

Community Schools Policies, Information & Closures

Tuition & Payment Procedures

Tuition Scale: [TuitionRates.pdf](#)

FMA/MLK: [TuitionRatesFMA-MLK.pdf](#)

- If you think you are eligible for one of the scaled tuition rates, you need to upload your current Tax return and 4 most recent consecutive paystubs in your Viewpoint Fall application.
- If you will be paying the highest tuition rate, based on your income and family size, you do not need to upload documents in Viewpoint.

Monthly tuition is due the 1st of the month.

Accepted payments are checks or money orders (NO CASH or CREDIT) delivered to program directors and made payable to: **The City of Cambridge**

Altering or withdrawing your enrollment requires a 30-day billing notification.

Returned checks will be charged an additional \$25.00 fee.

Community Schools does not accept vouchers for the school-year programming.

Pickup and Absences

Children will only be released to adults (ages 16+) you have authorized on your Trax account. If there is any change to your pickup arrangements, the director must be notified in advance. Only children ages 9 and up will be allowed to walk home with parent/guardian permission. Notify the site director by phone or email if your child will be absent from the program.

Arrival from School

Attendance will be taken each day. If your child is arriving by bus, give the director the name of their arrival bus, the approximate time they will arrive, and the main office phone number to your child's school.

Buses

All arrangements to take a CPS school bus to your assigned Community School after school program are made through CPS Transportation office and the family. [Transportation - Cambridge Public Schools \(cpsd.us\)](#)

Community Schools does not provide transportation to or from our programs, this includes February and April vacation week. All students must be picked up in person from our programs at the end of their day.

Enrichment Program

A complete weekly schedule of activities will be distributed by early October from directors.

Snack

Your child will be served a healthy snack each day upon arrival. Program provided snacks are all nut and peanut free. We suggest sending a water bottle with your child each day. Staff will assist children in re-filling if needed.

Late Fee Policy

All children must be promptly picked up at the conclusion of the program. There will be a late fee of \$1.00 per minute for each minute you are late after the scheduled pickup time. Late fees must be paid within 48 hours to avoid disrupting your child's participation in the program. Chronic lateness may result in suspension of your child's participation in the program.

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Early Release Days

Enrichment classes do not meet on Early Release days (see the CPS calendar). A special activity or field trip may take place on the citywide early release days. Children must be currently enrolled in the 5-Day or 3-Day activity to attend on early release days. Our staffing does not allow for additional capacity. Trips and activities will be planned for all Wednesday students to participate.

Program Closings

Programs are not held on City Holidays, School Vacations, Snow Days, CPS Professional Development Days, or any other days when the Cambridge Public Schools are closed.

An additional February and April vacation camp is available for currently enrolled students at their Community School site. There is an additional cost and registration required. Details will be release by the director.

Equal Access

The City of Cambridge, Department of Human Service Programs/Community Schools Division does not discriminate in providing services on the basis of race, religion, national origin, cultural heritage, political beliefs, sexual preferences, marital status or disability. The Department of Human Services will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to qualified individuals with disabilities upon request. For more information, call 617-349-2000 (voice) or 617-492-0235.

Inclusion Policy

Department of Human Service Programs welcome individuals with disabilities in all of Out of School Time Programs. DHSP will provide reasonable accommodations to individuals with disabilities who meet the basic eligibility requirements of the OST Programs or who with the provision of reasonable accommodations will be able to meet the basic eligibility requirements to facilitate equal participation for those individuals in existing OST Programs.

Covid Policies

Community Schools will follow COVID guidelines and policies as set forth by The Cambridge Public School Department. Please make sure you communicate with Community Schools Director if your child tests positive for Covid. (See [CPS Quarantine Protocols](#))

Behavior Procedure

When a child's behavior has been unusually difficult or disruptive, the director will communicate with the child's guardians about the incident(s). The goal of this conversation is to solicit their insights into the causes of the behavior. Guardians' cooperation and support is an important part of resolving any behavior problems. If the problem persists, a conference will be scheduled to discuss the problem and formulate an action plan for addressing the behavior in the classroom.

In cases where a child's behavior poses a threat to their own safety or the safety of others, with the recommendation of the Program Manager and the Division Head, the child may be removed from the group or program for a period of time. Before the child may return to the program, a conference will be held with the Director, Program Manager, parents/guardians, and in some cases, the child, to determine whether it is appropriate for a child to continue in the program. When it is appropriate for a child to continue in the program, an action plan will be created and implemented. In some cases, this action plan may include recommended counseling for the child.

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If the standards for safe participation in the program with the existing staff/child ratios cannot be met, the guardian may be asked to withdraw the child from the program. In any case of withdrawal/termination, the DHSP staff will work with the guardians to provide appropriate closure for the child.

If a child has been suspended from the regular school day the child may not attend Community School programming.

Administrative Staff

Roslyn Shoy, Division Head – rshoy@cambridgema.gov

Elizabeth Lewis, Programs Manager – elewis@cambridgema.gov

Ellen Thompson, Programs Manager – ethompson@cambridgema.gov

Community Schools Closure Dates 2022-2023

10/5/2022 - Yom Kippur

10/10/2022 - Indigenous Peoples Day

11/8/2022 - CPS Professional Day

11/11/2022 - Veterans Day

11/23 to 11/25/2022 - Thanksgiving Break

12/23/2022 - DHSP Holiday

12/26 to 12/30/2022 - Winter Break Week

1/2/2023 - New Years Day Observed

1/3/2023 - CPS Professional Day

01/16/2023 – Dr. Martin Luther King Day

2/20/2023 - Presidents Day

3/20/2023 - CPS Professional Day

04/7/2023 - Good Friday

04/17/2023 - Patriot's Day

05/29/2023 - Memorial Day

06/19/2023 - Juneteenth