Inspire

A MOVEMENT CENTER

2026 SUMMER CAMP HANDBOOK

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PROGRAM INFORMATION

Both Inspire summer camp 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 School buildings and do also use Rockingham County Public School buses and drivers to transport our campers for field trips. We are, however, a separate organization from the school system.

Locations

Home Location
4753 Spotswood Trail
Penn Laird, VA 22846

John Wayland Elementary School
801 North Main St.
Bridgewater, VA 22812

Contact Information

Main Phone: (540) 269-3150

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

John Wayland Site:

- Site Director - Angella Kile
- Asst. Site Director - Marianne Houff
- Site Cell Phone: (540) 820-5882 (text/calls)
    - Use the phone number to:
        - Contact campers or staff during the camp day
        - Ask questions about specific care at that location
    - Site directors will not be able to answer questions about billing or enrollment. All enrollment and billing inquiries should go through our main email bridgetsmithinspire@gmail.com

Home Location:

- Site Director - Audrey Cox
- Asst. Site Director - Dansel Blosser
- Phone numbers:
    - Land Line: (540) 269-3150 (calls only)
    - Cell Phone: (540) 810-0489 (text/calls)
    - Use these phone numbers to:

        - Contact campers or staff during the camp day
        - Ask questions about specific care at that location
    - Site directors will not be able to answer questions about billing or enrollment. All enrollment and billing inquiries should go through our main email bridgetsmithinspire@gmail.com

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 students 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.

DATES & TIMES OF OPERATION

For Summer 2026, Inspire has camps at two locations, our home location and John Wayland Elementary School. The price and camp times do vary by location so please take note of that later in the handbook.

Summer camps held at our home location will run Monday through Friday for 10 weeks, from June 8th until August 14th. The center will be open for care from 7am to 6pm. However, there are two camp options for this location, a 7am to 6pm option or a 7am to 4pm option. Campers do not have to be at the entirety of either camp day though.

Summer camps held at John Wayland Elementary School will run Monday through Friday for 9 weeks from June 8th until August 7th. Please note there is no camp held here the 10th week of summer, August 10th-14th. This site will be open for care from 7am to 6pm. Campers do not have to be at the entirety of the camp day though.

REGISTRATION

Eligibility

Ages

Children must be entering kindergarten or a higher grade in the fall (2026). All children must be turning at least 5 before October 1st, 2026 to enroll in our 2026 summer camps.

Toileting

All campers at either of our sites must be fully potty trained. We cannot enroll any children who need diapering services as our sites nor field trips are set up appropriately for diapering.

School District

Any child meeting the age requirements can enroll at any of our sites. Campers DO NOT have to live in the school district of the camp locations. Children from surrounding cities and counties are welcome to attend either of our locations for summer camp.

Accomodations

Inspire will provide reasonable accommodations a child may need to be successful in the 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. 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 the staff.

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, 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 camp spots 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 for camp. If you have questions about a past due balance in

your account please email Inspire's Owner/Administrator, Bridget Smith, prior to signing up for camp.

3rd - Select Camp Location & Dates

To reserve your child's spot in a camp, you will need to log into iclasspro and select each week you would like to register for and then within that week you can select which days you would like your child to attend.

When you reserve your child's camp spots in iclasspro, you will be charged a 15% deposit per week. These deposits count towards the weekly tuition amounts.

- If you are waitlisted for a camp that is full, you will not be charged a deposit until you are moved off the waitlist.
- If you are registering for a camp that starts within 2 weeks of when you are registering, you will be required to pay for that week in full when signing up.
- If you are approved for subsidy, you will not be charged a deposit. See the subsidy section later in this handbook for more information.

4th - Submit Required Documentation

We will send an invitation via email to Five Star Registration. This is a new system we are using for document submission starting with our summer camps. Documents will not be accepted via email or on paper for summer camps. If you are unable to complete or upload the required forms in Five Star Registration please reach out to us for assistance with this process.

If you are currently or were previously enrolled with any child care program we offered, we will be able to upload most of the documents you previously submitted to us such as physicals, immunizations and birth certificate. However, we will need you to complete the updated registration forms through Five Star Registration.

5th - Pay Remaining Balance

The remaining tuition balance for each week is due the Monday 2 weeks before the start of each camp.

REQUIRED DOCUMENTATION

Five Star Registration

Once you receive an invitation to Five Star Registration you will fill out your child's registration form there. The information asked for on this form is required by the state of VA for childcare. The information from this form will also be kept with the child at camp for emergencies and approved pick ups so it is very important this information is accurate.

