

School Year 2026-27 Policies

Permissions

Permissions and other forms must be submitted no later than August 31st, 2026. They may be emailed to registration@mlbcc.org or delivered to 20 Sacramento St. Cambridge, MA 02138. Your child is not able to attend the program without a signed and 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 the **Individual Health Care Plan** and **Medication Consent forms** (both of which must be signed by your 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 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

Monthly tuition rates are an annual fee divided into ten equal monthly payments. Your monthly tuition rate is based on the number of days per week your child is enrolled in the program. Families who enroll in arts afterschool will also be charged an additional monthly fee per day of art (up to three days per week).

# of Days Per Week	1	2	3	4	5
Monthly Tuition Fee	\$283	\$410	\$546	\$675	\$809
With Check/ACH Discount	\$275	\$398	\$530	\$655	\$785
Monthly Arts Afterschool Fee	\$50	\$100	\$125		

Vacation Week Fees *For February & April Vacation Weeks*

Enrolled in afterschool	\$375
Not enrolled in afterschool	\$550

Tuition Policies

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 \$809 upon enrollment. This payment will be applied to June 2027 tuition. Early withdrawal of your child results in a forfeit of your non-refundable, non-transferable deposit. See more in our refund policies below.

Your deposit payment is due within three business days of receiving your invoice. 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 forfeiting your child's spot in the program.

Late Tuition Fee

Monthly tuition invoices will be delivered on the 15th of the prior month and due by the 1st. For example, September 2026 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.

Refunds

Deposits 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.

Requests to decrease the number of days in your child's schedule must be submitted in writing by the 15th of the prior month in order to change billing for the upcoming invoice. 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 also be billed the difference in your deposit.

We do not refund or reduce tuition for general absences.

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 us at registration@mlbcc.org or by calling 617-349-6287 x206 to inquire about your eligibility and begin your financial aid process.

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.