



Cambridge
SCHOOLS™

Cambridge Schools™

Family Handbook

2011-2012



Acknowledgement of Receipt

Please read this handbook carefully and refer any questions you may have to your Director.

After you have read this handbook, please complete this acknowledgement and return it to your Director on or before your child's first day.

I have read and fully understand the guidelines and procedures set forth in the Family Handbook. I have a copy of this handbook for my personal reference.

ENROLLING PARENT OR GUARDIAN FULL NAME (PLEASE PRINT)

CHILD NAME(S)

PARENT/GUARDIAN SIGNATURE DATE

- _____ I have received a tour of one of the four Cambridge Schools campuses.
- _____ After enrolling my child, I received monthly calendars, curriculum information and other available resources needed.
- _____ I was able to spend time with the Director to discuss my child and my family's unique needs.
- _____ If it was needed, there were accommodations made for English as my second language.
- _____ I was introduced to teaching staff before the 1st day of school.
- _____ I have received and read the Cambridge Schools™ family handbook.
- _____ I attended Meet and Greet with the goal of getting to know the teacher and the classroom.
- _____ If I enrolled after August, I was invited to spend time in the classroom with my child to begin a healthy separation for both of us.

PARENT/GUARDIAN NAME

DATE



Family Handbook

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Cambridge Schools™ Family Handbook 2011-2012

Welcome to Cambridge Schools™

The goal of this handbook is to inform families of the various policies and procedures of the Cambridge Schools™. Please familiarize yourselves with its contents, so we can work together to benefit your child. If you have any questions, please feel free to contact your Director at any time.

Cambridge Schools reserve the right to change and adjust these policies. Families will be notified in writing of any changes.

Cambridge Schools website is www.cambridgepreschools.com.

Mission Statement

The purpose of Cambridge Schools™ is to provide a high-quality preschool education, offering a well-balanced program in cognitive development, social skills, motor coordination, music and art.

An individualized, multi-sensory, hands-on, brains-on approach ensures that each child's learning modality is nurtured and challenged. Our professional staff is committed to integrating all learning areas with a balanced, academic curriculum that is unique to Cambridge Schools.

History of Cambridge Schools™

Dr. Lesley Epstein founded Cambridge Schools™ in 1994. Under Dr. Epstein's supervision, Cambridge Schools™ grew from 1 to 4 schools in 9 years. Her strong belief in structuring a school for maximum exploration, to stimulate a child's learning and development, has led to a school environment that is second to none.

In 2008, the schools were bought by Knowledge Learning Corporation® as a premium brand and national prototype of social and cognitive excellence. Cambridge Schools continue to train and maintain a team of early childhood professionals who enrich educational experiences for every child by building upon the natural ways in which children learn.

Small Class Size

Cambridge Schools™ strive for a small class size for all ages that meet or exceed state mandated staff/child ratios.

- The 18 months (young 2's) have a maximum of 12 in each class with a Head Teacher and an Assistant Teacher.
- The 2's have a maximum of 16 in each class with a Head Teacher and an Assistant Teacher.
- The 3's have a maximum of 18 in each class with a Head Teacher and an Assistant Teacher.
- Pre-K has a maximum of 20 in each class with a Head Teacher and an Assistant Teacher.

Admission Policy

Cambridge Schools™ do not discriminate on the basis of a person's religion, color, race, gender, sexual orientation, age, national origin, disability, Vietnam-era status, or any other factors protected by law.

Cambridge Schools comply with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state or federal laws pertaining to the provision of services to individuals with disabilities.

Cambridge Schools make reasonable accommodations for all children who can safely participate in a group care environment. We review each child's needs on a case-by-case basis. Please discuss your child's needs with the Director prior to enrollment.

Program Philosophy and Curriculum

A comprehensive, age-appropriate, hands-on, brains-on, language based curriculum has been created for all children who attend Cambridge Schools™. The focus of the Cambridge Schools curriculum is to nurture children's natural inquisitiveness as they develop their independence, social skills, cognitive skills and self-confidence. The curriculum is written to foster cognitive, social, emotional, developmental and fine and gross motor growth. The curriculum challenges children appropriately through their developmental ages and stages.

Readiness programs in Language Arts, Mathematics, Science, Social Studies and Writing offer the children an opportunity to maximize their abilities to succeed and teach the children to be independent learners and thinkers. Computer, Library, Music, Physical Education and Spanish enhance your child's daily academic growth.

