



Cambridge
SCHOOLS

Wellington School Family Handbook

Updated 2020-2021

Welcome to Cambridge Schools

The goal of this handbook is to help families understand the policies and procedures of the Cambridge Schools. Please familiarize yourselves with this information, as we work together to benefit your family and your child. If you have any questions, please feel free to contact your Director at any time. The Cambridge staff is always here for you.

Cambridge Schools reserve the right to change and adjust these policies. Families will be notified in writing of any changes. The Cambridge Schools website is located at www.cambridgepreschools.com.

Mission Statement

The purpose of Cambridge Schools is to provide a safe and healthy, high-quality preschool. Cambridge Schools offer a well-balanced program in cognitive development, social-emotional learning, fine and gross motor coordination, music, art and Spanish. 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 one to four schools in nine years. Her strong belief in building these schools was to offer maximum exploration, to stimulate a child's learning and development, and create a school environment that was second to none.

In 2008, the schools were bought by Knowledge Learning Corporation®, now known as KinderCare Education 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.

Toddlers	10 children 2 teachers
Two-Year-Old Class	11 children 2 teachers
Three-Year-Old Class	11 children 1 teacher, shared assistant
Pre-K	11 children 1 teacher, shared assistant

Admission Policy

Cambridge Schools do not discriminate based on a person's religion, color, race, gender, sexual orientation, age, national origin, disability, Vietnam-era status, or any other factors protected by law. We provide care and education for children and families with various backgrounds and beliefs.

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 policy is to accept children in compliance 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. 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 participate in Cambridge Schools programs. The focus of the Cambridge Schools curriculum is to nurture children's natural inquisitiveness as they develop their independence, social-emotional skills, cognitive skills, health and safety skills and self-confidence. The curriculum is written to foster cognitive, social- emotional development, 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 children an opportunity to maximize their abilities to succeed and teach children to be independent learners and thinkers. Music 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, Handwriting Without Tears and Calendar Math are just a few of these materials.

Cambridge children are in classes according to their age 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 the county in which they operate, and each school currently holds a Gold Seal Quality of Care designation from the Florida Department of Children and Families.

Staffing

Cambridge Schools staff are trained and experienced in early childhood education and child development. In addition, this year every teacher is trained to follow CDC health and safety guidelines. Training staff is ongoing and focuses on the techniques of Cambridge Schools.

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 Calendar.

Summer camp, Winter break and Spring break are separate programs.

Fees

Please refer to the Tuition and Fee Schedule and Payment and Policy 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 Payment and Policy 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 able to enroll.

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.

Young Toddler and Toddler Programs

A hands-on, brains-on approach is critical to the development of young children. The nurturing, sensitive and responsive staff guides and encourages the toddler learning process by ensuring that each child's environment is safe and emotionally supportive. The goal of this class is for the children to feel valued and secure in their relationships and develop trusting relationships with nurturing adults. The children will learn to communicate a broad range of emotions through gestures, sounds and words.

In addition, they will learn to develop gross motor skills, fine motor skills and to begin the process of self-help skills.

The daily program includes Art, Blocks, Dramatic Play, Easel, Language, Reading, Math, and Writing.

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-Year-Old Program

A hands-on, brains-on approach is critical to the development of young children. Two-year-old children in the Cambridge Schools program 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 two's 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, and Writing.

Two-year-old children 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 two-year-old to help the family understand the child's day.

Toilet Learning

At Cambridge Schools, toilet learning is an important milestone for a child to reach. It is not required that a child be toilet trained prior to entering the program. Cambridge Schools staff is ready to work with your child once he or she is ready to take on this challenge. The staff works together with the family, to help the child master the skill of using the toilet as a pleasant and educational experience. Consistency 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 Programs

The Three and Four-Year-Old's at Cambridge Schools take their next step toward their journey of learning. Within this important year, the three and four-year-old's 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, Handwriting Without Tears, Inventive Spelling, Journal Writing, Math, Science Experiments, and Writing.

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, Handwriting Without Tears, 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.

Voluntary Pre-Kindergarten Provider (VPK)

Cambridge Schools are proud participants in the Florida Voluntary Pre-Kindergarten (VPK) program. VPK is a state-run program designed to prepare four-year-old's for Kindergarten and build a foundation for their educational success. Please see the front desk for further information.