This form 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.

This form will require both parents to be listed even if both parents do not hold custody. There will be a separate place to list who does hold custody and their contact information. If a parent listed on the birth certificate does not have legal custody and/or 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 needs to be listed as a “not allowed to pick up” person.

2026 Summer Camp Parent/Provider Contract

This contract will be in your Five Star Registration portal to complete. This contract states that you are aware of all policies in this handbook and agree to follow those policies.

Sunscreen Form

All campers MUST have a Sunscreen Form completed in their Five Star Registration portal. If you do not need us to apply sunscreen to your camper, you can select “No Sunscreen Application Needed” on the form. This will help us keep track more clearly of who does not need sunscreen applied. *Please see the sunscreen policy section for more information.*

Proof of Identity & Age

Proof of your child’s identity and age will need to be uploaded to their Five Star Registration portal. 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 upload 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 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 probably duration of the medical condition or the circumstance that contradicts immunization and that signed statement can be uploaded to the portal 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

Each child must have a physical examination by or under the direction of a physician uploaded to their Five Star Registration portal. 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 has had done while in elementary school or middle school. It does not have to be recent. A child's kindergarten entry physical also counts. If your child has not yet had a kindergarten entry physical or a physical while in elementary or middle school yet, we can accept one that has been done within the last 12 months (This would only apply to those children entering kindergarten in the fall).

Allergy & Emergency Medication Forms

Food Allergies & Intolerances

If your child has a food sensitivity, intolerance or family food preference, but not an officially diagnosed allergy, a food allergy care plan does NOT need to be turned in.

If your child does have a diagnosed food allergy, you must upload an Allergy Care Plan to the Five Star Registration portal 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.

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 upload a separate Medication Authorization Form for each type of medication to their Five Star Registration portal. 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 uploaded to their Five Star Registration portal. 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

SUMMER CAMP PROGRAMMING

Daily Schedule

Attachment I has sample schedules meant to give you an idea of a camp day. Actual times and activities may vary depending on the week, weather, the temperament of the children, field trips, 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.

Arrival & Departure

Campers may arrive as early as 7:00 am. Campers must be picked up by 4:00pm if they chose the short camp at our home location or as late as 6:00 pm for either of our other camps.

We have set times for field trip departures many days of the week. Our departure times for each field trip will be sent out to families ahead of time so they can plan accordingly. Please make note of field trip times and have campers arrive in time to catch the bus for morning trips. Your child will not be allowed to stay at the camp location if they have missed the bus for the field trip. You will need to take them to the field trip location. Additionally, if the group is on a scheduled field trip during the time you need to pick up, you will need to pick up your child from the field trip site. Please communicate with us about any drop offs or pick-ups during field trip times.

Please send your child dressed, fed, and ready for the day, as well as with all necessary supplies needed for that day's camp. **Students being dropped off prior to 8:15am may bring an easy to eat breakfast item to eat at the table area before joining their friends for free play.*

Upon arrival, campers need to place all their belongings in the assigned area at their camp location. Additionally, your child's name and the date need to be put on their water bottle, lunch box and anything else that contains food if you have not already done so at home. We will have painters tape and markers available for this, but encourage you to do this at home to save time at drop off in the mornings.

Although we do not have a strict cut off time for drop off, please be mindful of scheduled camp activities. Late arrivals can disrupt the group activities and your child's routine for the day.

At drop-off, please make your goodbye brief, no more than a couple minutes. The longer you prolong departure, the harder it gets for both you and for your child.

When arriving at our John Wayland camp, please plan to bring your child to the cafeteria door located behind the right side of the school (opposite side from the playground). A staff member will open the door for you and check your child in. Depending on the time, your child's camp group may be on the playground in which case you will need to bring your child to the playground area. Please do not ever leave before you have made contact with a staff member.

When picking up your child please come to the same cafeteria door and make contact with a staff member before leaving with your child. Again, your child's group may be on the playground in which case you will need to go to the playground to pick up your child.

Do not forget to check our field trip schedule to make sure you know if we will be at John Wayland or out on a field trip when you need to drop off or pick up.

Home Location

Depending on your arrival time, the front door may be locked in which case you can ring the bell and a staff member will let you in.

Children should be walked in through the front door by a parent/guardian. The parent/guardian must make contact with their child's group leader who will sign them in. Please do not allow your child to walk into Inspire without you.