In addition to the Cambridge Schools Curriculum, nationally respected materials are used. High-Frequency Readers by Scholastic, Alpha–Tales, Land Of The Letter People™ by Abrams and Company, Character Education Series and Calendar Math are just a few of these materials.

We group children according to their age (2's, 3's and 4's) and they remain with that class until June. In all programs, the child must meet the minimum age requirement by September 1st of that school year.

Licensing

Cambridge Schools™ are licensed by county and each school currently holds a Gold Seal Quality of Care designation from the Florida Department of Children and Families.

Staffing

Cambridge Schools™ employees are trained and experienced in early childhood education and child development. Training for staff is ongoing and focuses on the techniques of Cambridge Schools that help to enhance early development of children on a variety of levels.

All staff must be fingerprinted and have a local and national background screening prior to employment at Cambridge Schools.

Accreditation

Cambridge Schools™ proudly participate in the accreditation program from the National Accreditation Commission (NAC) for Early Care and Education. NAC Accreditation values the rich and diverse tapestry of early care and education programs and the uniqueness of each.

All Cambridge Schools proudly have received NAC accreditation.

NAC accreditation is a rigorous, voluntary process by which Cambridge Schools demonstrated that they meet the national standards of excellence and have achieved the results of high-quality early childhood experiences for young children.

School Hours

Please refer to the school's Tuition and Fee Schedule for hours of operation and various schedules. Cambridge Schools™ are based on the start and end dates of the County Public School System. Summer camp, Winter break and Spring break are separate programs.

Fees

Please refer to the Tuition and Fee Schedule and Payment Agreement forms from your specific school.

Registration and Enrollment

Enrollment in Cambridge Schools™ is a beginning step for the child.

Children cannot be admitted until all required forms are completed, including but not limited to Family Statement of Understanding, Payment Agreement, Blue Emergency Card, Tuition and Fee Schedule, State Health requirements, Insurance Form, Alternate Nutrition Form, Contact Information Form, Swim Questionnaire and Child Profile.

When all required forms and the non-refundable, non-transferable registration fee have been submitted, your child will be considered for enrollment. The Director will schedule your child's starting date and introduce your family to the staff prior to the first day of attendance.

A transition plan into the school for the child will be created with the family. Cambridge Schools reserve the right to review each child's adjustment to the program and to determine if the school is an appropriate placement.

Toddler Program

A hands-on, brains-on approach is critical to the development of young children.

Toddlers at Cambridge Schools™ learn by being actively involved as they select materials and activities that interest them. The nurturing, sensitive and responsive staff guides and encourages this learning by ensuring that each child's environment is safe and emotionally supportive. Our Toddler Curriculum provides a broad array of stimulating experiences with an emphasis on consistency and routine.

The daily program includes Art, Blocks, Classical Children's Literature, Dramatic Play, Easel, Language, Math, Sensory Table and Writing. In addition, toddlers experience Music and Movement, Spanish, Computers and Physical Education with our specialists.

Toddlers at Cambridge Schools reach developmental milestones when they are confident and ready. These steps are taken throughout the year with support at Cambridge Schools and communication with the child's family. Each day a completed Cambridge Schools Daily Report is sent home with your toddler to help the family understand the child's day.

Two's Toilet Learning

At Cambridge Schools™, toilet learning is an important milestone for a child to reach. It is not required for a child to be toilet trained prior to entering the Toddler program. The staff is ready to work with your child once he or she is ready to take on this challenge. As the staff works together with the family, the staff can help the child master the skill of using the toilet as a pleasant and educational experience. The connection between home and school produces the most effective results.

The Cambridge Schools Daily Report provides a written form of communication regarding toilet learning. Please have children transition from diapers directly to underwear.

Three and Four Year Old Program

The Three and Four-Year-Olds at Cambridge Schools™ take their next step toward their journey of learning. Within this important

year, the three and four-year-olds build on concepts through experimentation, discovery, exploration, problem solving and direct experiences. The children learn through a thematic approach, letter of the week and hands-on, brains-on activities. The planned curriculum and staff aspire to have each child meet success as they develop self-confidence, learn self-control and develop cognitive skills.

