



Kiddie Academy of Cambridge
299 Prospect Street
Cambridge, MA 02139

617 945 0021 | kiddieacademy.com/cambridge
August 2025

Parent Essentials Addendum

A PARENT'S GUIDE TO CHILD CARE REGULATIONS

Dear Parent:

Thank you for choosing Kiddie Academy® Child Care Learning Center for your child. Our commitment to you is to protect the health, safety and well-being of your child as he or she grows.

The following information will assist you in understanding how our policies and procedures relate to the child care laws and regulations pertinent to this academy. A copy of these regulations is available for review in the director's office. The policies listed herein are in addition to what has been provided to you in the Kiddie Academy Parent Essentials Handbook.

CHILD CARE LICENSING REGULATIONS

This Kiddie Academy location is licensed by the State of Massachusetts. The child care license is on display in the lobby area or the director's office. Inspections occur periodically to ensure that quality programming is being provided for your child in a healthy and safe environment. This Kiddie Academy complies with all state and local regulations regarding fire and safety procedures for the facility, staff credentials, health, nutrition, staff/child ratios, and recordkeeping.

We appreciate and value the support of the state regulatory agencies and their commitment to quality child care.

AGENCY CONTACTS

For additional information regarding child care contact:
The Department of Early Education and Care
617-472-2881
Cambridge Public Health Department
617-665-3800

SUPERVISION OF CHILDREN

Kiddie Academy will enlist the staff to supervise and maintain proper staff to child ratios both on site and during field trips. Ratios will be maintained throughout the academy during regular hours of operation.

Educators must be aware of children's activities at all times.

STAFF / CHILD RATIOS

Children between the ages of six weeks and twelve years are served by Kiddie Academy. Each age group will maintain staff in accordance with state requirements as follows:

Age Group	Staff/Child Ratios	Maximum Group
Infant	1 : 3 or 2 : 7	7
Infant/Toddler Mix	1 : 3 or 2 : 9	9
Toddler	1 : 4 or 2 : 9	9
Toddler/Preschool Mix	1 : 5 or 2 : 9	9
Preschool	1 : 10 or 2 : 20	20
Preschool/School Age Mix	1 : 10 or 2 : 20	20
School Age	1 : 13 or 2 : 24	24

HOURS OF OPERATION

The academy is open from 8 a.m. until 5 p.m, Monday through Friday. The academy is closed on the following days to observe holidays:

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Please refer to the Fiscal Year Calendar for the current list of closed days, professional development days and early dismissals.

Closings, delayed opening or early dismissals due to State of Emergency, weather, pandemics, operational or other reasons will be communicated via text and email blasts via Tadpoles

HEALTH AND SAFETY POLICY

Immunizations: The Center for Disease Control has released guidelines for vaccinating young children. Kiddie Academy® follows state guidelines regarding immunization and always recommends parents consult with their own physicians about immunizations.

When a child is absent from the academy due to illness, a note written by the parent explaining the absence must be brought to the academy when the child returns. The director reserves the right to request a doctor's note for medical absences.

We ask that you please keep your child home if he/she has any symptoms or illnesses listed below, in addition to those listed in the Parent Essentials Handbook. If your child develops any of the symptoms or illnesses listed here, you will be called by a staff member to take him or her home. Please make arrangements to have someone pick up your child immediately for the safety of the other children and staff, and your child's comfort.

Bacterial meningitis	Conjunctivitis (pinkeye)
Difficulty or rapid breathing	Earache
Gray or white stool	Head lice
High Fever	Impetigo
Measles	Mumps
Pertusis	Rubella
Severe cramps (stomach)	Severe headache or stiff neck
Severe coughing (croup/whooping)	Sore throat or trouble swallowing
Tinea (ringworm)	Toothache
Varicella (chicken pox)	Vomiting
Unusual spots or rashes	Yellowish skin or eyes
Unusual dark or tea colored urine	Unusual behavior (i.e.excessive crying, cranky, less active than normal)

Academy Health/Exclusion Policy overrides doctor's notes that are more lenient in allowing/clearing children to return. In order for a child to be accepted for care and/or continue the day in our care, the child must be able to fully participate in all aspects of the program without one-on-one care beyond what teachers are reasonably able to provide.

