

Cambridge Christian

Academy

Parent Handbook

 *Revised May 2019*

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# Welcome to Cambridge Christian Academy!

Thank you for giving us the opportunity to assist you in your child’s educational development and care. We want you to feel confident that you have made the right choice for your child.

Our goal is to provide an environment where you feel a part of our Cambridge family. We have an open door policy. You are always welcome to stop in anytime to visit your child, or just observe. You are encouraged to participate in any activities that we have. There will be postings in the Parent Information Area of these activities. Please read this handbook as a source of information concerning Cambridge policies and procedures.

***Cambridge is a small, private business and a Gun-Free Zone. No guns or weapons of any kind whether concealed or open carry is allowed on any Cambridge property.***

 **Non-Discrimination**

Our programs are designed for infants through twelve years of age. Cambridge does not discriminate on the basis of race, color, gender, religion, national origin, age, marital or veteran status, disabilities or political beliefs. Complaints and grievances relating to this should be reported to the management of Cambridge, the owners of Cambridge at phone number listed and to the office of Civil Rights, Room 326-W. Whitten Building 1400 Independence Avenue. SW Washington D.C. 20250-9410 or call 202.720.5964 Voice and TDD.

  **Intake Interview**

We ask that you schedule an enrollment intake with us prior to attendance. This is a time for you to turn in your completed paperwork and we will review policies, procedures and any questions you may have.

#  Enrollment Papers & Current Medical Information

It is important for the safety of your child and a licensing requirement that we have the entire enrollment forms, including current medical and immunization records, All vaccine- preventable diseases must be current with vaccinations. Hearing and Vision Screenings for children over four and tuberculin test prior to the first day of attendance. *All records must meet Texas Department of Health requirements.* For more information regarding immunizations contact the Department of State Health Services at [www.dshs.state.tx.us/immunize/school\_info.htm](http://www.dshs.state.tx.us/immunize/school_info.htm). All enrollment papers are updated yearly.

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 **Communication**

We invite and encourage you to communicate with us any questions or concerns that you may have. We view these as opportunities for improvement.

**We have a newsletter and calendar** to keep you informed of activities, field trips & special days. Look for these along with other postings such as the menu, etc. in our Parent Information Area. Please post these at home in a conspicuous place so your child doesn’t miss any fun (like “crazy hat day”). Our calendars also inform you of our educational themes and concepts. Our themes and concepts are also posted in an area titled, “Curriculum Corner”.

**In the event your child becomes ill or has an accident** we will notify you by phone, therefore it is a priority that all numbers in your enrollment packet be kept current. Please read the section on Illness and Medications for more information.

**Should there be an outbreak of communicable disease** we will post a sign by each classroom door as well as in our Parent Information Area.

**Infants – Twos: You will receive a Daily Sheet** to keep you informed of your child’s routine such as feeding, sleeping and toileting. Activities of the day and needed supplies are listed. Please ensure your child has adequate supplies.

***So that we may offer consistent, high quality service we implement the following policies and procedures:***

#  Attendance Policy

We strive to provide a stable environment for every child. Therefore, our staffing and operational costs are arranged on the basis of fixed enrollment. None of these costs are defrayed when a particular child is absent or we are closed for a holiday or inclement weather. We are confident that you can understand our need for financial stability. Therefore, we implement the following policy:

* **Regardless of attendance full tuition is due.**

There is no tuition reduction for days in which Cambridge is closed or closes early for holidays or inclement weather. If your child is on a part time program and you wish to add an extra day, you will be charged the one-day rate for that age group. If you need to switch a scheduled day please call the school 24 hours in advance.

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 **What to bring to Cambridge….. What not to bring**

The following list of items are typical things we will need for your child during the day, if you see something not on our list or if your child requires additional items please notify a member of management.

**Infants**

Diaper /wipes

Bottles & food labeled

Several changes of clothes

Diaper ointment (if needed)

Feeding schedule

Pacifiers must be labeled and attached to the child's clothing

to avoid spreading germs.