The room is organized into learning centers. The learning centers provide interactive and educational experiences through Art, Blocks, Calendar, Classical Children's Literature, Dramatic Play, Easel, Inventive Spelling, Journal Writing, Math, Science Experiments, and Writing. The children also work with specialists in the areas of Computer Education, Library, Music and Movement, Physical Education and Spanish.

Pre-Kindergarten Program

The Cambridge Schools™ Pre-K Program continues to consider all aspects of a child's development. Within an academically stimulating environment, your children will build social, physical and cognitive skills.

The Pre-K programs in Author Studies, Artist Studies, Character Education, Inventive Spelling, Language and Literacy, Mathematics, Science Experiments, Social Studies, and Writing help the child to develop the desire to learn, think, experiment and express creative ideas. Employing small group learning centers and teacher directed strategies, the curriculum is designed to emphasize each child's unique abilities.

The Land Of The Letter People™ Kindergarten Literacy Program uses a balanced approach as the children focus on alphabet recognition, storytelling, high frequency words, journal writing, poetry and word building. The interactive language development establishes a foundation for success that nurtures a love of reading and writing.

In addition, Pre-Kindergarten children at Cambridge Schools explore other spaces in the school as they work with specialists in the areas of Computer Education, Library Skills, Music, Physical Education and Spanish.

Voluntary Pre-Kindergarten Provider

Cambridge Schools™ are proud to be Voluntary Pre-Kindergarten (VPK) Providers. VPK is a state program designed to prepare four-year-olds for Kindergarten and build the foundation for their educational success. Please see the front desk for further information.

Communication with Parents

Successful communication between the families and Cambridge Schools™ staff is one of the most important components of our educational success. Families need to know what their child is doing, and how and what they are learning when they are at school. It is also imperative that staff is kept abreast of your child's life at home.

We promote close communication between our staff members and families through:

- Parent Boards that are posted outside of each classroom
- Posted lesson plans and posted goals and objectives in each classroom
- Classroom Weekly Newsletters
- Classroom File Box
- Director's Newsletter
- Parenting Tips
- Daily Report (2's)
- Accident Forms (as applicable)
- Calendars
- Flyers and Reminders
- Telephone calls
- Verbal conversation
- Communication log (if needed)
- Website: www.cambridgepreschools.com

When staff and families all work together, children benefit. Cambridge Schools teachers will contact you regularly throughout the year. Two scheduled parent teacher conferences will take place and additional conferences are always available upon request. Please speak to your school's Director to make arrangements.

Please direct your questions and concerns about your child or about the program in general to your child's teacher or to the Director. The Director and teachers will always make time to talk with families.

Family Involvement

At Cambridge Schools™, we value and respect all families. Parents are permitted access to their child's classroom during all hours of operation. Our open-door policy encourages families to visit, observe the closed circuit televisions and participate in special events. We supply a special event calendar to all families prior to school starting. Your participation and involvement is important to Cambridge Schools as we work with you as partners for your children. Family members may volunteer to work in a classroom. Please see the Director to learn more about volunteer opportunities and the required background checks.

School Issues

In our day-to-day routine, we strive to resolve issues as they come up. However, from time to time, a family may feel that an issue needs to be discussed further. The early identification of an issue and the prompt initiation of a resolution can help avert further problems.

The order and levels through which an issue can be resolved are:

1. Classroom Teacher
2. Assistant Director or Director
3. Regional Director – Jessica Rieckhoff – 954-430-3388
4. Executive Director – Brina Widlansky – 954-217-8566
BWidlansky@cambridgepreschools.com

Parent Teacher Conferences

Formal conferences are offered to parents twice a year. The first conference will be held in October. During this conference, the child's progress and adjustment to the new class will be discussed. The second conference will be held in April or May. During the end of the year parent teacher conference, all families will receive an individual portfolio assessment of their child's growth, unique abilities, achievements and progress displayed through authentic dated samples. The teachers spend the year gathering work samples, anecdotal records, written assessments, photos, and observations. The assessment is aligned with program goals and conducted on a daily basis in the child's natural environment.

Uniforms

Cambridge Schools™ are uniform schools. Each school has a clothing store in which you can easily purchase uniforms. Closed toe shoes or sneakers are required. **Sandals, crocs® and other open toe shoes are not allowed.** A Cambridge Schools shirt or dress is required. Any shorts or pants are acceptable. If a child arrives without the approved uniform, the parent will be called to deliver the necessary clothing or authorize a purchase for the needed item(s). All children need to have an extra labeled uniform set, including socks and underwear, to be kept in the child's cubby.