If a child is sent home due to illness, the child must stay home for the remainder of the day plus one full school day before returning.

Aerosol canisters (sunscreen, diaper cream, medication, etc.) are not allowed.

The Federal Consumer Product Safety Commission compiles and makes available lists of unsafe products. This information can be found at: www.cpsc.gov/en/Recalls/.

Please keep your child home until:

He or she has been symptom free for 24 hours.

Or

You receive a written release from your child's physician indicating he or she can return to the academy without spreading the infection.

Kiddie Academy's policy does not allow the administration of the first dose of **any** medication. When medication is prescribed by a physician, the **child must remain at home until the medication has been administered for a period of 24 hours.**

Please inform the director immediately if your child has been diagnosed with or exposed to any of the following illnesses:

Bacterial meningitis	Diphtheria
Epiglottitis	Hepatitis A
Measles	Mumps
Pertusis	Pneumonia
Rubella	Varicella (chicken pox)
Diarrheal diseases (Shigell, Campylobacter enteritis, Salmonella, Giardia)	

For more information on Health Procedures within the academy check your Family Information Board or ask the director to share the information with you.

Hand, Foot & Mouth Disease: Keep your child home from school or childcare until they have gone 24 hours without a fever AND the mouth sores and open blisters have healed. It usually takes about 7 days for the blisters to dry up.

ADDITIONAL INFORMATION

State- and EEC-mandated policies may override center policies.

1. HOW TO CONTACT THE CENTER

If you experience an emergency that you will need to contact the teachers immediately, please call the center number, 617 945 0021, dial extension 0, to reach the Administrator on duty. Please be respectful of the classroom and refrain from calling the classroom directly, except for pick-up and drop-off, so that the teachers may focus on supervision of all the children in the classroom.

Classroom & Extension:

Infant A 101

Infant B 102

Toddler A 103

Toddler B 104

Toddler C 105

Gym 106

Pre-K 107

Preschool B 108

Preschool A 109

Twos A 110

Twos B 111

2. ATTENDANCE

Consistent attendance is imperative for your child's transition to the center and establishing positive daily routine for your child. If your child will be absent, please email Cambridge@kiddieacademy.net and "mark absence" on Tadpoles, so both the office and the classroom are aware of a student's absence for the day.

3. MORNING DROP-OFF & AFTERNOON PICK-UP

The cut-off time for morning drop-off is 10am to allow sufficient time for educational program.

Occasional drop-offs between 10am and lunch time must be requested at least 24-hour in advance for Program Director's approval. Drop-offs after 12:00pm (Infant/Toddler)/12:30pm (Preschool/Pre K) are not permitted to minimize disruptions to the classrooms.

The Academy cannot accept sleeping children. The teachers will wake up the children before accepting them into our care.

Please enter and exit the building from the front entrance. Drop-off and pick-up will take place OUTSIDE the classroom doors. If there are families ahead of you, please wait with 3 to 6 feet distance if possible. Please exit the building promptly after drop-off or pick-up and avoid lingering in the building. Adults and siblings please do not enter classrooms, kitchen, the gym and offices.

Each authorized pick-up person will be issued a UNIQUE ID and PIN. Please do not share your ID and PIN.

ADDITIONAL INFORMATION

4. FOOD FROM HOME

No glass bottles, containers or lunch boxes are allowed. We are a nut-free center. Food brought from home must be ready-to-serve, and stored in temperature-control containers, such as a thermos or cooler with ice. We do not allow food that are choking hazard for young children.