**Toddler/ Twos will need**

Diaper / wipes

A change of clothes

Toddlers may bring a sippy cup to leave with our school, labeled with child’s first and last name.

A small blanket for naptime

***Please put all belongings in a zipped labeled backpack***

**Preschool will need**

A small blanket for naptime

A change of clothing

***Please put in all belongings in a zipped labeled backpack***

 ***Do not bring……***

Electronics of any kind are not allowed, including but not limited to: cell phones, tablets, computers, games, I Pads, Kindles. These get broke, stolen and are not needed in child care.

Toys - unless our staff has a specified show and tell day.

Food - outside food is not permitted - the only exception is a class holiday/birthday party or if you have worked with our management team regarding your child's special dietary needs with a note from a physician. This includes children coming in with their own breakfast, this is not permitted, we serve breakfast at no additional cost.

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#  Registration Fees

A registration fee is required upon enrollment and yearly in August. Registration fees are non-refundable.

#  Tuition

Tuition is due on Monday in advance for the week. Accounts paid after the close of business on Monday will automatically be assessed a $25.00 late fee. If an account is not paid by the close of business on Tuesday, the child will not be allowed to attend Wednesday, unless previous arrangements have been made with the owner.

***Program Enrollment:*** Every family is set up on a particular program to fit their needs. At this time a family billing is set up to reflect that program weekly, regardless of attendance. If your child needs to attend extra hours or days you will be charged that particular rate. Families on a part time program need to call twenty-four hours in advance when needing extra hours or days to ensure space availability. Should families need to change their enrollment program they need to see a member of management.

 **Vacation / Holiday Policy**

After twelve months of continuous enrollment, we will extend a credit in the amount of the days of your child’s regular program during a one-week period. These days may be taken consecutively or one at a time. If your child drops for any period during the twelve months they will begin a new cycle. After one year any vacation time is forfeited, vacation time will not roll over into the next year of enrollment. A year is counted from admission date not calendar year. A one-week advance notice is required to ensure proper billing.

#  Hours of Operation and Holidays

Cambridge operates twelve months a year, Monday through Friday 6:30 a.m. – 6:30 p.m. We are closed on the following holidays: New Year’s Day, Memorial Day, July 4th, \* Labor Day, Thanksgiving and the day after and Christmas Day.

\* If July 4th falls on a weekday we will close.

Cambridge closes at 3 PM on Christmas Eve and New Year’s Eve. There is no tuition reduction for a holiday on which Cambridge is closed.

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#  Inclement Weather days

During inclement weather Cambridge may delay opening or close. We have Auto-Text program if you sign up for information regarding weather and other events will be texted to as well as tune into channel 8 WFAA, or our Facebook page for updated closing, delayed opening information. We make every effort to ensure the safety of all of our families and employee’s during inclement days. Tuition is not reduced on days Cambridge is forced to close or close early due to weather.

 **Payments**

We do not accept checks as payment due to the large number of returned checks previously accepted. We do accept credit and debit cards, money orders, and cashiers checks. We provide a Credit/Debit card Authorization form in our enrollment packet. Once completed and signed Cambridge will debit your account every Monday.

 **Late Pick Up**

If you are unable to pick up your child by closing time, please let us know immediately as we must make arrangements for employees to stay late. A late fee will be assessed. Late fees are a $5.00 fee plus $1.00 for each one-minute increment after the close of business per child. Those who are habitually late will be asked to make alternative childcare arrangements other than Cambridge in order to respect our employee's time with their families.

#  Arrival & Departure

Upon arrival, check your child in and leave them in the care of a Cambridge employee before leaving the premises. Never drop your child off at the front door or in the office. We will not be responsible for children who have not been placed in an employees care. When picking your child up, ensure that you enter the building and check your child.

#  Release of Children

Your child will be released only to those persons authorized by you on the enrollment form. Authorized persons will be required to show a photo identity such as a driver’s license. We must have authorization on your enrollment form to release your child to a sibling less than eighteen years of age. Please notify management of any changes.

