

STEPS TO REGISTER

1ST - MAKE AN ICLASSPRO ACCOUNT

First, create an account in our [iclasspro](#) registration system if you have not already done so. This is the same system we use for classes, open gyms, birthday parties, etc. so if you already have an account for any of those programs you do not need to make a new one. To get to our [iclasspro site](#), click the link in this document or look for the link on our website, www.inspiremovementva.com.

2ND - ADD TO OUR SCHOOLS OUT CAMP STUDENT LIST

If you are not enrolled in our after-school programs for 2025-2026 school year, you must register for Schools Out Camps Student List in [iclasspro](#) to be on our approved list for Schools Out Camps. There is a \$30 registration/supply fee due at sign ups.

If you are enrolled in any of our after-school programs for 2025-2026 school year, you DO NOT need to sign up to be on the Schools Out Camps Student List as you are already registered with us. You can skip this step.

3RD - SUBMIT REQUIRED DOCUMENTATION

Please use this [Checklist for students enrolling in Schools Out Camps](#). All documentation is explained in more detail in the next section as well.

4TH - RESERVE YOUR SPOT IN EACH CAMP

Once the camp dates are listed in iclasspro (after HCPS releases their school calendar), you will need to sign up individually for each camp date you wish to attend. You must pay in full for each day when you sign up.

Once a day is full, we will accept students on a waitlist for each day.

Inclement weather Schools Out Camp days will be added as the school systems announce closures.

REQUIRED DOCUMENTATION

EMERGENCY CONTACT FORM

The [Emergency Contact Form](#) that will be used 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. If you have turned this in for another program in the past, you do not need to submit a new one.

If a parent listed on the birth certificate is not allowed to pick up the child, we MUST have court documentation stating this. Even if you do not think the parent will try to pick up the child we still must have documentation from the courts stating custody agreement if a parent on the birth certificate is not allowed to pick up.

SCHOOLS OUT CAMP PARENT/PROVIDER CONTRACT

We do only need one [Schools Out Camp Parent/Provider contract](#) per family. 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. There are reminders of certain policies on the contract that we ask you to initial next to as well.

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.

We need this contract from everyone who plans to attend Schools Out Camps except those who attend our home location for after-school as it is already included in that contract.

PROOF OF IDENTITY & AGE

We cannot accept any children for after school care unless they are in pre-k or above. There are no exceptions to this due to licensing requirements. We provide care for students through middle school. If we already have this on file for your child, you do not need to submit it again.

Proof of the child's identity and age may include:

- 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.

**If a parent listed on the birth certificate is not allowed to pick up the child, we MUST have court documentation stating this. Even if you do not think the parent will try to pick up the child we still must have documentation from the courts stating custody if a parent on the birth certificate is not allowed to pick up.*

IMMUNIZATION RECORD

We must have 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. Parents can submit an affidavit to the center in place of immunization records stating that immunizing conflicts with the parent's or child's 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 probably duration of the medical condition or the circumstance that contradicts immunization. If we already have this on file for your child, you do not need to submit it again.

PHYSICAL EXAMINATION RECORD

Each child must have a physical examination 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. School age children can submit their kindergarten entry physical, even if they are older than kindergarten. Any physical done to enter kindergarten or done while in elementary school will count no matter how old it is. 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 your child is in pre-k, we must have a physical that was done within 12 months of the first day of school.

If we already have this on file for your child, you do not need to submit it again.

STATE REGISTRATION FORM

This is the required [registration form](#) from the state of Virginia for childcare. Please complete it **FULLY**. We cannot accept it without all spots completed. **Addresses need to be complete** including a zip code, phone numbers must be listed, custody* must be filled in even if it is the child's parents, and you must list two emergency contacts, one of which must be local. 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 we already have this on file for your child, you do not need to submit it again.

**If a parent is not allowed to pick up the child, we MUST have court documentation stating this. Even if you do not think the parent will try to pick up the child we still must have documentation from the courts stating custody agreement if a parent is not allowed to pick up.*

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

If your child has a food allergy, you must submit an [allergy care plan](#) to us that is signed by a physician, his/her designee or an official of a local health department. This plan is only good for one year. A new one must be submitted every 12 months.