When picking up your child please come through the front door make contact with a staff member before leaving with your child.

Do not forget to check our field trip schedule to make sure you know if we will be at Inspire or out on a field trip when you need to drop off or pick up.

Attending Partial Days

Campers are welcome to attend for any portion of the camp day, but tuition for the day remains the same regardless of the number of hours a child attends. Please make sure you are aware of the field trip schedule to know if you will need to drop off or pick up from our field trip locations.

We do have students that attend summer school each summer and we do our best to coordinate our schedules to accommodate for that, but it is not always possible. Students who attend summer school at John Wayland will be able to join our summer camp there when summer school is dismissed as long as our camp group is still at John Wayland at that time. Students who attend summer school at Cub Run or Peak View are able to take the bus from summer school to our home location when summer school is dismissed as long as our camp group will still be at our home location at that time. There are times where we cannot alter our field trip times and will not be able to be at either location for summer school dismissal time. In those situations, parents are responsible for getting their child to where we are on the field trip or waiting for their child to attend camp when our group arrives back.

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 both free-play and structured-play throughout each day.

Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual camper and their various ages.

Campers will be provided time for free play in the gym at our home location or on the playground at the school sites and will have free choice time inside, as well as teacher-led activities. Additionally, we will attend around 3 field trips per week for our John Wayland camps and 4-5 field trips per week at our home location. Art supplies, games, manipulatives, puzzles, books, and other age appropriate activities will be available daily for campers.

Gross Motor Play

Both of our locations are full of equipment for campers 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.
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. Campers will also be instructed on safe practices and staff will be placed strategically for supervision.

Home Location Indoor Gym

In the gym, 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, 50+ vinyl covered mats of various shapes and sizes, spring floor strip, spring boards, cartwheel mats, hula hoops, parachutes, and more.

John Wayland Playground

We will utilize the outdoor playgrounds at John Wayland Elementary School. The playgrounds meet safe play standards and have been checked by a child care licensing inspector. These playgrounds are maintained by the schools, but our staff will always survey the area for safety concerns daily.

Special Events

Holidays

There are two holidays we will acknowledge at Inspire over the summer. Our regular camp hours will remain the same, there will be no camp closures for these holidays.

- Juneteenth – June 19th
- Independence Day – July 4th

Birthdays

For your child's birthday, you are welcome to bring in a special treat as long as there is enough for all campers enrolled in your child's camp. Please communicate with your site's director at least 24 hrs ahead of time so we can let parents of children with allergies know ahead of time. Bringing a birthday treat is completely optional. Many of our camps are quite large in number so it may be difficult to send enough for everyone. We do not allow presents to be sent in.

Field Trips

We plan to attend 3-5 field trips per week depending on the camp and weather. Parents and guardians are welcome to accompany us on any field trips they choose, but will not be able to ride the bus with us. We do ask that you give us notice ahead of time though so we can plan accordingly with the field trip sites. Some field trip sites may have restrictions on us adding extra people. Campers will be transported on a Rockingham County Public Schools' bus driven by a Rockingham County Public Schools driver. There may be on occasion times our home location students walk to a very nearby business, but would do so only on safe paths away from traffic.

Cost

There will be no additional costs for field trips. The costs of the trips have already been figured into tuition prices. Please do not send money with your children on trips. They will not be allowed to purchase anything on trips.

Camp Shirts

Campers at our John Wayland location will be given 1 camp t-shirt on their first day of attendance of the summer. Campers at our home location will be given 2 camp t-shirts on their first day of attendance of the summer. These shirts will need to be worn on certain field trips where our campers will be in public spaces and will need to be able to quickly identify which children are with Inspire. They will not be required to be worn on every field trip, only certain ones where we are in public spaces. These shirts do not have to be worn to camp that day and can be put on just for the field trip if they would like.

Our John Wayland campers will be asked to wear the shirts 2-3 times per week most weeks. Our home location campers will be asked to wear the shirts 3-5 times per week.

If your child forgets to bring or wear their t-shirt on a day they are required, a replacement shirt will be given to them to wear, but the cost of the replacement shirt, $10, will be billed to your iclasspro account. There is a chance the replacement shirt your child is given is not their ideal size depending on what shirts we have left. They will still be expected to wear the shirt and you will still be charged the $10 fee.

These are the same shirts as they were in 2024 & 2025 so campers can wear their shirts from previous summers as well.

You may also purchase extra shirts for $10 per shirt as long as we still have extras available.

