



ABC Afterschool Quick Reference 2011-12

(please refer to the Afterschool Parent Handbook for a comprehensive listing of information)

Contacts

Name	Phone	Email	How can they help me?
Maria Laine 1-5 th Site Director (10:00AM – 6:00PM)	617-497-4284	mlaine@agassiz.org	<ul style="list-style-type: none"> To report all absences Questions about your child or the 1-5th grade program
Emma Mrozicki Early Childhood Site Director (10:00AM – 6:00PM)	617-349-6287 x14 Cell: 617-401-1283 (emergency/running late only)	emrozicki@agassiz.org	Questions about your child or the Kindergarten program
Jacy Edelman Director of Children's Programs (10:00AM – 6:00PM)	617-349-6287 x11	jedelman@agassiz.org	Any general programming & scholarship inquiries
Micah Eglinton-Woods Office Manager (9:30AM – 5:30PM)	617-349-6287 x19	mwoods@agassiz.org	All registration inquiries
Bookkeeping		bookkeeping@agassiz.org	All billing inquiries

Reporting Absences:

It is important that you contact us each day your child will be absent or in advance if you will be away. **Absences for all grades (Kindergarten – 5th) should be reported to Maria Laine at the Baldwin Afterschool office at 617-497-4284 by noon.** Please leave your name, your child's name and grade.

****If we do not hear from you by 4:00pm, we are obligated to file a missing child report with the Cambridge Police.****

Early Release Days:

ABC Afterschool is open from 12:00 – 5:30PM on all CPS Early Release days. Children coming from CPS schools other than the Baldwin arrive at the Baldwin School by bus as soon as school dismisses. Please see the ABC Community Calendar for details. We host wonderful free performances each early release day through our "Introducing Arts Performance Series." The Introducing Arts schedule can be found on our website.

Illness:

- If a child is not feeling well enough to participate in all activities, parents should make other childcare arrangements until the child is feeling better.
- If a child becomes ill during the afterschool day or is found to have a contagious condition, the parent or emergency contact will be called and is expected to pick up the child as soon as possible.
- Children must be free of symptoms (fever) for 24 hours before returning to the program. Similarly, children with a condition that requires treatment with antibiotics may not return to the program until they have been treated with the antibiotics for at least 24 hours.

Pick-up/Late fees:

Please remember that pickup time for Afterschool is 5:30PM with a fifteen minute grace period to 5:45PM, when necessary. Beginning at 5:46 PM you will be charged a late fee. **If you are running late or there is an emergency:** please be sure to call Maria (1-5th) at her main number or Emma (Kindergarten) on the emergency cell phone: 617-401-1283.

Snow days:

If Cambridge Public Schools are closed due to snow, ABC Afterschool will also be closed. On the occasion that a winter storm hits mid-day, an early pick-up decision may be made. In this case, parents will be contacted via email as soon as possible and asked to pick up their child from Afterschool at their earliest (and safest) convenience. Afterschool will remain open until every child has been picked-up.