If the allergy care plan includes the use of a medication, you must provide said medication (not expired). If you do not provide the medication, your child cannot attend camp.

Additionally, you will need to fill out 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. We will need a separate medication authorization form for each type of medication listed on the allergy care plan. You cannot put multiple medications on one form. The medication authorization forms are only good for one year. New ones must be submitted every 12 months.

When providing the center 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 form
- must be labeled with your child's name
- must have a dosing device for that specific medication, if applicable

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 above criteria.

If your child has a food intolerance we should know about, please let us know, but you do not need a signed plan by a doctor or physician.

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. The medication authorization forms are only good for one year. New ones must be submitted every 12 months.

Additionally, the inhaler has to be provided by the family for Inspire to have on hand for your child. Children can self carry their own inhaler, but their doctor must document that on their medication form. For students who do not self-carry, staff will keep their inhaler close by, locked with other medications.

Please know that the inhaler (even if self-carried):

- cannot be expired
- must be in the original packaging or have a full prescription label
- must contain the original instructions (or we must have a copy on file)
- must be the specific brand and type written on the medication form
- must be labeled with your child's name

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 above criteria.

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.

Schools Out Camp Sample Schedule

7:00-9:00 Gym Free Play

**Students 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 student naps

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

SNACK

The children are offered the food we provide for snack, but they will not be forced to eat. Students may also bring their own snack to eat, but will not be allowed to share snack with other students.

It is our goal to offer nutritious snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet their daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in children.

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

Sample Snack Menu:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack	Cheerios & Milk	Whole Grain Belly Bear Crackers & Milk	Whole Grain Ritz & Fruit Cups	Graham Crackers & Milk	Belvita Crackers & Juice
Afternoon Snack	Whole Grain Belvita Crackers & Cheese Sticks	Whole Grain Goldfish & Juice (100% juice)	Tortilla Chips & Salsa	Whole Grain Cheez Its & Raisins	Whole Grain Wheat Thins & Apple Sauce

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 lots of supervised free-play. Age appropriate activities, with the flexibility to respond to the needs of each individual child and their various ages will be available.

Students will be provided time for free play in the gym and will have free choice time in the classroom. Art supplies, games, manipulatives, puzzles, books, and other age appropriate activities will be available daily for students.

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. Students will also be instructed on safe practices for each piece of equipment before use and staff will be placed strategically for supervision.

Our indoor gym is full of equipment for students 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.

NAP

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.

Students who are enrolled in kindergarten or older will not have a nap/rest time on full day Schools Out Camp days.

BUILDING AREAS UTILIZED

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.

During the day, both classrooms will be used for Schools Out Camps camps, 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 campers.

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.

WHAT TO BRING & NOT BRING

WATER BOTTLE

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

If attending a Schools Out Camp and a student does not bring a water bottle, one will be provided at a charge of \$1.

FOOD

Please DO NOT send any gum.

Please DO NOT send any food that contains NUTS or PEANUTS (including things like granola bars, Reese Peanut Butter cups, etc.) to our Home Location. That is a nut free facility.

Students may bring their own snack to eat, but they will not be allowed to share this snack with others.

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

Failure to bring a packed lunch for a Schools Out Camp will be a \$12 charge. If this becomes a regular occurrence, we can withdraw your child from signing up for Schools Out Camps.

CLOTHES & SHOES

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.

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.

MEDICATIONS

Please do not send any medications without the proper documentation.

We cannot accept or administer any over the counter medications or any prescribed medications that are not inhalers, Benadryl or generic form diphenhydramine, or injectables for anaphylactic reaction. Those medications can ONLY be accepted with proper documentation. If one of these medications are listed on a food allergy plan, they MUST be given to us to store on site or your child cannot attend.

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 above criteria.

Toys

We have age appropriate toys for the children. Please do not allow your child to bring toys to camp. 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.

Pre-k students attending a full day Schools Out Camp may bring a stuffed animal or lovey for nap time only.

ELECTRONIC DEVICES

Electronic devices will not be allowed to be brought out during camp time. If your child has an electronic device, it must remain in their bag or their storage area for the entirety of camp. If you need to get your child a message or contact your child, you may call, email or text the home location numbers.