Movie Viewing

Movie viewing occurs on field trips to local theaters. Please see **Attachment III** for a list of the scheduled movies we may attend. These movies are either rated G or PG.

Additionally, we may view a movie if our field trip(s) have to be canceled due to weather. The only movies we will show without prior notice to parents will be G rated movies.

SPACES 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 and a back door that will remain locked.

Upstairs

The second floor is where the office and staff room are, as well as another bathroom, and our two classrooms. Each child's assigned storage space (hooks for backpacks and cubbies for lunch boxes, etc) are located upstairs.

During the day, both classrooms will be used for camps. 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.

John Wayland Elementary School

Cafeteria

The cafeteria will be our home base. This is where snacks will be served, lunch will be eaten, and art, games, and activities will take place. School bathrooms will also be accessible for students to use. Each child will have an assigned basket to store their belongings.

Playground

The playgrounds will be utilized for outdoor play. The playground is part of the school grounds.

WHAT TO BRING & NOT BRING

Water Bottle

All campers must bring a water bottle daily. Your child's name and the date must be on their bottle each day. We will refill bottles at water fountains as needed. However, please keep in mind that camp days are long and sometimes we are out on field trips for extended periods of time so a "kid" size water bottle is not always sufficient for the whole field trip. We would encourage you to send a full size water bottle, with ice, for your child instead of a "kid" size bottle.

Please only send plain water in your child's water bottle. Juice, flavored water, or other drinks, including sports drinks, are not allowed for their daily water bottle. A drink other than plain water can be packed in the child's lunch though.

A $2 fee will be automatically billed to your iclasspro account if your child does not have a water bottle with plain water, and we need to provide one for them that day.

Food

Every child must bring a packed lunch daily. Students who do not have a packed lunch will not be able to stay at camp over lunch time. Packed personal snacks are optional, but not

necessary as we do provide snacks. *Please see our food policies section later in this handbook for specifics.*

All food and drinks must be labeled with your child's name and the date.

Medications & Sunscreen

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

Clothes & Shoes

Camp Shirts

Campers will be given at least 1 camp t-shirt on their first day of attendance. These shirts will need to be worn on certain field trips. These shirts do not have to be worn to camp that day and can be put on just for the field trip if they would like.

If your child forgets to bring or wear their t-shirt on a day they are required, a replacement shirt will be given to them to wear, but your account will be charged $10 even if it is not your child's ideal size shirt.

Shoes

At our home location, campers will remove their shoes and socks to play in the indoor gym. Please do not send your child in footed tights as it can make indoor gym play very dangerous.

At John Wayland and on field trip days for any of our campers, please send your child in shoes that are safe for playground and outdoor play. The only exception to this is on water days when the campers can wear water appropriate shoes if they choose.

Clothes

Please send your child in clothes that are comfortable for the weather and safe to play in. Hats are strongly encouraged for outdoor activities.

There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, 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 suggest that you write your child's name on the tags of their clothing in order to prevent any clothing mix-ups, especially on their camp shirts which are easily mixed up.

Change of Clothes

It is also encouraged for campers to bring a change of clothes, but it is not required. Spills happen in art, lunch, bathroom, etc., and we do not have extra clothes. If sending clothes for your camper, they should be kept in the child's own bag with their other personal items that can be brought along on the field trips. If your child needs a change of clothes and does not

have one, a parent/guardian or other approved contact will need to pick up the child or bring them a change of clothes.

Toys

We have well organized, age appropriate toys for campers. Please do not allow your child to bring toys to camp except on designated days for a specific activity that the teacher has explained and sent prior notice about. 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 to camp with toy weapons.

Electronic Devices

Electronic devices will not be allowed to be brought out during camp. 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 camp. Campers will NOT be allowed to use personal cell phones during the camp day nor wear watches that have communication capabilities. Inspire cannot guarantee that electronic devices sent to camp will not get broken or stolen so please avoid sending them if possible. Inspire is not responsible or liable for any items brought to camp from home. 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. Tuition will not be reduced due to your child's unplanned 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.

Transportation

Campers will be transported for field trips that are not of a safe walking distance by a Rockingham County Public Schools bus with a Rockingham County Public Schools bus driver. Inspire staff will accompany children on the bus at all times.

Photography

We will take photos and videos of the campers, but will then review them to see who is allowed to be in posted or sent photographs and videos before doing so. Campers' 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.