#  Special Needs

Cambridge complies with the American Disability Act. Every effort will be made to reasonably accommodate every child. Cambridge will provide you with an Inclusion form that must be filled out and signed by your child’s specialist or pediatrician. After we receive this form we will request a meeting with you and your child to assess our ability to meet the child’s needs in a group care setting.

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#  Medication

Cambridge must have a signed authorization form to dispense any medications including creams such as sun block and insect repellants. All medicines must be in the original container and labeled with the child’s first and last name and date brought into the school. We can only dispense medicine according to the label instructions. A physician’s note must be obtained to dispense differently than stated on the label. A new form must be completed for each medication. Please sign the written authorization in the medication book in the entry and give the medication to a Cambridge employee. Do not leave medicine in your child’s belongings such as diaper bags, etc. Please pick up all medication at the end of the week. Cambridge may not store medications without a current medication form. Please let us know of any allergies or dietary needs your child may have.

Children that have lice or eggs will be sent home until hair is free of alive lice, eggs and shells that may still become active. All pharmacy’s have products to treat live lice, eggs and shells must be combed out.

 **Illness**

We are unable to care for sick children. Children who are ill with a contagious disease or symptoms of disease may not attend Cambridge. Children who become ill while in our care must be picked up in a timely manner and at least within one hour of being called. We will isolate your child in the office or other area as to contain anything that might be contagious. We must have your cooperation for the protection of all the children.

Any child who exhibits symptoms of illness will be sent home, including but not limited to, the following:

* Fever of 100 degrees (under the arm) or higher
* Diarrhea or vomiting
* Discharge from the eyes or crusted eyelids indicating the possibility of conjunctivitis (pink eye)
* Listless, lethargic behavior, lack of appetite, extreme irritable behavior

You will be notified of any contagious illness identified in the school.

Children with any of the above must be symptom and fever free for twenty-four hours without fever reducing medication before they will be allowed to return.

However if your child’s temperature did not exceed 101 and you provide a doctor’s note stating that your child is not contagious to the other children, they may return before the 24 hours.

Anytime there is an outbreak of a communicable disease parents will be notified by signs posted at the entry to each classroom as well as on the Parent Information Board.

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Lice procedures:
Head lice eggs (called “nits”) are hard to see and often [confused for dandruff](https://www.hairfairies.com/blog/lice-dandruff-nits-dry-scalp/) or hair spray droplets. Nits can be found at the base of the hair shaft nearest the scalp (1).

**NYMPHS**The egg hatches to release a nymph (2). The nit shell then becomes a more visible dull yellow and remains attached to the hair. Nymphs mature after three molts (3, 4) and become adults about seven days after hatching.

**ADULTS**The adult louse has six legs, each with a claw, and is tan to grayish-white (5). In people with dark hair, the adult louse will appear darker. Adults multiply quickly, laying up to eight eggs a day, and living up to 30 days on someone’s head. A louse can go two days without blood meals.

Anytime any of the above is found in children’s hair they will be sent home and must be completely free of all of the above before returning. We appreciate parents cooperation to help spread the contamination.

  **Accidents and Medical Emergencies**

In the event your child is injured while in our care we implement the following procedures. Should you wished to be notified differently please notify a member of management so that we may place that information in your file. Any minor bumps, cuts, scrapes: we will apply first aid and lots of TLC. We will complete an Accident Report and present it to you when you arrive to pick up your child. Any injury to the head or face, you will be notified by phone and receive an Accident Report.

In case of a medical emergency requiring immediate attention, our first and foremost concern is the health and safety of the child, We will supervise and care for the child including first aid and/or CPR, call 911 if deemed necessary, we will make every effort to contact you before transporting to a designated facility on your enrollment form.

 **Emergency Preparedness**

Cambridge is prepared In the event of an emergency such as fire, flood, chemical spills, loss of utilities etc. After ensuring the safety of your child, you will be notified of the emergency and if evacuation is required you will be directed where and when to pick up your child. An emergency Preparedness Plan as well as an Intruder Policy is posted in each classroom, which you are invited and encouraged to read.

