



Maud Morgan Arts, A program of Agassiz Baldwin Community
20A Sacramento Street, Cambridge, MA 02138, Phone: (617) 349-6287

Safety Policies for Arrival & Departure of Grade School Children

The following guidelines apply to students in Grades K – 5.

Arrival Plan for Students

1. Students in Grades K - 3 must arrive with an adult.
2. Snack N' Track is a program for families who are unable to supervise their children after school and prior to their MMA class. Students in Snack N' Track either attend Baldwin School or arrive at the Baldwin School by the Cambridge Public School bus system. For more information on their specific arrival process, see the Procedures for Snack N' Track Students below. To register for Snack N' Track, please visit the Maud Morgan Arts K-5 Programs page online at MaudMorganArts.org.
3. Families with students in Grades 4 -5 may prefer to have their children arrive on their own, without adult supervision. If this is the case, please contact Valerie Mendez, MMA Site Coordinator, at vmendez@agassiz.org or 617-349-6287 x29, and download the **Unsupervised Arrival Plan Agreement** from the website to send with your child on the first day of class. You may also fill this form out on the first day of class in person with the Site Director.

Departure Plan for Students

1. Students in grades 4 or 5 may leave alone at the end of class with permission of a parent/guardian. This can be noted on the Unsupervised Arrival Plan Agreement form and by contacting Valerie at vmendez@agassiz.org.
2. Children are signed out at MMA by designated adult/parent/guardian. If pick-up person is someone other than family, please include them as an *Authorized Pick Up Person* when registering for a program online.
3. Classes at MMA end promptly at 5:30 PM. If you are running late, please contact Valerie at (617) 349-6287, x 29. If an adult has not arrived by 5:40 PM and not contacted Valerie, she will telephone parent/guardian. If she is unable to reach them to confirm their status, she will call authorized pick up persons.
4. After 5:40 pm, and no courtesy call has been made to the art center, MMA will charge account an initial \$10 fee and an additional \$1 fee for every minute a parent is late after that. A **Late Arrival Form** will be provided to sign once child is picked up. This amount will be billed to the family's account online.

Procedures for Snack N' Track Students

1. Children from Cambridge Public Schools other than the Baldwin, will be bused to the Baldwin School by the Cambridge Public School Transportation Department. Please arrange this with the school your child attends in advance. Upon arrival, students will be met at their bus by an Agassiz Baldwin Bus Monitor at the Oxford Street entrance of the Baldwin School.

2. Kindergarten and first grade students from the Maria L. Baldwin School will be picked up from their classrooms and escorted by an afterschool staff member to the cafeteria of the Baldwin School prior to going to MMA. Please let your child's teacher know this.
3. Children from the Baldwin School in second through fifth grade may proceed to the cafeteria on their own once dismissed. Please make sure your child's teacher knows to send them.

Procedures for Absent Children who are Registered for Snack N' Track

1. Parents must call in or email absences to Valerie and state their child's full name and their MMA class name, in advance of class. Phone: (617) 349-6287, x 29 Email: vmendez@agassiz.org.
2. If student(s) forget or if for some other reason was not on the bus (teacher forgot/got on wrong bus/missed stop/etc.), Valerie will call parents/guardians to confirm whether the child is supposed to be absent, or if the child should have gotten off the bus to come to class.
3. If parents cannot be reached, Valerie first calls the school and emergency contacts to try to track them down.
4. If Valerie is unable to locate the child by 4:00 PM, Maud Morgan Arts will be obligated to file a missing child report with the Cambridge Police Department.