Every item **MUST** be labeled.
Please label every item that comes into school.

Arrivals and Departures

All parents **MUST** sign their child in and out every day. Signing in and out is crucial to the safety of your child during fire drills and emergencies that might occur. In addition, all parents of children enrolled in Voluntary Pre-Kindergarten must follow the state regulated attendance sheets. Written authorization must be provided to the school by parents that specifies people to whom their child can be released. Once a child is signed in, the child must be escorted to his or her teacher by the parent or guardian. Once a child is signed out, the parent or guardian is responsible for the safety and supervision of the child. All parents are required to follow individual school carpool rules. During arrivals and departures, please place your vehicle in park, be sure to turn off your vehicle motor, and lock your doors. Speed limits will be enforced in the parking lot. Cambridge Schools™ are not responsible for lost or stolen valuables in the parking lot. Please take all valuables with you; this is for your protection. Children cannot be left in a car unattended. For the safety of all children and parents, please refrain from using cell phones while in Cambridge Schools parking lots and when escorting your child to and from the classroom.

Legal Custody Notification

In compliance with Florida laws, Cambridge Schools™ require documentation as to who has legal custody in the case of divorce. All changes and details of pick up must be in writing. Cambridge Schools require documentation of any restraining orders pertaining to a student.

Smoking Policy

Pursuant to Florida law, smoking is prohibited on the premises of Cambridge Schools™, including within school parking lots.

Late Fees

Please arrive early enough for you and your child to have ample time to depart and to not feel rushed. Many Cambridge Schools™ staff members have responsibilities that require them to leave immediately following their scheduled hours. A late pick up fee of \$3.00 per minute, per family, will be charged for pick up after the child's scheduled hours or closing hours of the school. If you are late for 3:00 pm dismissal, the first time you have the option to pay the \$3.00 per minute late fee or to pay \$20.00 for the after school program. The second time you are late to pick up your child, you will need to sign up for the after-school program for the month and pay the monthly fee. A "no excuses" policy makes this fair and consistent to all families. A late form, indicating the child's name and time the parent arrived, clearly states the late policy. This policy is taken very seriously at the school. Please try to be on time, as being picked up late is very stressful and worrisome to young children.

Emergency Situations

In order to maintain a safe environment for your child, we work to be prepared for potential emergency situations.

In most circumstances, if County Schools close for severe storm warnings or any emergency situations, Cambridge Schools™ will also close. If County Schools close prior to the start of the school day, the parents must contact the school to verify whether to bring their child to school. In some circumstances, Cambridge Schools will remain open on County School Emergency Days.

It is the family's responsibility to contact the school to verify whether to bring their child to school in each instance. If County Schools close during the school day for any reason, Cambridge Schools will notify parents that they must immediately pick up their child(ren).

The staff is trained in disaster preparedness and emergency evacuation procedures. Every month, Cambridge Schools engage in practice fire and emergency evacuation drills. Evacuation procedures are posted by classroom emergency exits. For some emergencies, evacuation isn't a good option. When the local police feel there is a security threat in the area, an emergency safety procedure (lockdown) may be the appropriate response. During a lockdown, doors are locked and NO ONE is permitted to enter or exit until the lockdown is lifted by emergency personnel.

All families receive a written plan for moving children to another location in case of emergency, which includes the location of a preapproved relocation site and process for notification of parents.

Reporting of Suspected Child Abuse

The Florida Department of Children and Families Suspected Child Abuse policy is based on the premise that it is the responsibility of the entire community to do what it can, within the law, to protect all children from any episode of child abuse originating from any source. Our employees are trained during the course of their employment in recognizing and reporting child abuse and neglect.

Cambridge Schools™ employees are legally obligated to report any suspicions of child abuse and/or neglect in any form whatsoever to the Florida Department of Children and Families.