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 **Cambridge Employees**

Cambridge employees meet all required state Licensing and health standards. All employees have criminal background checks and FBI fingerprints. Employees are certified in CPR and First Aid and have the required T.B. vaccinations and any other agency required health screening. Cambridge recommends all employees keep updates on all immunizations such as flu shots and hepatitis. Cambridge employees are NOT authorized for babysitting services to any Cambridge client. Employees engaged in these services will be terminated from Cambridge.

 **Custody Issues**

When a family goes through the trauma of divorce and/or custody issues our goal is to provide stability and guidance that a child needs during this turmoil. We are strong advocates for the rights of children therefore we will never take sides with one parent over the other. We depend on the court system to tell us when a parent is not allowed to visit or pick up a child. We must have a copy of any court papers that denies a parent from these rights. We cannot enforce ANY mandated restraints if we do not have a copy in our possession. A judge must sign all legal documents. Please do not involve Cambridge in the middle of a dispute. We can play a significant role in your child’s life during this time. However if you choose to involve our school we may ask you to find alternative care for the well-being and safety of all the children enrolled.

 **Video Surveillance**

Cambridge utilizes the use of video cameras. These are positioned in classrooms, halls, entrances, and playgrounds for the safety of our children, employees and buildings. They are not placed in areas where there is an expectation of privacy, such as restrooms. ***These are monitored by management and owners only, due to the privacy of other children and adults that may be viewed. Parents, clients will not be allowed to view.***

**Nap Time**

Children will be required to rest. Children are never forced to sleep. Children are expected to rest for a period of time determined by their age and then are offered quiet activities until the other children awaken. Please bring a small cover that will fit in your child’s cubby. You may bring a small stuffed animal. You will be asked to take home large items that we have no space for. Nap mats may be purchased from Cambridge for $15. In the event that children tear their mat, we will inform the parent and a new mat must be brought the next day or we will automatically replace it and add a $15 charge to the parent’s account. Other mats that can be sanitized maybe purchased from a retailer and brought to Cambridge.

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 **Toys and Personal Belongings**

Cambridge does not allow personal toys and items other than those described in this handbook. Cambridge **will not be r**esponsible for lost or broken items brought into the school. Children use Cambridge equipment and supplies and leave their valuables at home. At requested times your child may want to bring something for Show & Tell. Please inform your child’s teacher of items brought from home so we can help keep them safe. Children are encouraged to bring a cuddly stuffed animal or doll, and a small blanket for nap. These must be small enough to fit into your child’s backpack. Make sure all nap items are labeled with your child’s first and last name. Please take nap items home on Fridays and as needed to launder.

 **Dress for Fun**

Learning can be messy! Your child will be involved in painting, gluing, sand & water play, outside time and eating. Please dress your child in washable, comfortable clothing. For the children's safety, children who walk must wear closed shoes. Sandals, flip-flops and boots are not permitted. Sneakers are strongly advised. All children under 6 years of age must keep a change of clothes at the school. Please label all belongings with your child’s first and last name.

#  Outside Time

Your child’s daily schedule will include outside time in the morning and afternoon. Please dress your child accordingly. **Children who are well enough to attend must also participate in outside activities due to licensing requirements and our staffing schedule.** Children are not taken outside in extreme hot or cold weather. On those days we will have music and movement inside.

 **School Pictures**

School pictures will be taken by an outside company twice a year. Pictures or proofs will be available for viewing. You are under no obligation to purchase. If you do not wish for your child to be photographed please mark that on page three of our enrollment forms.

  **Animals at Cambridge**

Due to allergy reactions we will not have animals other than fish and hermit crabs on our premises. Please do not bring your dogs, cats, birds etc. into our business.

