

## Children's Programs Information & Policies

Updated for School Year 2025-26

### Permissions

Permissions and other forms are available here: [www.agassiz.org/childrens-programs/for-families](http://www.agassiz.org/childrens-programs/for-families). The documents may be emailed to [registration@agassiz.org](mailto:registration@agassiz.org) or delivered to 20 Sacramento St. Cambridge, MA 02138. Your child is not able to attend the program without a completed permissions form on file.

### Medical Records

Families must submit a copy of their child's last physical and immunization record, dated within the last two years. If your child has serious medical needs, allergies, and/or will need medication on site, download and complete both an Individual Health Care Plan and Medication Consent Form (which will need to be signed by the child's physician). Your child is not permitted to attend the program without their medication (and a back up, if it's an EpiPen) and completed IHCP & Medication consent forms on file.

### Emergency Contacts

Your account must have two local emergency contacts. They cannot be the primary parents or caregivers in case of emergency and we cannot reach parents or caregivers.

### Tuition Rates

Days Per Week →	1	2	3	4	5
<i>Monthly Tuition for K &amp; 1st-5th</i>	\$273	\$398	\$522	\$647	\$771
<i>With Check/ACH Discount</i>	\$265	\$386	\$507	\$628	\$749
<i>Monthly MMA Fee for 1st-5th</i>	\$50	\$100			
<i>Monthly Tuition for 6th-8th</i>	\$247	\$484			
<i>With Check/ACH Discount</i>	\$240	\$470			

Upon enrollment, you will be billed a non-transferable, non-refundable deposit equal to one month's tuition. For example, if you register your child for 5 days/week of afterschool, you will be invoiced \$771 upon enrollment. This payment will be applied to June 2026 tuition. Early withdrawal of your child results in a forfeit of your non-refundable, non-transferable deposit. See more in our refund policies below. **Families who enroll in 1st-5th afterschool at Maud Morgan Arts will also be charged an additional monthly fee per day of art.**

Deposits are due within three business days of receiving invoices. If paying by ACH or check, you must submit an ACH form or check postmarked or delivered within three business days. Failing to pay by this deadline may result in a forfeit of your child's spot in the program.

### **Late Tuition Payment Fee**

Monthly tuition invoices will be delivered on the 15th of the prior month and due by the 1st. For example, September 2025 tuition will be billed on August 15th and due September 1st. Any invoices with overdue balances will be charged a \$25 late fee. Failure to pay monthly tuition could result in being dropped from the program. Families are encouraged to enroll in automatic withdrawals (see below) to avoid late fees and missed payments.

### **Credit Card Fees and Alternative Payment Options**

To help us offset burdensome credit card fees, we are offering a discount to families who select one of two alternative payment options:

- **Automatic Clearing House (ACH).** Sign up for ACH by delivering a complete form with a voided check postmarked and/or delivered to Maria L. Baldwin Community Center within three business days of online enrollment.
- **Check or Money Order.** Send a check or money order in the amount of the deposit, postmarked and/or delivered to Maria L. Baldwin Community Center within three business days of online enrollment.

MLBCC will apply a discount to your online invoice once tuition is paid in full through either ACH or check/money order. Please be sure to write your check/money order for the discounted amount.

### **Financial Aid**

We are committed to providing accessible, high-quality children's programs to all families. We accept childcare vouchers and provide scholarships to families who qualify. Please reach out to Registration at [registration@agassiz.org](mailto:registration@agassiz.org) or by calling 617-349-6287x206 to inquire about your eligibility and begin your financial aid process.

### **Refund Policy**

Deposits and materials fees are non-refundable and non-transferable. Deposits can only be applied to June tuition. If you withdraw from the program before June, you will forfeit your deposit.

If you wish to decrease the number of days your child is enrolled in, please make that request in writing by the 15th of the month. If you submit your request after the 15th of the month, your billing will not be adjusted until the following month. For example, if you want to change your schedule for January and submit your request after December 15th, your billing will not be adjusted until February. If you request a schedule change that increases your schedule, you will be billed the difference in deposit. We will not refund or reduce rates for general absences.

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

Afterschool dismissal is from 5:30-5:55PM, but families are welcome to pick up earlier. If your child is not picked up by 5:45PM, you will be subject to a late pick-up fee. We will charge a fee of \$10 for the first 5 minutes of a late pick-up and \$5 for each additional five minutes thereafter.