Illness

The health and well being of children is critical to all of us. If your child has been at home ill with fever or a combination of symptoms including runny nose, vomiting, diarrhea, rash, fever, sneezing and/or coughing, **you must keep your child home for at least one full day following the illness to allow time for a full recovery.**

If a child has been exposed to a communicable disease, Cambridge Schools™ must be notified at once. Cambridge Schools will then notify the parents of all children known to have been exposed during attendance at the school. A doctor's note will be required to return

to school. Children who have head lice or nits must be treated (all lice, lice eggs and egg cases) and **all nits must be removed** before returning to school. Upon returning, we will confirm through a visual check that all the lice and nits have been removed. We will always maintain a “no-nits” policy. If a child becomes ill during operating hours, a parent/guardian will be contacted immediately. Parents must make arrangements for sick children to be picked up within the hour. The child will be brought to the front desk area and be excluded from activities with other children until a guardian picks the child up from school. Every effort will be made to make the child as comfortable as possible while waiting for the parent to arrive.

The decision to send a child home because of illness is not taken lightly at Cambridge Schools. Staff members know first-hand of the hardship of having to leave work if a child is ill. We ask you to understand that your child will be sent home when we feel the child is uncomfortable with illness and cannot stay. We appreciate your cooperation in responding to our calls and arriving within one hour to pick up your child.

Accidents

We take every precaution to make sure your child is safe and that you receive communication regarding accidents or injuries. This includes a comprehensive safety awareness program, as well as frequent inspections and maintenance of our buildings, playground, and equipment. In spite of all our efforts, accidents do happen.

If your child is injured at the center, you will receive an Accident Report at the time of pickup. If your child needs treatment by a health care professional, we will make every effort to contact you and/or the health care professional you have identified on your Enrollment Agreement forms. If we cannot reach you, we will contact those you have listed on the Enrollment Agreement forms. In an emergency, we will make sure your child receives any necessary emergency treatment until we can reach you.

Cambridge Schools™ does not have a nurse or other medical professional on site to render emergency medical services. Only CPR and basic First Aid are available until 911 arrives. In emergency situations involving serious injury, your child will be sent to the closest hospital and you will be notified immediately. Children will be transported by emergency services, if deemed necessary by Cambridge Schools.

Medications

Medications will be administered by designated staff in accordance with Florida state child care licensing regulations and as described below. If the two differ, the more stringent guidelines will apply. Please notify the Director if your child has any allergy or medical condition we need to be aware of so we can give you the appropriate forms and discuss the medication administration process.

Parent/Guardian Responsibilities:

- It is recommended that you administer medications prior to arriving or after leaving our center, and request prescriptions with 12-hour dosages from your physician or health care provider.
- To authorize the dispensing of prescription medications, nonprescription medications, and topical-nonprescription medications, you must complete a Medication Authorization Form indicating the dosage, time and date medicine is to be given.
- Provide all information on possible side effects of the medication.
- Bring medication in its original container in a clear zippered bag. Clearly label the container and bag with your child's first and last name. The staff can not administer the initial dosage of the medication.
- Prescription medication must include a prescription label with specific dispensing instructions, full name of child to whom it is given and a current date.
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings. We do not mix medication with food, formula or juice, nor will we dispense it in a bottle or cup.
- Take unused medications home every Friday or on the child's last day of attendance each week, except for emergency medication. Expired medications will be disposed of.

Authorizations

Prescription Medications

- A Medication Authorization Form must be completed by a parent or guardian for a staff member to administer prescription medication in accordance with the prescription label.
- Physician authorization is designated by the prescription.
- If a child has an EpiPen, the following procedures apply: Parents must bring in 2 EpiPens, 1 to be kept in the front office in a locked box and 1 to travel with the child at all times. The EpiPen is to be labeled with the child's first and last name, contain a copy of the prescription label (showing child's name) and be inside an empty bag or container.
- If your child is using a nebulizer, the nebulizer medication Must come in the original box with the prescription label on it.

Nonprescription Medications

- A Medication Authorization Form must be completed by a parent or guardian for a staff member to administer nonprescription medication in accordance with the manufacturer's directions on the label.
- Any time the manufacturer's instructions require physician dosage or differ from the age and weight information on the label, a physician's written instructions are required.
- Over the counter medication for children under the age of two requires a physician's written instruction.

Topical, Nonprescription Medications

- A Medication Authorization Form must be completed by a parent or guardian for a staff member to administer topical nonprescription medications. This includes application of sunscreen and other topical ointments.

Provision of Care

Cambridge Schools™ are not licensed and our employees are not trained to provide medical care. Our employees do not provide invasive medical treatments, nor do they determine the dosage of medication.