We welcome you to come any time throughout the day to observe your child and their camp. However, please keep in mind that it can be disruptive to the other children in our care and sometimes your own child's day. We have also experienced that coming to visit and then leaving without your child can be very confusing to your child and cause them to become upset. Please be mindful of this. If you plan to visit midday and know that leaving again will upset your child, please plan to take your child with you after your visit if possible.

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 camp.

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.

Sunscreen Policy

We will apply non-prescription, over-the-counter sunscreen only if the product is supplied and the specific sunscreen is listed on their sunscreen form in the Five Star Registration portal.

We will apply sunscreen to our campers for afternoon outdoor activities only. If you would like your child to have sunscreen on for morning outdoor activities, please apply it to them prior to bringing them to Inspire.

If possible, **please consider sending easy to apply sunscreen such as continuous spray.** We understand that this type of sunscreen may not be right for all children so we are not making it a requirement. However, we do have 40-72 kids per day at a single camp location that our staff will be applying sunscreen to.

Sunscreen MUST:

- match the exact product listed on your child's sunscreen form
- be sent in the original container
- be labeled with your child's name
- be used according to manufacturer's recommendation and instructions.
- not be expired
- not contain insect repellent
- not be prescription sunscreen *(if your child needs prescription sunscreen please contact an Inspire administrator about how we can set this up)*.

Pet Policy

No pets are allowed at either of 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 or onto the playground when picking up.

Toileting Policy

We are not set up nor equipped to change diapers or pull ups at our camp locations nor on field trips. All children attending camps 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 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 camp 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.

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

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.

Families entrust us, and us alone, to care for their children. Please do not play with other 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 registration form will be allowed to pick up your child without written permission. If you ever need someone who is not listed on your registration form to pick up your child, you can write a note, send an email, or send a text indicating the person's name and relationship to your child. Additionally, if you would like to add someone to your approved pick up list for future days, you can do so in the Five Star Registration portal as well. Staff are instructed to check for the person picking up to

be either on the child's registration form or to be stated in a written statement (note, email, text) and to check the ID of anyone other than adults staff already know. Please keep in mind, a staff member who is filling in may not be familiar with each parent in which case that staff member 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 even if you listed that parent as a no pick up person.

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. Please be courteous and arrive on time. Time after a staff member's shift is time our staff need for their own families or possibly even other jobs.

A $15 fee per child is assessed for 1-15 minutes late. An additional $15 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 camp 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 from camp, 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 camp or field trip locations. 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

Designated Snack/Meal Times

Campers will only be allowed to eat during the following times:

- 7:00-8:25 if they bring in their own easy to eat breakfast foods. *They must arrive by 8:15 at the latest to begin eating breakfast and be able to be finished by 8:25.*
- Morning Snack Time
- Lunch Time
- Afternoon Snack Time

Please keep in mind the exact times of lunch and snack times may vary day to day based on field trips and other activities. Please do not bring your child in with food to eat outside of the designated food times. We will be unable to accommodate this due to licensing sanitation standards.

Labels

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.

Breakfast

If campers are dropped off before 8:15am, campers can come in with an easy to eat breakfast item to eat at that time, but will need to sit at the table area before joining their friends. We do not provide breakfast nor have a scheduled whole group breakfast time.

Lunch

All students will need a complete, packed lunch daily.

- Lunches must be labeled with the child's name and the date.
- Refrigerators and microwaves will not be available so please plan accordingly.
- Please pack any necessary utensils your child needs to enjoy their lunch.
- Flavored drinks or juices ARE allowed at lunch
- Please do not send any gum.

If your child does not bring a lunch, they will not be allowed to stay at camp over the lunch time. They will be required to be picked up prior to that specific day's lunch time.

Snacks

Each day we provide a morning and an afternoon snack to campers who are in attendance at that time. Snacks will not be provided to students 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. Snacks will consist of at least 2 food groups each snack time.

Campers may bring their own snack if they choose to, but will only be allowed to get this out during our designated snack or meal times, 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 camper the snack, even if the parent doesn't want us to if the child does not come with a snack of their own.

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 morning and afternoon snack. With different children attending every week, we will not always be able to meet the wide variety of possible accommodations needed. Staff each week 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
MORNING Quaker Rice Crips & 100% Juice	**MORNING** Whole Grain Belvita Crackers & Applesuace	**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

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 camp sick. By sending your child sick, you are risking others becoming sick as well. If you are not sure your child should be brought to camp, 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.