Bilingual Classes

As the world becomes increasingly interconnected, Cambridge is aware of the importance of language immersion. Cambridge offers Bilingual classes for various ages. Families have chosen this advanced and unique program to preserve family heritage and culture. Other families seek early language instruction to provide their children with academic and cognitive advantages. Individual schools offer different programs. Please call Cambridge School for more details.

Communication with Parents

Successful communication between 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. This year, the actual reality will be different but, we commit to provide you with personal connection to your child's teacher and to maintain the family connection about your child's progress and social-emotional development during the year.

We do understand the disappointment of not being able to enter the school and see the robust curriculum and have the time to connect with your child's teachers.

We are making a commitment to connect through photos, monthly telephone conversations and weekly newsletters. In addition, the teachers will be available for telephone conferences.

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

- Social Media
- **Emails *** Please check daily.**
- Texting for emergency situations and individual messages when needed.

- Weekly Newsletters including goals of the upcoming week and Friday paperwork
- Director's Newsletters
- Parenting Tips
- Daily Report (Toddlers and Twos year old's)
- Accident Forms (as applicable)
- Calendars
- Flyers and Reminders
- Telephone calls
- Verbal conversation
- Communication log (if needed)
- Website: www.cambridgepreschools.com

Cambridge School teachers will contact you regularly throughout the year. Conferences are always available upon request. Please speak to your school's Director to make arrangements. Please direct any 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

This year, family involvement will feel different due to COVID-19.

During this epidemic, Cambridge Schools are open to Cambridge staff only. Family members, tours and any outside vendors are prohibited from entering the school at this time.

We do understand the disappointment of not being able to enter the school and talk with the teachers and view the displayed curriculum.

We are making a commitment to connect through photos, monthly telephone conversations and weekly newsletters. In addition, the teachers are always available for telephone conversations.

Cambridge staff will continue to provide the classroom special events that align with the Cambridge curriculum.

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 (note or call to school)
2. Directors

3. Regional Director – Jessica Rieckhoff – 954-796-1177
jrieckhoff@cambridgepreschools.com
4. Executive Director – Brina Widlansky – 954-217-8566
bwidlansky@cambridgepreschools.com

Parent Teacher Conferences

Formal conferences are normally offered to parents three times a year. This year, we will support home-school connection with phone conferences at the end of September, end of October, end of November and mid-December. A second schedule will follow in January.

The end of the year face to face 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 gather work samples, anecdotal records, written assessments, photos, and observations throughout the year. The assessment is aligned with program goals and conducted in the child's natural environment.

Uniforms

Cambridge Schools are uniform schools.

This year, we encourage families to order online and the staff will bag the uniforms and send it home.

Each school also has uniforms on site. The uniforms will be placed outside in bags and the bags will be sanitized after the day.

Family members will be asked to wear gloves when they are looking for uniforms. Closed toed shoes or sneakers are required. Sandals, Crocs® and other open toed shoes are not allowed due to safety reasons.

A Cambridge School 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.

Please label every item that comes into school.

Arrivals and Departures

During this challenging time, we are partnering with the local health department and continuing to closely monitor the latest updates from the CDC to ensure we are following the most up-to-date recommendations.

Each school will position **Wellness Stations** outside their schools.

This is where the Directors will greet the families to ensure all children are healthy.

The Wellness Station will consist of thermometers, hand sanitizer, alcohol to wipe down items, clean and dirty bins for the pens, gloves and sign in binders.

- All family members will take their child's temperature with the no-touch thermometer.
- The temperature will be recorded by a staff member.
- The family member will sign their child into school and acknowledge their child is well and no one in their home has been exposed to, quarantined or tested for COVID-19.
- The staff member will sanitize the thermometers and pens after each use to ensure your safety, and our staff will monitor your child's health throughout the day.
- If you or your child has been sick, the child will stay home until they have been symptom-free without symptom-reducing medication for **at least 48** hours.
- Your child will be escorted from the family member by a staff member who works on the side of the school that your child's classroom (**POD**) is located. Upon entering their classroom, the child will immediately wash their hands.
- **(More information on Updated Policies and Procedures)**

Per Florida State licensing, if a child does not arrive to school, the custodial parent/legal guardian must communicate with the school within one hour of the child's typical arrival time.