NAP SUPPLIES

Students in pre-k who attend a Schools Out Camp must bring 2 small blankets or one blanket large enough to fold in half with them on full days. They may bring a pillow as well if they would like. The pillow must be small enough to fit into a washing machine or come with a washable cover. Failure to bring needed nap blanket(s) will result in a \$5 charge to your account for us having to provide blankets.

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.

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. Students' 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) 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. Additionally, the medication has to be provided by the family for us to have on hand.

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 prescription medicines such as antibiotics or over the counter medications besides the three listed above.

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 above criteria.

TOPICAL OINTMENT POLICY

Topical ointments such as sunscreen, bug spray or other ointments will not be during after school care. 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 with you inside when picking up.

TOILETING POLICY

We are not set up in our after school program to change diapers or pull ups. All children attending after-school 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.

DAMAGE & LIABILITY

We have many educational 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 classroom items due to misuse or inappropriate behavior, parents 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.

ARRIVAL & DEPARTURE POLICIES

Students will arrive on their designated RCPS bus. A staff member will greet them outside the front door and check each student in upon arrival. Students who are not accounted for will be located or parents will be contacted immediately.

Parents/guardians will need to come inside Inspire to drop off their student to the area where their student's group is. The group could be upstairs or downstairs so please plan accordingly. Students may not be just dropped off in the lobby. Please make contact with your students group leader upon drop off.

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

PICK-UP POLICIES

PICK UP REMINDERS

Children love to go through open doors so please promptly close each door after opening it without letting any children follow you through it.

Parents entrust us, and us alone, to care for their children. Please do not play with other parents' children, do not pick up 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 other than the parent. Additionally, a staff member who is filling in may not be familiar with each parent, 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.

If the parent is repetitively late, staff will notify the director who will schedule a meeting with the parent regarding the situation. If the issue is not resolved, termination of the Schools Out Camp Parent/Provider Contract may be needed.

NO SHOW FOR PICK UP

When a parent is more than 10 minutes late, staff will follow the following procedures:

1. Contact the numbers listed on the emergency contact form starting with who is listed to contact first and work our way down through the list.
2. If no contact with the parent is established, staff will make arrangements for pick up with others listed on the child's emergency contact sheet.
3. Staff will also contact the director.
4. If the parent/emergency contacts are not available and it is 30 min past closing, the director will contact child protective services and follow their instructions. If the site director is not available, a lead teacher will make this call.

Under no circumstances will the staff remove the children from Inspire.

FOOD POLICIES

SNACK

Students will only be allowed to eat during the designated snack and lunch times. Students will not be allowed to share food with other students.

NOT ALLOWED

Please do not send gum.

Our home location is a NUT and PEANUT free center. Please do not send anything that might contain nuts or peanuts including, but not limited to: sandwiches, candy, and granola bars to that location.

LABELED

ALL food sent, including snacks and water bottles, **MUST** be labeled with the child's name and date. Painter's tape or masking tape on the outside of the lunchbox or container is fine.

SPECIAL DIETS

If your child has any particular dietary needs resulting from being a vegan, having allergies, religious beliefs, or non-religious beliefs, etc., and our scheduled snacks do not meet their needs, please pack an appropriate morning and/or afternoon snack. We will do our best to make substitutions in snacks if possible, but cannot guarantee we will be able to accommodate every different diet. Staff will be aware of any allergies or intolerances in the group though.

LANGUAGE ABOUT BODY PARTS

We will use the anatomically correct words for body parts, such as "penis," "vulva," "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 report to the parents if any unusual discussions or interactions should arise or take place.

We will try to help children be comfortable with their bodies. We will not 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.

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 after-school care. By sending your child sick, you are risking others becoming sick as well. If you are not sure your child should be brought to after-school, please call and check.

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 camp:

- A temperature of or above 101F

- Diarrhea
- Vomiting
- Mouth sores or rashes (note from doctor stating non-contagious is ok)
- Severe Cough
- Persistent crying for no reason
- Difficulty breathing

Note: If your doctor feels a fever is due to an ear infection and he/she writes you a note to return to camp with the fever, your child may return as long as they are feeling well enough.

