Start Date: _____

Westford Partnership for Children After School Enrichment Program

Forms released on 10/2/26

ROBINSON SCHOOL SESSION 2: October 26 - December 23, 2026

Child's Name: _____ **Teacher:** _____ **Grade:** _____ **Best # to Reach:** _____ **Name at this #:** _____

Participation in the WPC program may involve some risk of personal injury. I hereby release and covenant to hold harmless the Recreation Dept., its agents, and employees, from any and all actions, claims and damages for personal injuries that my child may have sustained and/or may have incurred as a result of participation in the program for the 2026-2027 school year.

I, _____(Parent/Guardian), agree to the above disclosure and have read and understand the WPC Policies listed in the Parent Handbook. **Signature:** _____**Date:** _____

DOB: _____ Age: _____ M/F: _____ **Allergies/Medical Concerns**: _____ **Carries EpiPen®?** Y☐ N☐ **Carries Inhaler?** Y☐ N☐

Home Address: _____ Home Phone: _____ **Billing Email**: _____

Guardian Name: _____ Relationship to Child: _____ Work #: _____ Cell #: _____

Guardian Name: _____ Relationship to Child: _____ Work #: _____ Cell #: _____

Alternate Emergency Contact: _____ Relationship to Child: _____ Home #: _____ Cell #: _____

Each Block is $16	**Mondays (9)**	**Tuesdays (8)**	**Wednesdays (7)**	**Thursdays (7)**	**Fridays (7)**	**Session Total**
Block 1: 3:05-4:00 *Please check √ one*	☐ Homework	☐ Homework	☐ Homework	☐ Homework	☐ **TGIF!**	Enroll full-time (**Monday-Friday until 5:45 p.m.**) And you will receive a 12% discount on the total session block fee. (Does not apply towards activity/late fees.) Full time: $18240.00 -$218.88 (12%) $1605.12
	☐ Free Time /Outdoor Fun	☐ Free Time /Outdoor Fun	☐ Free Time /Outdoor Fun	☐ Free Time /Outdoor Fun		
Block 2: 4:00-5:00 *Please check √ which activity you would like your child. to participate in*	☐ Gym / Tag Games	☐ Gym / Sports Mixer	☐ Gym / Dodgeball Games	☐ Gym / Soccer	☐ **TGIF!** Thank goodness it's Friday! Choice activities include beading, crafts, sports, field games, and more!	
	☐ Lego Mania	☐ STEAM Crafting **(Add $80 Activity Fee)**	☐ Build & Design	☐ No Bake Cooking **(Add $20 Activity Fee)**		
Block 3: 5:00-5:45 **WPC ends at 5:45** and closes by 6 p.m. sharp	☐ Free Choice	☐ Free Choice	☐ Free Choice	☐ Free Choice	☐ **TGIF!**	
	☐ Drawing and Coloring	☐ Board Games	☐ Story Time	☐ Card Games		
Multiply $16 by # of blocks child is attending	Daily Total: $_____	Daily Total: $_____	Daily Total: $_____	Daily Total: $_____	Daily Total: $_____	
Multiply daily totals by # of days	Subtotal (Daily Total X 9): $_____	Subtotal (Daily Total X 8): $_____	Subtotal (Daily Total X 7): $_____ ☐ Yes ☐ No: Half day 12/23	Subtotal (Daily Total X 7): $_____	Subtotal (Daily Total X 7): $_____	**Block Total: $_____**

***10% Sibling Discount* part time only**	-_____
½ day 12/23 (reg $48 / add $51)	+_____
****Activity/Late Fee(s)***	+_____
TOTAL DUE:	**$**_____

METHOD OF PAYMENT

☐ **Check:** Payable to *"Town of Westford"*- ***CK#***_____ ☐ **epay.cityhallsystems.com**

☐ ***TOWN OF WESTFORD*** **EMPLOYEE** **-Please refer to back page for details.**

Signature: _____ **Date:** _____

Registration forms must be received by 4 p.m., one week prior to start date.
Late registration form forms incur a $25 late fee. NO EXCEPTIONS fee(s) if applicable.

For Office Use Only: COPIED ☐

Date Rec'd:_____/_____Rec'd By:_____ from _____

Westford Partnership for Children After School Enrichment Program

ROBINSON School

Session 2: October 26 - December 23,2026

ACTIVITY DESCRIPTIONS

Build & Design: Build with a variety of Lego®, Tinkertoy®, Lincoln Logs®, recyclables and let your creativity run wild!