Ill At Camp

If a child becomes ill during camp, 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 camp or field trip locations. 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 camp:

- 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 camp. They are not allowed to return to camp 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 camp with the fever, your child may return as long as they are feeling well enough to fully participate in camp.

Diarrhea

You may not send your child to camp 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 camp 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 camp 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 moth 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 camp 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 camp, 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.

Requires a Doctor's Note for Return

Inspire reserves the right to require a doctor's note for a student to return to camp 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
- chicken pox
- mumps
- measles
- Roseola
- Flu
- covid
- hepatitis A
- impetigo
- lice
- ringworm
- scabies
- strep throat
- scarlet fever
- tuberculosis
- shingles
- Rash

Termination of Care Policy

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 campers 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 including camp deposits. 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, 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). Inspire will refund any tuition, minus the 15% deposit, for 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 for future camps will not be refunded. Deposits will only be refunded if the provider is the one who terminates care or in the event of gross misconduct on the part of the provider.

Advanced notice of ending enrollment is greatly appreciated. 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.

SAFETY

Doors

At John Wayland, just as during the school day, doors will remain locked from the outside throughout the time of camp. Parents/guardians will have a designated door to enter through, which a staff member will be available to open.

The front door at our home location will be left unlocked ONLY during popular drop off and pick up times if a staff member is stationed downstairs. The front door will be locked at all other times. The back doors will always remain locked and also have alarms on them notifying staff if they are opened.

Medical & Dental Emergency Procedures

Emergency information, including contact information, will be kept electronically and on paper 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 update all information in your Five Star Registration portal as soon as you know of

changes. 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 at each of our sites. 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 information 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 John Wayland Elementary - Turner Ashby High School
- For our Home Location – F&M Bank

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

STAFF

Administration 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 either 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

John Wayland Site Director

Angella Kile

- Meets all Virginia's qualifications for a director for age, education and experience including:
    - B.S. in Early Childhood Education, Messiah College
    - M.S. in Elementary Curriculum and Instruction, Towson University
    - additional masters endorsement in Teaching English as a Second Language
    - holds a current teaching license for VA Public Schools
    - holds a current administration license for VA Public School
    - Almost 30 years of experience working in public schools and child care settings
- 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.
- is the main point of contact for our John Wayland site
- oversees staff, daily activities and program implementation at our John Wayland site

Assistant John Wayland Site Director

Marianne Houff

- meets all Virginia's qualifications for a director for age, education and experience including:

    - B.A. in Music Education, Bridgewater College
    - holds a current teaching license for grades k-12 for VA Public Schools
    - 15 years of experience teaching elementary music classes in the public school system
    - 4 years of experience as a summer camp counselor prior to working for Inspire
- 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.
- Will assist the director at our John Wayland site

Additional Site Staff

Lead Teachers

Each location will have lead teachers on staff who:

- 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 Pre-servie 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:

- are at least 16 years old
- is additionally trained in daily health checks, child abuse & neglect, and the VA Pre-servie 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:

- meet all the same requirements listed for the position above they will be substituting for

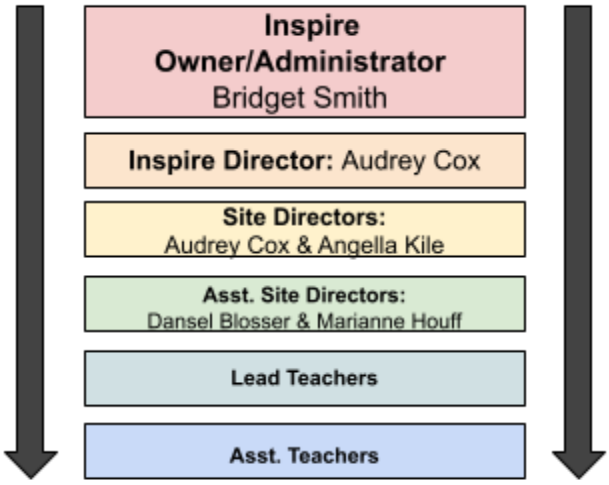
Staff Background Checks & Requirements

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

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 students 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. Campers 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 school 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 on a fieldtrip, purposely spreading bodily fluids (urine, feces, etc.), planned/intentional violence or threats against students or staff members, parent/guardian not being respectful towards staff members, sending a child to camp purposefully disregarding our sick policy or not following our pick up expectations. This list is not comprehensive.