5. REST/NAP POLICY

i) 2-hour limit on nap/rest time starting from when the last child has begun resting on his/her cot.

ii) 45 minutes after nap/rest time started: children who are awake will be offered quiet activities. The 45-minute rest time and acceptance or refusal of a quiet activity will be noted in Tadpoles.

iii) 2 hours after nap/rest time started: lights will be turned on. Children that are still sleeping will be moved to a safe area in the classroom so that children who are awake can use as much classroom space as desired. Children that are awake will be offered activities not restricted to their cot (does not have to be a quiet activity), bathroom time, and PM snack.

iv) Parents can request in writing for their child to be attempted to be woken up by a certain time. Given the request, teachers are allowed by the regulation to gently rub and/or pat their child's back and talk to the child. If the child does not wake up, they have not had the "appropriate rest" required by the regulation and the teacher will note the attempt in Tadpoles.

6. GOVERNMENT MANDATES

Government-mandated policies during a crisis may override Kiddie Academy policies.

7. SPECIAL OCCASIONS

If you would like to celebrate your child's birthday in the classroom, please obtain approval from the office ahead of time to make sure there is no scheduling conflict or other logistical concern.

All food items must be nut-free and bought from a store, a restaurant or a caterer. The ingredient label must be attached to the original unopened food package and remain at Kiddie Academy. If a friend in the class is allergic to an item, the office will communicate with the host while the child's identity remains anonymous, and the host is required to prepare an alternative for the allergen(s).

Latex balloons, juice and soft drinks are not permitted.

Parents, guardians and guests are allowed to attend the celebration. Please notify the office with the full name of the guests. Parents are welcome to bring decorations, set up beforehand and clean up afterwards. Helium foil balloons must be removed from the building immediately after the party. Party favors of non-food items are permitted.

ADDITIONAL INFORMATION

8. THIRD PARTY VENDOR

When you register with a Third Party Vendor, you agree to the terms and conditions and any other policies set forth by the vendor. Once your access is approved by Kiddie Academy, your contract is with the Third Party Vendor, even though Kiddie Academy of Cambridge might be able to determine certain center-specific settings.

WEBCAM VIA WATCHMEGROW

This section addresses policies regarding webcam use in addition to those already stated in the Enrollment Agreement and Parent Essential Handbook.

Webcam services are provided by WatchMeGrow. WatchMeGrow is a Third Party Vendor.

Follow these links to access the WatchMeGrow Terms of Use (<https://watchmegrow.com/terms-of-use>) and Privacy Policy (<https://watchmegrow.com/privacy-policy>) for your reference.

Go to watchmegrow.com, click any topics under the Parents tab for more details on the app.

WatchMeGrow has these agreements and policies in place for security, privacy, legal and other reasons, including but not limited to maximum duration per view, and disabling account due to extended unuse. Please check your agreements with WatchMeGrow and their website, or contact them for this information.

Kiddie Academy of Cambridge has the following center-specific settings. Kiddie Academy of Cambridge allows each user to view the classroom up to five times per day. Kiddie Academy reserves the right to modify this limit without notice. This limit should meet the needs of an average account user. If you feel that this limit will not meet your needs, please contact the center for further discussion.

Account users will have access to the camera on the student's scheduled days and hours of attendance. The account will NOT have access to the cameras during their vacation, sick time, other absences, and drop-in attendance of their unscheduled days. For schedule changes, please allow a minimum of five business days to process the change. If you need to reach the center upon watching a particular footage on the webcam, please refer to "How to Contact the Center" section.

9. WORKING WITH OUTSIDE SERVICES AND SPECIALISTS

Prior to enrollment, parents/guardians must disclose child's disability and special need conditions.

The child may not begin care until Kiddie Academy educators have had a phone or virtual meeting with the child's specialist to discuss the child's needs and recommended strategies. Failure to follow these protocols may delay your child's enrollment.

Kiddie Academy will follow protocol to refer currently enrolled children to specialists.

ADDITIONAL INFORMATION

10. DISENROLLMENT

On rare occasions, our academy may not meet the needs of an enrolled child. Kiddie Academy may terminate a child's enrollment at any time upon written notice. Kiddie Academy reserves the right to terminate the enrollment of any child who is unable to adjust to the academy's program. Please also see the Parent Essentials Handbook and your Enrollment Agreement.