ANTIBIOTICS

If your child is taking antibiotics for an illness, the child may return to camp after the initial 24 hours of beginning antibiotics as long as he or she has none of the symptoms listed above. Please be cautious that some antibiotics can cause diarrhea in which case the student would still need to stay home.

REQUIRES A DOCTOR'S NOTE FOR RETURN

Students may not attend camp if diagnosed with any of the following illnesses until cleared by a doctor. Staff can require this be turned in in writing from a doctor.

- | | | |
|---------------|-----------------|--------------------|
| • pink eye | • impetigo | • tuberculosis |
| • chicken pox | • lice | • shingles |
| • mumps | • ringworm | • any other |
| • measles | • scabies | contagious disease |
| • roseola | • strep throat | or rash |
| • hepatitis A | • scarlet fever | |

NOTIFICATION OF ILLNESSES

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

ILL AT CAMP

If a child becomes ill during camp, whoever is listed on the emergency contact form will be contacted to pick up their child. Children need to be picked up as soon as possible. If the first person on the contact form is not available, the next person listed will be contacted to pick up the child. 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 teacher.

A child may not return until any symptoms, listed above, are no longer present WITHOUT medication for 24 hrs.

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 students 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, either party feels our childcare environment may not be the best fit, either party reserves the right to terminate the contract without resentment, judgment, or ill-will.

A 2-week written notice from parent or provider is required to terminate the contract (with the exception of gross misconduct on part of the provider, parent, or child which is grounds for immediate discontinuation of service). If you will no longer be needing our services, 2-weeks advance notice needs to be given. Whenever possible, even more notice is better. We can only care for a limited number of children, so when we are full, we are forced to say NO to all incoming requests for care. If we have advance notice of discontinuation of care, then it is possible for us to make future arrangements with new families inquiring about care. If we feel the program is not a good fit for your child, we will give you a 2-weeks notice of terminating care. Your deposit will be credited towards those final 2 weeks of care or returned to you if you've already paid for those final 2 weeks of care. If you have already paid past those 2 weeks, a refund will be issued through iclasspro within 30 days of the last day of your child's attendance.

SAFETY

DOORS

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.

MEDICAL & DENTAL EMERGENCY PROCEDURES

Emergency information, including contact information, is kept at our home 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 located on each floor of our building. In the unlikely event the children are evacuated to an emergency location, we will evacuate to the bank across the street; 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.

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

STAFF

STAFF

INSPIRE ADMINISTRATOR / OWNER

Bridget Smith

- Office is located off site
- Meets all director qualifications for age, education and experience including:
 - o B.A. in Family and Consumer Sciences Education, Bridgewater College
 - o M.S. in Career and Technical Education, Virginia Tech
 - o Additional Masters endorsement in Educational Administration and Leadership, James Madison University
 - o holds a current teaching license for VA Public Schools
 - o holds a current administration license for VA Public School
 - o 4 years experience in a licensed childcare center prior to opening Inspire
 - o 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

Helena Bodine

- Office is located at our home location

- Meets all director qualifications for age, 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 Preservie Child Care Training course.
- has passed all required background checks
- Will make visits to school locations for supplies, staff and program evaluations and can assist you with questions, concerns, enrollment at school locations

INSPIRE ADMIN ASSISTANT

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, AMAT, daily health checks, child abuse & neglect, and the VA Preservie Child Care Training course.
- has passed all required background checks
- Will make visits to school locations for supplies, assisting staff and can assist you with questions, concerns, enrollment at school locations

LEAD TEACHERS

Each group will have lead teachers 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

Groups 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:

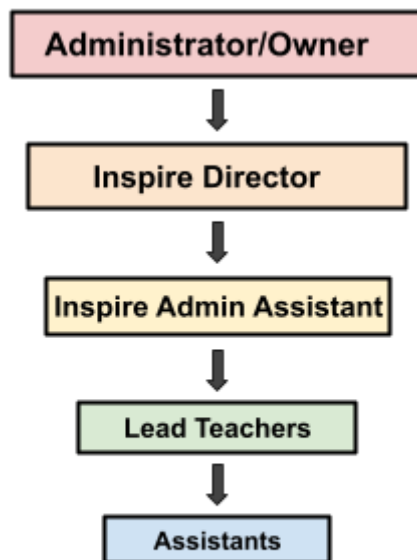
- have passed all required background checks.
- meet all the same requirements listed for the position above they will be substituting for.

