

Maud Morgan Arts, A program of Agassiz Baldwin Community  
20A Sacramento Street, Cambridge, MA 02138, Phone: (617) 349-6287  
To report an Sn'T absence please call: (617)497-4284

## Procedures for Snack N' Track Students

**Students arriving by bus** arrive between 2:00-3:30pm (*Please note if your child arrives after 3:20 they will be walked directly to their Maud Morgan class*). Students are bussed to the Baldwin School by the Cambridge Public School Transportation Department. Please arrange this with the school your child attends in advance. [Here's a link to the CPSD Transportation form](#) *Please circle Agassiz Baldwin Afterschool*

Upon arrival, students will be met at their bus by an Agassiz Baldwin Bus Teacher at the Oxford Street entrance of the Baldwin School. Students are checked in on the bus list and are brought down to the Basement level of the school to the Hawaii room between 2:00 and 3:00 and then to the Baldwin cafeteria from 3:00 to 3:20. Students arriving off of the bus are walked downstairs by the bus teacher(s) and are instructed to check in with the Snack and Track Coordinator. Starting at 3:00 the students will be served a snack in the Baldwin school cafeteria. Note: All snacks are nut free.

**Baldwin School Students:** (Baldwin Dismissal begins at 2:55. Students are picked up from their classrooms by approximately 3:00pm)

Kindergarten, first and second grade students from the Maria L. Baldwin School will be picked up directly from their classrooms and escorted by an afterschool teacher to the cafeteria of the Baldwin School for a snack prior to heading over to MMA building for class. Please let your child's teacher know your child is attending an afterschool art class

Children from the Baldwin School in third through fifth grade are expected to independently head to the cafeteria once Baldwin dismissal begins. Please make sure your child's teacher knows to send them.

Once students arrive in the Baldwin cafeteria, they will check in with the Snack and Track Coordinator and be served a snack. A typical snack is: crackers, protein (cheese, sunbutter, yogurt) and fruit or vegetable (fresh or dried).

### Timeline of Day:

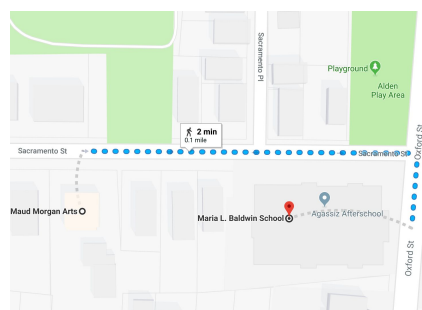
2:00-3:00pm: Bus arrivals to the Baldwin School- When Students arrive they are brought to Hawaii room (basement level of the Baldwin school) where tabletop and rug activities are available

2:55pm: Baldwin School dismissal, Snack and track moves to the Baldwin Cafeteria, snack is served

3:15pm: Finalize Attendance

3:20: Walk over with SnT Coordinator to MMA (if your student arrives 3:20 or later they will be walked directly to class)

3:30pm: MMA Classes begin



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

1. Parents must call in absences to the ABC Registration Coordinator and state their child's full name and their MMA class name, in advance of class. Phone: **(617- 497- 4284)**
2. If for any reason your child does not get off the bus and we are expecting this, our administrative team will call parents/guardians to confirm the absence. If the parents can't be reached or can't confirm the absence, we will begin calling the bus company, Cambridge Public School Transportation, the child's school, and emergency contacts.
3. If parents cannot be reached, our staff will call the school first and emergency contacts.
4. If we are unable to locate the child by **4:00 PM**, Maud Morgan Arts will be obligated to call the Cambridge Police Department.