11. RESPECTFUL AND COURTEOUS ENVIRONMENT

Our programs are based on developing partnerships and supporting families. We outline in this section some basic behavior expected by all adults in the Academy.

Everyone who is authorized to drop off and pick up, guests, visitors, parents and guardians, and staff are expected to behave in a respectful manner with basic courteous demeanor. Kiddie Academy of Cambridge does not tolerate behaviors and languages that are aggressive, inappropriate or hostile. As your children's caregivers, we strive to model the appropriate behaviors and manners on conflict resolution.

We ask all parents and guardians to be respectful of the classroom. Please be aware and considerate of teachers' responsibility to supervise the children in attendance. Please refrain from lengthy conversations with the teachers during drop-off, pick-up, and phone calls to the classrooms unless previously scheduled.

If you have any questions, concerns and feedback that you would like to discuss with the teachers or the administrators, please reach out to the office so that the office may address your concerns, and can also arrange a mutually convenient time for a discussion with the teachers if needed. Please refer to the "How to Contact the Center" section.

On rare occasions, a parent's/guardian's actions or requests may warrant the need to find a more suitable setting for themselves and their child. Kiddie Academy of Cambridge reserves the right to terminate your child's enrollment if, at any time, a) aggressive, inappropriate, hostile, or other excessively negative behavior or language by an adult towards any staff member, child, another adult or the center in general occurs especially in the presence of children, in-person, over the phone, by email, on social media, via video conferencing, Tadpoles, or any other communication portals; b) excessive interruption of the classroom by phone or in-person ; c) a parent/guardian repeatedly and knowingly fails to abide by the center policies or those requirements imposed by the appropriate licensing agency or other regulatory authorities; d) a parent/guardian demands special services that are not provided to other children and that cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program); e) dishonesty; or f) other extreme actions or requests. If your child's enrollment is terminated due to extreme circumstances, the family may not be eligible for an advance notice, the return of the security deposit and/or a refund of the tuition.

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12. LATE PICK-UP POLICY

The Center closes at 5pm. In order to ensure that our program ends in a predictable way for both teachers and children, we ask that you respect the closing time. A child who is picked up late can get anxious, and teachers and administrators who have worked a full day need to be able to count on leaving their job promptly. Please plan to arrive with sufficient time to collect your child's belongings, artwork, etc., and leave the Center with your child by 5pm. Any parent that arrives after 5pm is considered late, even if they have notified us by telephone, an online app message, or otherwise. If the check out time on the app is after 5 pm, the parents will receive a late fee notice. The fee is \$2 per minute after 5pm and must be paid prior the next drop-off.

This program at Kiddie Academy of Cambridge has agreed to the following policy for families that are late in picking up their child/ren. The procedure is to be followed as listed:

1. The program closes at 5 P.M. If a child has not been picked up by closing time, a telephone call will be made to the family. If they cannot be reached at home/work/school:
2. The emergency telephone numbers will be called, and if contact is made, that person will be requested to pick up the child/ren. If there is no response, steps #1 and #2 will be repeated twice more within 15 minutes.
3. If contact has not been made with the family or the emergency person by 5:30P.M., the designated staff person will call the department of Social Services and/or the local police. A report of the action will be placed in the child's file.

2 incidences of late pick-up of over 5 minutes within a 60-day period will result in an immediate increase of late pick up fee to \$3 per minute for the remainder of the child's enrollment, and a required pick-up time of 4:50pm for the following 60 days. During this 60-day early pick-up period, the late pick up fee will start to kick in after 4:50pm at \$3 per minute.

Each additional occurrence of 2 late pick-up in a rolling 60-day period will raise the late pick-up fee by another \$1 per minute for the remainder of the enrollment. There is no cap on the per minute late pick-up fee. Each occurrence of late pick-up after the closing time during the 60-day early pick-up period, will restart the clock for the 60 days, and push the early pick-up time earlier by another 10 minutes. The late pick-up fee will start to kick in after the revised pick-up time at the new late pick-up fee per minute.