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 of each location 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 Spot:** 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 students to choose to go to a calming spot on their own if they are feeling that they need to calm down or be alone for a while. Students 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 conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

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
- Isolate a child in a dark room, closet or unsupervised area
- Verbally abuse or humiliate a child or a family member
- Shake, jerk, pinch, or handle a child roughly
- Physically abuse any child
- 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
- Confine a child for disciplinary purpose
- 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

FINANCIAL

Camp rates and fees are also listed in **Attachment III** at the end of this handbook.

REGISTRATION/SUPPLY FEE

There is a \$30 registration/supply fee to be added to our Schools Out Camp Student List. Students who are enrolled in any of our after-school locations for the 2024-2025 school year DO NOT need to pay this registration/supply fee though.

Our home location is an approved subsidy site. If your family is already approved for subsidy and NOT ON THE WAITLIST, please use promo code SUBSIDY when registering for the Schools Out Camp Student List. This will waive the registration/supply fee. However, if it ends up that subsidy does not pay this fee for you, you will be billed \$30 per child to cover this. *(Students who are enrolled in any of our after-school locations for the 2024-2025 school year DO NOT need to pay this registration/supply fee though.)* If your family is not yet approved, or on the waitlist, you will need to pay the registration/supply fee yourself when signing up. Upon being approved for subsidy, we can refund your registration/supply fee if subsidy pays it. If you are not yet approved for subsidy please do not use the promo code.

DAILY RATES

Schools Out Camps are charged per day you register for. Cost for that day is due when registering for that day. The daily rate, once paid, is non-refundable unless Inspire cancels the camp.

DAILY RATE PER CHILD	\$40
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DISCOUNTS OFFERED:

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

STUDENTS APPROVED FOR SUBSIDY:

- There is a \$10 out of pocket cost per student per day. Subsidy will cover the rest of the cost.
- When signing up use Promo Code: SUBSIDY10

PAYMENTS

The registration/supply fee and Schools Out Camps daily rates must be paid for online through [iclasspro](#). You can pay with a debit card, credit card or echeck.

FEES

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 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.

NO LUNCH FEE

If your child attends a full day of care and does not have a lunch. A lunch will be provided for \$12.

NO WATER BOTTLE FEE

If your child attends a full day of care and does not have a water bottle. A water bottle will be provided for \$1.

NO NAP SUPPLIES FEE

If your pre-k child attends a full day of care and does not bring necessary nap supplies. Nap blankets will be provided for \$5.

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 after-school 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 after-school hours. We are happy to set up at time to have those conversations with you though. It is only through strong parent/provider interaction that good quality nurturing care can be achieved.

We do ask that you contact Inspire staff for any after-school information, concerns, questions, etc. The elementary school staff are not employed through Inspire and are not expected to handle concerns with the after-school program. This includes: teachers, office staff, administrators and other school employees.

CONTRACT ADHERENCE

Please be respectful by adhering to the policies and procedures outlined in this after-school parent handbook. We realize this is a lot of information to absorb. Because of this, our After-School Parent 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 Parent 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 camp. 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 After-School Parent-Provider Agreement, it is understood that all of the policies and procedures of Inspire's After-School Parent Handbook are understood and agreed upon.