Field Trip Expectations

Field trips require us to have confidence that the children we take can behave safely and appropriately. If we have reason to believe your child will act unsafely (ex. running away from the group), we will inform you that your child will no longer be able to attend field trips. Campers who are allowed to attend field trips will not be allowed to attend Inspire camps during the hours their group is on fieldtrips. We do not have the option to stay behind from a field trip and still be in the care of Inspire.

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 using approved cleaning AND sanitizing products. The tables students eat on are cleaned AND sanitized before and after each use. Toys are cleaned and disinfected often.

Handwashing

Hand washing is the single most effective practice in preventing the spread of germs. We wash hands many times throughout the day. We will also always have wipes in case there are no sinks available.

Staff members wash their hands:

- Before & after 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

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 or outside
- Whenever hands are visibly dirty

TUITION

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

Tuition Rates & Deposits

Camp weeks require a 15% non-refundable deposit when signing up. This 15% deposit counts towards that week's tuition.

Tuition refunds will be issued, minus the 15% non-refundable deposit, only if notice is given at least 2 weeks prior to the start of camp. The 15% deposit is not refundable even with over 2 weeks notice. No refunds are issued for less than 2 weeks notice.

Total Cost of Camp Per Week

	1 Day of the Week	2 Days of the Week	3 Days of the Week	4 Days of the Week	5 Days of the Week

John Wayland Site *(6pm pickup)*	$47.50	$95	$142.50	$190	$190
Home Location *(6pm pickup)*	$56.25	$112.50	$168.75	$225	$225
Home Location *(4pm pickup)*	$51.25	$102.50	$153.75	$205	$205

Payments

The 15% deposit for each week must be paid online through iclasspro when you sign up. In iclasspro that can be paid with a debit card, credit card or echeck.

The remaining camp tuition is due on Monday, 2 weeks before the start of each camp week. Late fees will be assessed automatically and are $20 per child per week. Failure to pay by the due date can result in your child's spot being given to the next person on the waitlist.

For that remaining camp tuition, 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 each Monday, 2 weeks before the start of each camp week. 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 camper. 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

Subsidy

Both of our summer camp sites are approved to accept subsidy. The website to apply for subsidy is https://commonhelp.virginia.gov/access/

If your family is already approved for subsidy, and not on the waitlist, please use promo code SUBSIDY when registering in iclasspro. Deposits are not charged when signing up with subsidy, but you are still responsible for giving the same notice when withdrawing from camps.

- 15% of the full camp tuition must be paid still if you cancel your camp enrollment even with more than 2 weeks notice
- Full camp tuition must still be paid if you cancel your camp enrollment with less than two weeks notice

If you are on the waitlist for subsidy or have not yet applied for subsidy, you may NOT use the promo code when registering. Using the promo code without being approved for subsidy will

result in your child being unenrolled. If you are not yet approved for subsidy or are waiting for a spot, you will need sign up without the promo code and pay the 15% deposit to reserve your child's spots. If you then get approved for subsidy, we can always refund your deposit back to you. If you do not get approved for subsidy, you will be responsible for paying the full tuition price if your child attends camp.

Subsidy will set a co-pay amount for you to pay monthly. We will set this up in your iclasspro account once you have selected your summer camps. This co-pay will be due June 1st (unless you pay it to a different program June 1st), July 1st, and August 1st. Inspire does not set your monthly co-pay amount, your case worker will let you and Inspire know what your monthly co-pay amount is.

In addition to your monthly co-pay, you will be responsible for paying any camp tuition amount over what subsidy covers. For elementary school age children, subsidy covers $30 per day (or $150 per week) and for preschool age campers (campers entering kindergarten in the fall) subsidy pays $42 per day (or $210 per week). For purposes of subsidy payments, a camper entering kindergarten in the fall is considered a preschool age camper through July 31st and then is considered a school age camper beginning on August 1st. This means subsidy will pay $42 per day (or $210 per week) for their camp until July 31st and then starting August 1st will pay $30 per day (or $150 per week) for their camp.

In total, campers attending with subsidy tuition assistance are responsible for paying their monthly co-pay on the 1st of each month AND the amount of tuition each week that is over what subsidy will cover. An Inspire administrator will give each family a breakdown of what these payments will be and what days they will be due.

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 including iclasspro, cash, check or venmo.

Non-Sufficient Funds

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

Late Payment

Payments are due on Monday, two weeks prior to the start of each camp week. If paying in person, with cash or check, the payment needs to be in the tuition box at our home location by the due date.

A $20 late fee per child will be automatically added to your iclasspro account when a balance becomes past due. Additionally, your child could lose their spot in camp if payment is not made on time.

