



2025-2026 PARENT/PROVIDER CONTRACT

Schools Out Camps

(for any student not registered for after-school care at the home site)

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

Parent/Guardian name and relation to child: _____

Provider Name: Bridget Smith – Owner/Administrator

Please initial each statement.

REQUIREMENTS

_____ I understand my child CANNOT attend until the following items are turned into Inspire and that camp payments will not be refunded for the days my child cannot attend due to not turning in required documents.

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

_____ I understand that my child must be:

- in pre-k or higher
- AND fully potty trained.

_____ I understand that my child must:

- bring a nap mat with a top and bottom or nap blankets if they are not yet in kindergarten.
- bring a water bottle filled with plain/unflavored water only, dated with their name and the date.
- bring a peanut and nut free lunch dated with their name and the date.

ATTENDANCE

_____ I understand that:

- students cannot be dropped off before 7:00am.
- students must be picked up by 6:00pm and late fees will be assessed if picked up after 6:00 pm.
- if my child is still in Inspire's care 30 min past closing and a parent/guardian or an emergency contact is not available, child protective services will be called.
- dates are based on days that Harrisonburg City and Rockingham Schools don't have school.
- Snow Day Camps will be based on Rockingham County closures.
- no care will be offered on Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, day after Christmas, New Year's Eve, New Year's Day and Memorial Day

INCLEMENT WEATHER SCHOOL CLOSURES

_____ I understand that:

- schools out camps may be offered on snow days and that I must sign up on iclasspro to attend.
- due to the weather conditions the time we are open for care may differ from other schools out camp days.
- I must pick my child up as soon as possible from Inspire if they must close early.
- snow day camps will only be offered if RCPS still has 12 month employees reporting to work.
- schools out camps will NOT be offered on snow days where 12 month RCPS staff are asked not to report to work.
- Inspire will ultimately make the decision that they think is in the best interest of everyone's safety.

PERSONAL ITEMS

_____ I understand that:

- my student's clothes may get dirty, worn out, or stained and that Inspire is not responsible for replacing clothing.
- all electronics should be left at home if possible. However, if the device must come, it will be left in the child's cubby or bag for the entirety of the day. No child's cell phone will be allowed to be used in the center. Inspire is not responsible for lost, stolen or broken items.
- students should not bring toys from home, except children required to nap can bring a small comfort item.
- my child's food (lunch box) and water bottle need to be labeled with their name and dated each day.
- shoes, socks, and footed tights are not allowed to be worn in the gym area.

FOOD

_____ I understand that:

- that I can send a simple breakfast item with my child only if it's before 8:10am and peanut and nut free.
- I MUST send a lunch for my child that is labeled with their name and the date.
- the lunch I send cannot require refrigeration or a microwave.
- the home location is a peanut and nut free location. I cannot send foods containing those items.
- if I send a lunch with peanuts in it, the lunch may be taken from my child and an alternative lunch issued and my account charged \$12
- gum is not allowed.
- if the planned snack does not meet my child's needs, I will need to pack my child a snack.
- my child may not share food with other children.
- my child may only eat during the scheduled times unless medically necessary. Inspire staff will not be able to let my child eat outside of scheduled times due to sanitation guidelines.
- if I choose to bring a special treat for something like a birthday, that I must bring enough for the whole group my child is in. Additionally, I understand I must give 24 hr. notice.

SAFETY

_____ I understand that:

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

- it is my responsibility to update my email in iclasspro because that is the email that will be used in case of a group emergency notification being sent.
- there are rare circumstances that could require immediate termination of care.
- Inspire staff will only use anatomically correct terms for body parts.
- if my child is injured while in care, first aid will be administered.
- I must walk my child into Inspire and check them in with a staff member. I cannot send my child in alone.
- my child cannot be brought out to my car at pick up and that I must go inside to pick up my child.

SICK/ILLNESS

_____ I understand that:

- my child must be symptom free WITHOUT medication for 24 hrs before being allowed to attend.
- there are some illnesses for which a doctor's note may be required to return to care. If this note is provided to the school, a separate copy will need to be provided to after-school as we do not have access to the school's records.
- it is my responsibility to let Inspire staff know within 24 hrs if my child has symptoms or is diagnosed with an illness or contagious disease.
- if my child shows symptoms of illness while in care, I am required to pick my child up as soon as possible.

FINANCIAL

_____ I understand that:

- Schools Out Camps are \$40 per day (\$10 out of pocket cost for those on subsidy).
 - \$10 discount for School Site After-School Students
 - \$15 discount for Home Location After-School Students
- the cost of camp is due at registration for that day and that spots cannot be held without payment.
- the only refunds issued for camps will be if Inspire has to cancel camp for inclement weather or other extenuating circumstances.
- the cost of camp will not change if Inspire needs to shorten the day due to inclement weather or other extenuating circumstances.
- I am responsible for the costs associated with any damage my child does as a result of improper use.
- if my child has a medical emergency, I am responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.
- if my child's tuition is paid for through subsidy and my child attends a school site for after school, I MUST call in their schools out camp attendance. I cannot swipe at the home location.
- if my child's tuition is paid for through subsidy and my child does NOT attend a school site for after school, I MUST either call in their schools out camp attendance or swipe at the home location if the POS machine is working. If it is not working, I MUST call in my child's attendance.

FEES

_____ I understand that my account will be issued a:

- \$35 fee for returned checks or other insufficient funds payments.
- \$20 fee for late payments (issued per child and reissued again every 2 weeks after first initial fee)
- \$15 fee for late pick up for min 1-15 and continued to be issued in increments of 15 min
- \$2 for failure to send a lunch (or failure to send a peanut free lunch)
- \$5 for failure to send in nap blankets (for all children not yet in kindergarten)
- \$1 for failure to send a water bottle

WHILE IN CARE

_____ I understand that:

- bumps and bruises are common with all children playing, but that precautionary steps will be taken by staff to prevent as many injuries as possible.
- I am not to discipline other children while at any of the sites.
- that the staff members are always willing to meet with me for a conversation, but that pick up may not be the best time and that it would be better to schedule a meeting time.

MEDICAL

_____ I understand that:

- we will not administer any topical ointments or creams.
- we will not administer any over the counter medications nor any prescribed medications besides: inhalers, Benadryl or generic form diphenhydramine, or injectables for anaphylactic reaction.
- if my child is prescribed an inhaler, Benadryl or generic form diphenhydramine, or injectables for anaphylactic reaction, my child may not attend (tuition will not refunded) until all materials have been turned in including:
 - o a medication form signed by a physician.
 - o the medication non-expired, in the original packaging, with the original instructions, the specific brand and type written on the medication form, labeled with my child's name and have a dosing device specific for that medication.
 - o an allergy care plan signed by a physician if my child has a food allergy
- **if my child's medication is at one of the after-school sites, it is my responsibility to pick it up from after-school and bring it to the home location when my child attends a school's out camp.** (We can send it back over to the school when school is back in session)

PHOTOGRAPHY AND VIDEO RELEASE

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

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

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

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

PARENTS/CUSTODIAN NEEDS TO READ AND SIGN.

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Printed Name: _____

Provider Signature B. Smith Date: March 18th, 2025

Provider Printed Name: Bridget Smith, Owner/Administrator