A blue emergency card must be completed prior to starting school to specify people to whom their child can be released. A written Pick-up Authorization Form must be completed to authorize someone to pick up on specific days who is not listed on the blue emergency card. These forms must be given to a front desk administrator.

All parents are required to follow individual school car line rules. During arrivals and departures, please place your vehicle in park, be sure to turn off your vehicle motor, remove your valuables and lock your doors. All children must be secured by the parent in an appropriate car seat before moving the vehicle. 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.

Legal Custody Notification

If there is a custody order or restraining order relating to your child, you must provide the school with a copy of the order for inclusion in your child's file. This information is confidential and solely for the safety and well-being of your child.

It is our policy to remain neutral in all custody matters and the school will not be responsible for determining compliance with visitation schedules. Please discuss any questions about custody arrangements with your Director.

Smoking and Drug-Free Environment

Pursuant to Florida law, smoking is prohibited on the premises of Cambridge Schools, including within school parking lots. At no time shall anyone ever use, sell, manufacture, or be under the influence of any alcohol or illegal drugs on school property.

Late Fees

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. 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 can be stressful and worrisome to young children. This year, there will be designated after school rooms.

Emergency Situations

In order to maintain a safe environment for your child, we work to be prepared for potential emergency situations. This year, we will combine weather reports and County Schools for closings.

Cambridge Schools will follow Weather Reports for severe storm warnings or any emergency situations, Cambridge Schools will close when they feel it is not safe to stay open. If County Schools close prior to the start of the school day, the parents must contact the school to verify if they are open. In some circumstances, Cambridge Schools will remain open on County School Emergency Days. Tuition fees will not be reduced for any school closure days related to emergency situations.

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 or there is a school emergency, during the school day for any reason, Cambridge Schools will notify parents that they must pick up their child(ren) immediately.

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.

Cambridge Schools maintain a written plan for moving children to another location in case of emergency, which includes the location of a pre-approved relocation site and process for notification of parents.

Please check emails and text messages during emergency situations for information and updates.

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 their employment in recognizing and reporting child abuse and neglect.

All 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 (Please see Updated Policies for Details)

This year, above all years, Cambridge Schools and families will partner for the well-being of all the children in the school.

The health and well-being of children is critical to all of us.

If your child has been at home 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 **48 hours** without the use of fever-reducing medications and there can be no symptoms showing before your child returns to school.

There are many different scenarios that can happen to a family during these challenging times. If your child and/ or family member has been exposed or has tested positive to COVID-19, we do need to know.

Cambridge staff will call the Health Department first and follow the local guidance of the health department and county licensing board.

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 plan for sick children to be picked up within an hour. The child will be brought to the isolation room where a teacher

will care for the sick child. The child will be excluded from activities with other children until a family member or other person designated by the family member picks up the child from school. Every effort will be made to make the child as comfortable as possible while waiting to be picked up.

Cambridge Schools do not have a nurse or other medical professionals on site. Staff are trained only to provide CPR and Basic First Aid until 911 is reached and paramedics arrive when needed. If a child exhibits signs of a serious illness, Cambridge staff will make the decision whether to call 911. Every attempt will be made to reach the parents as soon as possible. Children will be transported by emergency services, if deemed necessary by Cambridge Schools and paramedics.

A fever of 104 degrees or higher will always require 911 to be called.

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 weekly inspections and maintenance of our buildings, playground, and equipment. Despite all our efforts, accidents do happen.

If your child is injured at the school, 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. If we cannot reach you, we will contact those you have listed on the Enrollment Agreement forms. In an emergency, we will make every attempt to make sure your child receives any necessary emergency treatment until we can reach you.

Allergies

If your child has allergies, please inform your school Director and list the allergen information on your Emergency forms and Child Profile so we can take the right precautions to protect your son or daughter's health.

Your Director will gladly work with you and your pediatrician to accommodate your child's dietary needs. If your child has severe allergies and/or asthma that may require a medical response plan (such as use of an EpiPen), additional forms may be required prior to your child's first day.

We will not provide any snack or lunch services to any child that is known to have a food allergy. All food must be brought from home.