Please contact an Inspire administrator 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 per child if you are 1-15 min late, and an additional $15.00 if you are 16-30 min late, etc.

Forgotten Supplies

$2 – No Water Bottle
$10 - No Camp Shirt on a required day

COMMUNICATION

Please inform us of any fears, frustrations, or changes your child may be experiencing, as this will help us 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 Inspire's 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 camp 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.

Not Part of Rockingham County Public Schools

We do ask that you contact Inspire directly for any camp information, concerns, questions, etc. We are not part of the Rockingham County Public Schools (RCPS) and only utilize their building space for our camps. RCPS staff, including RCPS staff at John Wayland Elementary School (JWES) are not able to answer questions about Inspire. Please do not contact the JWES office or administrators with questions or concerns about Inspire.

CONTRACT ADHERENCE

Please be respectful by adhering to the policies and procedures outlined in this summer camp parent handbook. We realize this is a lot of information to absorb. Because of this, our Summer Camp Parent Handbook is easily accessible on our website as well as available in your Five Star Registration portal so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Summer Camp Parent-Provider Contract, and Summer Camp Parent Handbook at any time. If and when we do make a change to the contract, you will be informed and asked to initial acknowledgement in your Five Star Registration Portal.

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(ren). We look forward to a future of keeping your child smiling and safe.

Note: By signing the 2026 Summer Camp Parent-Provider Contract, it is understood that all of the policies and procedures of Inspire's Summer Camp Parent Handbook are understood and agreed upon.

ATTACHMENT I

Summer Camp Tuition Rates/Deposits

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Fee Chart

	Cost:	Frequency:
Late Pick Up	$15	In increments of 15 minutes per child
Non-Sufficient Funds	$35	Per Occurrence
Late Payment	$20	Per Occurrence, per child (again every 2 weeks)
No Water Bottle	$2	Per Occurrence
No Camp Shirt	$10	Per Occurrence (on required days only)

ATTACHMENT II

Home Location Afternoon Field Trip Sample Schedule

7:00 - 8:00	Free Play in Gym
8:00-9:25	Free Play in Classroom
9:25 - 9:45	Snack
9:45 - 10:45	Free Play in Gym
10:45 - 11:45	Planned Activity
11:45 - 12:15	Lunch
12:15-12:45	Free Play in Gym / Sunscreen Application
12:45-2:45	Field Trip
2:45-3:30	Planned Activity
3:30-3:50	Snack
3:50-4:50	Free Play in Gym
4:50-6:00	Free Play in Classroom

John Wayland Non-Field Trip Sample Schedule

7:00 - 8:40	Free Play in Cafeteria
8:40 - 8:55	Clean-Up / Wash Hands
8:55-9:15	Snack
9:15-9:20	Clean-Up / Wash Hands
9:20 - 10:35	Playground
10:35 - 11:50	Group Activity
11:50 - 11:55	Wash Hands / Prep for Lunch
11:55 - 12:20	Lunch
12:20 - 12:25	Clean Up / Wash Hands
12:25 - 1:50	Quiet Indoor Play
1:50 - 2:50	Group Activity / Game
2:50 - 2:55	Wash Hands
2:55-3:20	Snack
3:20-3:25	Clean Up / Wash Hands
3:25-4:10	Planned Activities
4:10-6:00	Free Play

ATTACHMENT III

Scheduled Movies

Field trips to the Sipe Center for their summer movie program and/or trips to Regal Cinemas for their summer movie offerings will be part of all camps. Below are the list of movies offered throughout the summer at each location. Campers will not attend all of the movies. Camps will never attend more than 1 movie per week and there will be some weeks we do not attend a movie at all. If you have questions about us attending a specific movie listed, please reach out to an Inspire administrator.

2026 Sipe Center Summer Movies

List of movies will be listed here once they are announced.

2026 Regal Cinema Movies

This is a list of POSSIBLE movies we might attend. We will not attend all of these.

- Kung Fu Panda 4
- The Wild Robot
- K-Pop Demon Hunters Sing Along
- Garfield
- The Bad Guys 2
- Sonic the Hedgehog
- A Minecraft Movie
- Sonic the Hedgehog 3
- How to Train Your Dragon
- Scoob
- Goat
- Animal Farm
- The Spongebob Movie: Search for Squarepants
- Paddington in Peru
- Dog Man
- Charlie the Wonderdog
- Despicable Me 4
- The Sandlot
- Muppets: Treasure Island