Repeated, habitual and/or excessive late pick-up, as well as non-payment and/or refusal of payment of the late pick-up fee may result in not only a further increase in the late pick up fee and even earlier pick-up time, but also the termination of your child's enrollment with a 2-week notice. Late pick-up within the 2-week notice period may result in immediate termination of your child's enrollment with no refund of tuition of the remainder of the 2-week period.

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13. EMPLOYMENT

Employment application of the enrolled children's family members must be submitted prior to or at the same time as the children's enrollment application. Employment application of family members after the children's enrollment will not be considered.

14. POLICY AND PROCEDURES REGARDING INSTITUTIONAL CHILD ABUSE AND NEGLECT

It is the policy of Kiddie Academy of Cambridge to provide each staff member, at the time of hire, with a statement clearly defining child abuse and neglect. This statement also outlines each staff member's responsibility as a MANDATED REPORTER to immediately report all incidents of suspected child abuse/neglect to the Program Director and to the Department of Children and Families (DCF).

It is the policy of Kiddie Academy of Cambridge to report any and all suspected or alleged incidents of child abuse/neglect to Early Education and Care (EEC) and to DCF immediately by telephone, followed by a written report within 48 hours.

Kiddie Academy of Cambridge will offer the full cooperation of the program and its staff during the investigation of the reported incident. In addition, the following steps will be taken:

1. Upon notification of suspected abuse/neglect that involve a staff person at the program, the staff person is to be immediately suspended from all duties involving children, pending the results of the investigation as conducted by EEC and DCF.
2. Any staff person who has been determined by DCF to have been involved in an incident of abuse/neglect shall immediately be disciplined and possibly terminated from employment.

15. ANNUAL EMERGENCY ALERT TESTING

We conduct our annual testing of our Emergency Alert System via Tadpoles in early December. Please ensure that the current and correct email addresses and cell phone numbers of all guardians are on file. All guardians in our system will be receiving a "Test" Emergency Alert as a text on the cell phone, and receive an email via Tadpoles. If you do not receive a "Test" message during the annual test, please reach out to Elaine to double check your phone number and email address on file.

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16. INCLEMENT WEATHER AND SNOW DAYS

Full-day closure and delayed opening due to inclement weather will be notified to all guardians and staff via the Tadpoles email and text blasts, by 5:30pm the night before. If new weather situation develops after 5:30pm, we aim to communicate no later than 9pm the night before.

Early closure will be notified to families and staff in the morning of the early closure.

Kiddie Academy of Cambridge follows Cambridge Public School (CPS) announcement.

However, due to the historically late decision and announcement made by CPS, we will follow these steps:

1. By 4:30pm, if CPS has announced their decision, we will follow the same decision as CPS.
2. By 4:30pm, if CPS has made no announcement, we will refer to our neighboring towns' public school announcements. If more than two of the neighboring public school systems have announced closure or delayed opening, Kiddie Academy of Cambridge will follow their decisions.

Please note that majority of our staff live in neighboring towns so we have to take them into consideration. Neighboring towns include but not limited to:

Arlington, Belmont, Boston, Brookline, Chelsea, Everett, Lexington, Malden, Medford, Melrose, Newton, Revere, Somerville, Stoneham, Watertown, Winchester, Woburn

Please be reminded that families continue to be responsible for tuition for closed days, per the Enrollment Agreement.

17. NON SOLICITATION POLICIES

Kiddie Academy has established multiple official communication channels between families and the center. Do not share your personal contact information, e.g. phone numbers and social media contacts, with staff members.

Kiddie Academy employees are prohibited from soliciting Kiddie Academy customers and prospects on any non-Kiddie Academy products or services, including but not limited to outside babysitting.

Please kindly decline all staff member's unsanctioned solicitations and report to Kiddie Academy administrators immediately.

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