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 **Meals and Food Service Practices**

We serve nutritious meals to all children enrolled. Additionally we participate in the Dept. of Agriculture Child Nutrition Program. We serve breakfast, lunch and afternoon snacks. We receive federal support to help pay the cost of the meals. The Form H1625-A is found in your enrollment packet, this form must be filled out and returned to the school upon enrollment, to comply with guidelines set forth by the Dept. of Agriculture Child Nutrition Program

**Food may not be brought into the school** except as a special diet with a physician’s note, stating the reason why children cannot eat our food in case of allergies in our preparation. We provide breakfast, nutritional snacks and lunch. Breakfast is served from opening to 8:30 a.m. If you arrive later, please ensure your child has been fed breakfast prior to coming to school. Our schedule does not allow for staff to serve after this time.

If your child has special dietary or religious need regarding food, we must have a doctor’s note on file with specific items your child may not eat and why. Upon receiving a doctor’s note Cambridge will determine if we can accommodate these special needs or if we will allow you to bring a sack lunch for your child or if there may be allergies in our kitchen that may make it dangerous for your child to be enrolled at Cambridge.

######  Developmental Milestones

Milestones are posted in each classroom. These are used as an average to gauge children’s development. We use these and incorporate activities into our lessons that encourage mastering each milestone.

 **Product Recall**

Cambridge posts or has in a notebook an up to date list of recalled items that may be used by or around children in our Parent Information Area. Parents are also encouraged to visit [www.cpsc.gov](http://www.cpsc.gov) for additional information.

######  Transportation and Field Trips

We provide transportation to and from local elementary schools. Ensure your child arrives at Cambridge in time to be counted in attendance for the morning bus run. We occasionally take children on field trips. Parents are advised at least 48 hours in advance of any trip and must sign their written authorization in order for children to attend. Children must individually seat belted and follow all safety rules. Should a child present a safety hazard on the bus to themselves or others they will be not be transported by Cambridge.

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 **Water Activities**

During the months of June, July and August Cambridge children may participate in scheduled sprinkler days for ages 18 months and up. Parents will be notified in advance and must sign written authorization in order for children to participate. Children also must bring swim attire and a towel in a plastic bag. All items will be returned wet at the end of the day. Children enrolled in public school will go on swimming field trips. Children only swim where there are lifeguards in a pool, never in an open body of water. Children are not allowed to swim in the deep end of any pool while under the care of Cambridge. Parents will be notified of trip, location and times at least 48 hours in advance. Written authorization must be given in order for children to attend.

 **Infant Room**

All parents of infants will be given our Infant Room policy.

***For the health and safety of our infants:***

**No children** are allowed in the Infant room other than those enrolled in the room.

Siblings are not allowed in the room.

For the health and safety of our infants all persons entering the room will wear shoe covers. Only each child’s parents and authorized persons are allowed to pick up or care for each individual infant. When visiting in our rooms please refrain from picking up or feeding any child except your own. We provide an area for mother’s to breastfeed their infant. Mothers are invited and encouraged to stop in and breast-feed when they wish. Mother’s may elect to bring breast milks, which must be in bottles ready to feed, labeled with the child’s first, last name and date pumped. Bottles must be placed in a zip lock bag labeled with first and last name. Nothing is allowed in cribs, including blankets, stuffed animals etc.

  **Pesticides**

If and when needed Cambridge employs the use of professional pesticide companies, products used will be based on their findings and decisions. Should your child have an allergy to any pesticide we strongly advise they not attend Cambridge during the week after the spraying of such chemicals. We will always post these sprayings of such 24 hours before spraying/using any pesticide and kept on file for one year.

 **Change of policy or procedures**

Cambridge reserves the right to change any policy or procedure at any time. You will be notified in writing prior to or within 48 hours of any changes as an addendum to this handbook.

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# Educational Program

Our educational program begins at 8:30 a.m. Please ensure your child is here to begin their day with circle-time. During this time we have the pledge, Morning Prayer, share, discuss the calendar, weather, our unit of studies concepts and the day’s planned activities. We utilize the Abeka and Wee Learn Christian Curriculums.