Sports Mixer: Mix it up by playing a wide variety of sports from the classics to games to games in the gym you haven't even heard of yet. Some examples: Traditional Dodgeball, Speed Ball, "Boccer," and more!

STEAM Crafting Add $80): Curiosity-led creative crafting that develops: problem- solving skills, creativity and concentration in a relaxed and enjoyable atmosphere. Child will take home a new creation weekly.

****No Bake Cooking (Add $20):** Make healthy snacks and sweet treats while creating your very own cookbook.

***** NOT RECOMMENDED FOR CHILDREN WITH FOOD ALLERGIES! *****

How to Register:

Children *cannot* attend the WPC After School Program without submitting the following forms:

- ✓ Session Registration Form
- ✓ Child Information Form (once per school year)
- ✓ Small Group and Large Group Transportation Plan and Authorization
- ✓ First Aid and Emergency Medical Care Consent Form (once per school year)
- ✓ Individual Health Care Plan (If needed a health care practitioners' signature required) (once per school year)
- ✓ Medication Consent Form (If needed a health care practitioners' signature required) (once per school year)
- ✓ WPC Participation Form (*Give directly to your child's teacher -any time schedule changes*)

Each new session a current registration form must be completed and submitted to the Recreation Office.

The forms are fillable documents and can be found on westfordrec.com. Submit the completed forms in one of the following ways: email to wpc_recreation@westfordma.gov, mail to Westford Recreation, 65 Main Street, or place them in the Recreation drop box located on the left side of the Roudenbush Building, across from the tennis court.

Sibling Discount

Part-time participants are granted a 10% sibling discount for the 2nd & each successive sibling registered for equal or lesser value. ***Does not apply to full-time participants, activity fees, or added blocks.**

Town of Westford Employee Discount

2026/2027 School Year: All employees of the Town of Westford and the School Department are eligible for a 50% discount on session registration for the WPC After School Program. Please call the Recreation Office for further details.

DATES TO REMEMBER IN SESSION 2:

NO SCHOOL / RECREATION SPECIAL PROGRAM DAYS:

November 3: PK-8 Parent Conferences Day

December 28-December 30th & January 2: December Break

HALF DAY OF SCHOOL/WPC coverage:

December 23

HALF DAY / NO WPC:

November 25: K-12 Last day before Thanksgiving break

NO SCHOOL/NO WPC PROGRAM:

November 11: Veteran's Day

November 25-27: Thanksgiving Recess

December 23 & December 31: December Recess

WPC POLICIES AT A GLANCE

•You must register for at least 1 block, 1 day a week for the entire session. **We do not allow any withdrawal/switching of days.**

*****EARLY RELEASE DAY POLICY *****

WPC afterschool care has updated our early release day(s) policy. If you plan to attend/ use an early release day, you will now incur a flat fee of $48 if it's your child's regular day of WPC ($51 if not a regular day + added blocks) for the additional 3 hours of care, along with your regular scheduled blocks for the day.

•No credits/refunds will be given for inclement weather, illness, absences, or other conditions beyond the control of the Recreation Department.

•Forms must be submitted by 4 p.m., 1 week prior to start date. **Late forms incur a $25 late fee. NO EXCEPTIONS.** Children who are not registered for the current session will not be permitted to attend the program.

•**Absences** must be reported to the **Rec. Dept. by noon that day**, or you will incur a $10 finder's fee. After 3 occurrences, the fee will increase to $15.

•Only those listed on your Child information Form are authorized to pick up your child from the program **- all exceptions require written notification from you**. Photo I.D.'s required at pick up

•You are expected to pick up your child promptly after their scheduled block ends, or they will be placed in the next block & you will incur the full ***added block fee* of $17.** *(For more details, see WPC Handbook.)*

•WPC ends promptly at 5:45 p.m., as staff must clean and vacate the school premises no later than 6 p.m., as outlined in our *WPS Facility Contracts*. You will be charged $2/minute after 6 p.m. After three occurrences, the fee will increase to $5/minute, and you will be asked to schedule a meeting with the WPC Director.

For a full list of our policies and procedures, please refer to the WPC Parent Handbook which can be found at westfordrec.com.