As a general policy our staff will not administer insulin or other injections. The only exception is the EpiPen in the case of extreme allergic reactions. If you have any additional questions about medical administration, please see your Director.

Daily Hygiene

Throughout the day at Cambridge Schools™, children are expected to wash their hands when they enter the classrooms, before and after meals, after sneezing and/or coughing, playground activities, and after toileting. The staff is trained in hygiene and strives to provide a healthy environment for your child. As we work together, please remember:

- Children cannot come to school ill. Ill children will be sent home.
- Please leave extra labeled clothes in your child's cubby.
- Washing hands is continually reinforced. Please encourage this practice at home.

Lunches

Cambridge Schools™ offers a catered lunch program at an additional cost. Lunches must be ordered on a monthly basis, placed by the 15th of the month in advance of the month for which lunches are purchased. You can sign up for Automatic Yearly Orders and eliminate the need to complete monthly order forms. Lunch boxes or lunch bags can be brought in from home but cannot be refrigerated or heated.

Birthday Celebrations

Due to child allergies, store bought treats with detailed ingredient labels are the ONLY items permissible. We ask that parents consider treats that are nutritious. Please consult with your child's teacher before purchasing birthday treats to respect food allergies and dietary preferences, as well as the date and time of the celebration.

We cannot allow special birthday lunches, treat bags, or entertainment as we are sensitive to all children and families' feelings. Invitations to birthday parties will be distributed in the file box **ONLY** if the entire class is invited. This policy is in place out of respect for children's feelings.

School Year Schedule

For Cambridge Schools™, the school year will begin and end according to the County School Board Schedule. During the Summer months and Winter and Spring breaks, children can participate in the Camp Cambridge® program. Parents must register for all camp programs separately.

Holidays 2011-2012 School Year

Cambridge Schools™ observe the following holidays and will be CLOSED on that day or the day it is observed:

- Labor Day (Sept. 5, 2011)
- First day of Rosh Hashanah (Sept. 29, 2011)
- Professional Development Day (Nov. 23, 2011)
- Thanksgiving Day (Nov. 24, 2011)
- Friday after Thanksgiving Day (Nov. 25, 2011)
- Christmas Day (observed Dec. 26, 2011)
- New Year's Day (observed Dec. 30, 2011)
- Martin Luther King Day (Jan. 16, 2012)
- President's Day – Professional Development Day (Feb. 20, 2012)
- Good Friday (April 6, 2012)
- Professional Development Day - Wellington School only (Mar. 26, 2012)
- Professional Development Day – Broward Schools only (Mar. 30, 2012)
- Memorial Day (May 28, 2012)
- Friday prior to the first week of Summer Camp (June 8, 2012)
- Independence Day (July 4, 2012)
- One week prior to first day of new school year

Cambridge Schools provide monthly calendars which will include any planned school closures including Holidays.

Camp Cambridge® Schedule

The Camp Cambridge® program is available for children 2 years of age through 2nd Grade (and also for children 18 months of age in our Broward Locations) during Winter Camp, Spring Camp and Summer Camp. There is an additional fee for all of the Camps.

(Only currently enrolled Cambridge Schools™ preschool students will be able to enroll in Winter and Spring Camps.) Winter Camp is scheduled according to the County School Schedule for Winter Break. Spring Camp is scheduled according to the County School Schedule for Spring Break. Summer Camp is scheduled according to the County School and Summer Schedule.

Withdrawing Your Child

If you need to withdraw your child, we require two weeks written notice prior to your leaving. If your child is in attendance on the 1st day of a month during the school year, tuition is due in full for that scheduled payment.

Sometimes children or families may not adjust to the school environment. In these cases, we may ask the parents to withdraw their child. If we make that decision, we will usually give the family one week prior notice to find alternative care. Certain instances may require an immediate withdrawal. Please see your Director for more information.

Termination of Services

Because we provide child care and education in a group setting, we must be concerned for the welfare and safety of all children and staff. When a particular child or parent's behavior threatens the safety of or becomes abusive toward other children or staff or other parents in the school, we may exercise our option to disenroll the child immediately.

We reserve the right to disenroll any child or to terminate services as deemed necessary or appropriate at our sole discretion, with or without notice.

Parent Refunds

Any overpayment of fees at time of withdrawal will be refunded.