Children work on concrete activities such as counting actual objects as well as visually recognizing and writing numbers. We have activities and learning areas that help children develop physically, socially and intellectually. Children have fun while forming a true foundation for learning.

During each unit of study children will continue to work on core concepts such as handwriting, recognizing numbers and letters, word recognition and sensory development.

Each educator works individually with children to ensure mastery of developmental milestones while recognizing each child masters concepts at different ages and in different learning methods. We utilize phonic teaching in our language recognition sounds and vision as well as in reading and writing.

Your child will have a folder to take home with their work at the end of each unit of study. Talk with your child about the work he/she has done at Cambridge. Display your child’s masterpieces in a prominent place at home. Should you have any questions or concerns about our curriculum or your child’s development, please feel free to schedule a conference at any time. We include a bible-based curriculum into our daily lessons such as bible stories, memory verses and songs. We believe and teach Jesus Christ is our Savior, the son of God. We believe and teach there is a Heaven. We do not believe it is age appropriate to teach or talk about a Hell. We develop character builders in our units of study such as respect, honor and truth. We have prayer in the morning and before meals.

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#  Discipline and Guidance

 We use only positive discipline techniques to guide children’s behavior. Positive discipline techniques include role modeling, redirection, distraction and role modeling. Should negative behaviors continue, a private talk and time-out are used. Time-out lasts for no more than one minute per year of age and the child remains within the direct supervision of his/her teacher. If negative behavior persists, you will be asked to attend a conference to help determine a plan of action to address the behavior. You may be asked to pick up your child and keep him/her home for the day. Your cooperation in this process is vital. Every effort to work with your child will be made; however, we may disenrollment immediately if a child’s behavior presents a safety concern for him/herself or others. Our policy consists of the following:

◆ Discipline must be:

 (1) Individualized and consistent for each child.

 (2) Appropriate to the child’s level of understanding and

 (3) Directed toward teaching the child acceptable behavior and self-control.

◆ A caregiver may only use positive methods of discipline and guidance

 that encourage self-esteem, self-control, and self-direction, which

 include at least the following:

1. Using praise and encouragement of good behavior instead of

 focusing only upon unacceptable behavior.

1. Reminding a child of behavior expectations daily by using clear,

 positive statements;

 (3) Redirecting behavior using positive statements; and

1. Using brief supervised separation or time out from the group,

 when appropriate for the child’s age and development, which

 is limited to no more than one minute per year of the child’s age.

* There must be no harsh, cruel, or unusual treatment of any child. The

 following types of discipline and guidance are prohibited:

 (1) Corporal punishment or threats of corporal punishment;

 (2) Punishment associated with food, naps, or toilet training.

 (3) Pinching, shaking, or biting a child;

 (4) Hitting a child with a hand or instrument.

 (5) Putting anything in or on a child’s mouth.

 (6) Humiliating, ridiculing, rejecting, or yelling at a child;

 (7) Subjecting a child to harsh, abusive, or profane language.

 (8) Placing a child in a locked or dark room, bathroom, or closet with the

 door closed; and/ or

 (9) Requiring a child to remain silent or inactive for inappropriately long

 periods of time determined by the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

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 **Behavior Guidance Policy:**

We strive to consult with and depend on parents to help us implement guidance that works for each child. We practice positive discipline and guidance using redirection, reminders and teaching classroom rules. We believe we must work together with families to address persistent behavioral issues such as hitting, biting, aggression and safety challenges.

There are times when children may actually endanger themselves or others by their actions. Due to these actions we have the following guidance steps that will be followed.

Behavior Plan Reports are completed and discussed with parents concerning any behaviors that are ongoing, aggressive or safety concerns.

*Redirection:* Stating a different option to the child, directing and engaging them in an appropriate behavior.

*Logical Consequences:*

For example, a child who damages equipment or supplies will be prohibited from using them for a period of time. A child who purposely spills/ throws things will assist in clean up.