ATTACHMENT I

ROCKINGHAM COUNTY PUBLIC SCHOOLS CALENDAR 2025-2026

Rockingham County Public Schools 2025-2026 School Year ~ Approved 1/13/2025

M T W T F

August - 2025

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

M T W T F

February - 2026

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

September - 2025

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

March - 2026

2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

October - 2025

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

April - 2026

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

November - 2025

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

May - 2026

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

December - 2025

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

June - 2026

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

January - 2026

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

July - 2026

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13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

- School Led Inservice
- Teacher Workday
- School Led Inservice / Teacher Workday
- Division Holiday for Teachers and Students
- Division Inservice
- Division Inservice / Parent Teacher Conferences
- 3 Flex Teacher Workdays (Aug. 4-8, 14, 15; Jan. 2)
- Early Dismissal

NOTES

1. 195 designated days: 173.5 instructional days and 21.5 workdays
2. Anticipated SOL Test Window: May 4-22
3. The Superintendent, in consultation with School Board, determines make-up days
4. The last week may be shortened if no days are missed
5. Other flex days may be coordinated with your administrator
6. A teacher's work day is 7.5 hours

AUGUST

- 4-8, 14, 15 3 Flex Teacher Workdays (August 4 - 8, 14, 15; January 2)
- 6, 7 Early Career Teacher Meetings with Mentors
- 8 Division New Teacher Orientation
- 11 School Led Inservice
- 12, 13 Division Led Inservice
- 18 Teacher Workday / Open House for Elementary Schools and MTC
- 19 Teacher Workday / Open House for Secondary Schools
- 20 School Led Inservice / Teacher Workday
- 21 First Day of School

SEPTEMBER

- 1 Division Holiday: Labor Day
- 23 Interim Reports Issued

OCTOBER

- 13 No School for Students - School Led Inservice / Teacher Workday
- 23 End of 1st Grading Period
- 24 No School for Students - Teacher Workday
- 31 K-12 Report Cards Issued

NOVEMBER

- 3, 4 Conferences: No School for Students
- 3 Parent Conference Day: Elementary 12:00-7:00 pm
- 3 Division Led Inservice: Secondary
- 4 Parent Conference Day: Secondary 12:00-7:00 pm
- 4 Division Led Inservice: Elementary
- 26, 27, 28 Division Holiday: Thanksgiving

DECEMBER

- 3 Interim Reports Issued
- 22 - 31 Division Holiday: Winter Break

JANUARY

- 1, 2 Division Holiday: Winter Break
- 2 Flex Teacher Workday
- 16 End of 2nd Grading Period
- 16 End of 1st Semester
- 19 Division Holiday: Martin Luther King Day
- 20 No School for Students - Teacher Workday
- 30 K-12 Report Cards Issued

FEBRUARY

- 16, 17 Conferences: No School for Students
- 16 Parent Conference Day: Secondary 12:00-7:00 pm
- 16 Division Led Inservice: Elementary
- 17 Parent Conference Day: Elementary 12:00-7:00 pm
- 17 Division Led Inservice: Secondary
- 20 Interim Reports Issued

MARCH

- 19 End of 3rd Grading Period
- 20 No School for Students - Teacher Workday
- 30, 31 Spring Break **Possible Make-up Days**

APRIL

- 1 - 3 Spring Break **Possible Make-up Days**
- 6 No School for Students - School Led Inservice / Teacher Workday
- 10 K - 12 Report Cards Issued
- 30 Interim Reports Issued

MAY

- 1 No School for Students - Teacher Workday **Possible Make-up Day**
- 25 Division Holiday: Memorial Day

JUNE

- 3 End of 4th Grading Period
- 3 Early Dismissal-1:00 pm - Last Day of School
- 3 End of 2nd Semester
- 3 Elementary Report Cards Issued
- 4, 5 Teacher Workday **Possible Make-up Days**
- 19 Division Holiday: Juneteenth

JULY

- 3 Division Holiday: July Fourth
- 6 - 24 Summer School

HARRISONBURG CITY PUBLIC SCHOOLS CALENDAR 2025-2026

Student & Family Calendar



Harrisonburg City Public Schools 2025-2026 Calendar

CALENDAR KEY	
	Registration Days
	Family Open House
	First Day of School
	No School for Students (Teacher Workday/PD)
	No School: Holiday for Students and Employee
	No School for Students: Family Conference Day
	Last Day of School
	End of Interim
	End of Quarter
	Report Cards Published

AUGUST 2025						
S	M	T	W	T	F	S
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SEPTEMBER 2025						
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OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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28	29	30	31			

JANUARY 2026						
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FEBRUARY 2026						
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22	23	24	25	26	27	28

