

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.