



## Agassiz Baldwin Community

### **Outback Registration Information and Tuition Policies**

#### **Registration Materials**

##### **Medical Records and Emergency Contacts**

Families must submit a copy of their child's last physical and immunization record, dated within the last two years, by June 1st, 2018. If a child's medical record is not on file, he/she will be unable to attend Outback until the medical records have been received.

If your child has serious medical needs, allergies, and/or will need medication on site, download and complete an Individual Health Plan and Medication Consent Form that will need to be signed by the child's physician.

We will also need at least two local emergency contacts on file. They cannot be the primary parents or caregivers in case of an emergency and we cannot reach parents or caregivers.

#### **Outback Permissions**

Please download Outback permissions, sign and date, and return them to Ashley Yee, Registration Manager, by June 1st, 2018. Permissions are available on the website: <http://agassiz.org/childrens-programs/outback/>

The permissions may be emailed, faxed, mailed, or delivered in person.

**Email:** registration@agassiz.org

**Fax:** 617.497.4388

**Address:** Registration Manager  
20 Sacramento Street  
Cambridge, MA 02138

#### **Deposit, Tuition, and Fee Information**

##### **Non-Refundable Tuition Deposit and Tuition Due Date**

- A non-refundable deposit of \$100 per week, per child, is due at time of registration
- No registration will be processed without the full non-refundable deposit
- All tuition fees (the remaining balance) must be paid in full by April 30th, 2018 to secure your registration
- Agassiz Baldwin Community and the Outback team will make every effort to contact you if we have not received full tuition by April 30th.
- If there is an unpaid balance on your family account after May 11th, 2018, you will forfeit your child's space in the program.
- All enrollments made April 30th must be accompanied by full tuition.

##### **Refund Policy**

- Weekly non-refundable deposit of \$100.00 (per week, per child) is nonrefundable and non-transferable.
- If you withdraw your child from the Outback Summer Program prior to April 30th, you will forfeit your non-refundable deposit of \$100 per week, per child.
- After April 30th, no refunds will be issued.

##### **Drop-in Extended Day**

Outback students enrolled in Regular Day have the option to extend their Outback day to 5:30 pm during days *when space allows*. Each drop-in extended day is \$20 and will be charged to your account. If you are interested in extended day, please email [registration@agassiz.org](mailto:registration@agassiz.org) or talk to the Site Director at drop off. Extended day often reaches capacity and we recommend contacting the team as soon as possible about Extended Day Drop-In.

##### **Late Pick-Up Policy**

The Outback Summer Program pick-up window ends at 3:00 PM or 5:45 PM, depending on your child's schedule. If children are not picked up by these times, you will be subject to Late Pick-up fees. We will charge a late fee of \$10.00 for the first five minutes of a late pickup, and \$5.00 for each additional five minutes thereafter.