*Verbal Reprimand:*

A statement as privately as possible to the child that the behavior in unacceptable, a redirection and what action will be taken if continued.

*Separation from Group:*

Sometimes a child needs time to themselves to calm down, rethink their actions. The time can be longer than one minute per year of age.

The Director, manager is notified of all of the above. Parents will be notified when behaviors are ongoing throughout the day distracting the teacher from their ability to supervise the entire group and continue behavior modifications for one child.

Parents will be notified and may be requested to pick up a child who presents a safety hazard to themselves or others.

*Suspension from Cambridge:*

After all of the above have been implemented numerous times a child may be suspended from attending Cambridge for one or more days.

Cambridge complies with all federal, state and agency laws and regulations that prohibit corporal or abusive punishment. Cambridge staff are expressly prohibited from using unproductive or shaming methods of punishment.

*Disenrollment*

Cambridge reserves the right to disenroll any family for non-payment, Disruptive, non-respectful behaviors to children or employees and managers of Cambridge, safety issues on the part of the parent or child. Children or parents presenting or threatening a safety hazard to themselves or others. Children who require care beyond the group setting we provide. Children whom all of the above guidance has been implemented and behaviors are still exhibited.

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***Because we care……*** Please read the following information on child abuse and neglect. Not only is it our moral and ethical responsibility to help protect children, **it is the law.**

###### CAMBRIDGE POLICY ON PREVENTION OF AND REPORTING CHILD ABUSE

1. **Child abuse and neglect are against the law in Texas, and so is failure to report it.[[1]](#footnote-1)\***
2. *If we suspect a child has been abused or mistreated, we are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency.*
3. We are required to make a report within 48 hours of the time we suspected the child has been or may be abused or neglected.

**What is Abuse?** Abuse is mental, emotional, physical, or sexual injury to a child or failure

 to prevent such injury to a child

**What is Neglect?** Neglectincludes (1) failure to provide a child with food, clothing,

 shelter and/or medical care and/or (2) leaving a child in a situation where the child is

 at risk of harm.

**How do I make a report?**

1. Call the abuse and neglect hotline at **1-800-252-5400.**
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
6. Name, age, and address of the child
7. Brief description of the child
8. Current injuries, medical problems, or behavioral problems
9. Parents names and names of siblings in the home

**Will the person know I’ve reported him or her?** Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential*. **Finally,** err on the side of the child, If you have reason to suspect child abuse, but are not positive, *make the report.* If you have any doubts about whether or not it abuse, call the hotline. They can advise you if the signs you have observed are abuse.

**Gang Free Zone**

As a result of House Bill 2086 that passed during the 81Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers.

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Cambridge Christian Academies are a gang free zone. Gang free zone is a designated area around specific locations (childcare centers) where prohibited gang related activity is subject to increased penalty under Texas Law. The gang free zone is within 1000 feet of Cambridge Christian Academy. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

 **Child Care Licensing**

You may view a copy of Child Care Licensing Minimum Standard Rules in our office anytime. Our most recent licensing and regulatory agency reports are posted for your review in our Parent Information Area.

You may contact our local childcare Licensing office at 817.321.8604

The child abuse 24-hour hotline is 1.800.252.5400

The Texas Department of Family and Protective Services website is [www.tdfps.state.tx.us](http://www.tdfps.state.tx.us)

***Welcome to the Cambridge family.* We are here to serve your child and your family.** Feel free to come to us with any questions, concerns or suggestions you may have. You may contact your school management or the owners at

 Wanda Smith Tomi Harp

 Owner Executive Director

 Wanda.cambridge@yahoo.com tomi.cambridge@yahoo.com

 817-7993-1166 817.847.1166

*Please sign the Number 3 enrollment form stating that you have read and understand all of the afore mentioned information, discipline and guidance, reporting child abuse and Cambridge policies and procedures and agree to abide with the above.*

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1. Failure to report is a Class B criminal offense, punishable by a $2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

 15 [↑](#footnote-ref-1)