MARCH 2026						
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APRIL 2026						
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26	27	28	29	30		

MAY 2026						
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24	25	26	27	28	29	30

JUNE 2026						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

- 1 & 4 Registration Days
- 18 Family Open House (3pm-7pm)
- 20 First Day of School

SEPTEMBER

- 1 Division Holiday: No School
- 19 End of Interim
- 22 No School for Students

OCTOBER

- 13 No School for Students
- 23 End of Quarter
- 24 No School for Students
- 31 Report Cards Distributed

NOVEMBER

- 3 Family Conferences (11am-7pm)
- 4 Division Holiday: No School
- 21 End of Interim
- 26-28 Division Holiday: No School

DECEMBER

- 22-31 Division Holiday (Winter Break)

JANUARY

- 1-2 Division Holiday (Winter Break)
- 5 No School for Students
- 16 End of Quarter 2
- 19 Division Holiday: No School
- 20 No School for Students
- 26 Report Cards Distributed

FEBRUARY

- 16 Family Conferences for Elementary
- 17 Family Conferences for Secondary
- 20 End of Interim

MARCH

- 20 No School for Students
- 27 End of Quarter 3
- 30-31 Division Holiday (Spring Break)

APRIL

- 1-3 Division Holiday (Spring Break)
- 6 No School for Students
- 10 Report Cards Distributed

MAY

- 1 No School for Students
- 8 End of Interim
- 25 Division Holiday: No School

JUNE

- 5 Last Day of School/Early Release
- 12 Report Cards Distributed

Semester 1 Instructional Days	88
Semester 2 Instructional Days	87
Total Instructional Days	175

Possible Inclement Weather Make Up Days:
March 20, April 6, May 1

*A student absence due to observing a religious holiday is an excused absence provided guidelines in Regulation 408-R are followed.

THE CALENDARS ARE SUBJECT TO CHANGE AT RCPS AND/OR HCPS DISCRETION.
INSPIRE WILL FOLLOW ALL RCPS & HCPS CHANGES.

ATTACHMENT II

SCHOOLS OUT CAMP SAMPLE SCHEDULE

7:00-9:00 Gym Free Play

**Students 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 student naps

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

ATTACHMENT III

REGISTRATION/SUPPLY FEE

There is a \$30 registration/supply fee to be added to our Schools Out Camp Student List. Students who are enrolled in any of our after-school locations for the 2024-2025 school year DO NOT need to pay this registration/supply fee though.

Our home location is an approved subsidy site. If your family is already approved for subsidy and NOT ON THE WAITLIST, please use promo code SUBSIDY when registering for the Schools Out Camp Student List. This will waive the registration/supply fee. However, if it ends up that subsidy does not pay this fee for you, you will be billed \$30 per child to cover this. *(Students who are enrolled in any of our after-school locations for the 2024-2025 school year DO NOT need to pay this registration/supply fee though.)* If your family is not yet approved, or on the waitlist, you will need to pay the registration/supply fee yourself when signing up. Upon being approved for subsidy, we can refund your registration/supply fee if subsidy pays it. If you are not yet approved for subsidy please do not use the promo code.

DAILY RATES

Schools Out Camps are charged per day you register for. Cost for that day is due when registering for that day. The daily rate, once paid, is non-refundable unless Inspire cancels the camp.

DAILY RATE PER CHILD	\$40
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DISCOUNTS OFFERED:

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

STUDENTS APPROVED FOR SUBSIDY:

- There is a \$10 out of pocket cost per student per day. Subsidy will cover the rest of the cost.
- When signing up use Promo Code: SUBSIDY10

ADDITIONAL FEES CHART

	Cost:	Frequency:
Late Pick Up	\$15	for minutes 1-15, additional \$15 for minutes 16-30, additional \$15 for minutes 31-45
Non-Sufficient Funds	\$35	Per Occurrence
Failure to Bring a Lunch	\$12	Attending a full day camp without bringing lunch
Failure to Bring a Water Bottle	\$1	Attending a full day camp without bringing a water bottle
Failure to Bring Nap Supplies	\$5	Pre-K student attending a full day camp without bringing nap supplies