Medications

Medications will be administered by designated staff in accordance with Florida state childcare licensing regulations and as described below. If the two differ, the more stringent guidelines will apply. It is the parent or guardian's responsibility to notify the Director if your child has any allergy or medical condition. We will provide 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 school, 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.
- Please provide us with all printed information about the medications and possible side effects.
- 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 cannot 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.
- A prescription in your child's name demonstrates physician authorization.
- If a child has an EpiPen®, the following procedures apply:
- Parents must bring in 2 EpiPens, 1 to be always kept in the front office in a locked box and 1 to travel with the child. 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 placed in 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.
- Any over the counter medication requires a physician's written instruction.

Topical, Nonprescription Medications

A Topical Ointment Permission Form must be completed by a parent or guardian for a staff member to administer topical nonprescription medications. This includes application of sunscreen and diaper rash ointment and other topical ointments.

Medical Emergency Response Plan

A written Emergency Response Plan Form must be completed and **updated every year or if there are any changes** regardless of use for any child with a medical condition that may involve emergency medical treatment. The parent and child's physician must complete the form in full prior to the child's first day of attendance and update every 6 months.

Daily Hygiene

Throughout the day at Cambridge Schools, children are expected to wash their hands when they enter the classrooms, before they play in a learning center and after they leave a learning center, before and after meals, after sneezing and/or coughing, playground activities, and after toileting. The staff is trained in hygiene and will 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 see Updated Policies and Procedures)**

Lunches

Cambridge Schools offer 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. We cannot guarantee a lunch will be available if not ordered a minimum of 1 week in advance. Lunch boxes or lunch bags can be brought in from home but cannot be refrigerated or heated.

Birthday Celebrations

If you would like to bring in a special treat for your child's birthday, it must be **commercially packaged, individually wrapped** with ingredient statements in order to properly account for children with food allergies. 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 will be distributed to children by teacher if the entire class.

This policy is in place out of respect for children's feelings.

Balloons are **NOT** allowed in the school.

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.

All dates subject to change.

Calendar of closed days - 2020-2021 School Year

Cambridge Schools will be closed in observance of the following holidays:

- Labor Day (Sept. 7, 2020)
- County School Holiday (Sept. 28, 2020)
- Professional Development Day (Nov. 25, 2020)
- Thanksgiving Day (Nov. 26, 2020)
- Friday after Thanksgiving Day (Nov. 27, 2020)
- School is closed December 21st-December 25th.
- Winter Camp available December 28th - December 31st.
- New Year's Eve (CLOSE AT 3:00 P.M.) (Dec. 31, 2020)
- New Year's Day (Jan. 1, 2021)
- Martin Luther King Jr. Day (Jan. 18, 2021)
- President's Day – Professional Development Day (Feb. 15, 2021)
- Spring Break (March 15th – 19th)
- Professional Development Day (Mar. 22, 2021)
- County School Holiday (Apr. 2, 2021)
- Friday prior to the first week of Summer Camp (May 28, 2021)

Camp Cambridge® Schedule

The Camp Cambridge® program is available for Young Toddlers through 2nd Graders during Winter Camp, Spring Camp and Summer Camp.

There is an additional fee for all 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 our school environment. In these cases, we may ask the parents to withdraw their child. 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.

Parent Refunds

Any overpayment of fees at the time of withdrawal will be refunded by check issued from our Account Payable Department. It can take up to one month to process the refund.

Confidentiality and Children's Records

All information contained in your child's records including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with childcare licensing, protective services or other governmental agencies will not have access to the records without your written approval or court order.

If you withdraw your child from Cambridge, we will maintain your child's records for the minimum period required by state child licensing regulations.

Weapons and Violence

Family members, children and guests are strictly prohibited from possessing firearms or other weapons on our property and at any event sponsored by us. An exception may be made for sworn law-enforcement officers if required by law.

Babysitting

We discourage staff members from providing private childcare or babysitting services on their own time. If a staff member does provide babysitting services, the staff member is acting in his or her individual capacity. We will not be responsible for the performance of babysitting services by members of our staff including transportation of your child(ren). An Agreement and Release for Babysitting Services form must be completed by the staff member providing services and the parent or legal guardian. This form is available at the front office and must be given to an office administrator after completed.

Solicitation

We prohibit distribution of literature or products at our schools. This includes literature or products commonly used to raise money for public school-related activities or non-profit groups.