

Start Date:

Westford Partnership for Children After School Enrichment Program

Forms released on 7/27/22

ABBOT SCHOOL SESSION 1: August 31-October 28, 2022

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 2022-2023 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

Home Address: Home Phone: Email:

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

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

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

Table with columns: Each Block is \$13, Mondays (5), Tuesdays (7), Wednesdays (8), Thursdays (9), Fridays (9), Session Total. Rows include Block 1 (2:30-3:45), Block 2 (3:45-4:45), Block 3 (4:45-5:45), and summary rows for daily totals and block totals.

METHOD OF PAYMENT section containing checkboxes for 'Check' and 'TOWN OF WESTFORD EMPLOYEE', signature and date lines, and registration instructions.

Summary table for discounts and fees, including '10% Sibling Discount part time only', '\*Activity/Late Fee(s)', 'TOTAL DUE', and 'For Office Use Only' section with 'COPIED' checkbox and 'Date Rec'd'/'Rec'd By' fields.



# Westford Partnership for Children After School Enrichment Program

## Abbot School

### Session 1: August 31 - October 28, 2022

Dates to Remember:

### Session 1

NO SCHOOL/NO WPC  
September 5: Labor Day  
October 10: Columbus Day

### NO SCHOOL/SPECIAL PROGRAM

September 6: Election Day  
October 5: Yom Kippur  
October 24: Diwali

### ACTIVITY DESCRIPTIONS

#### **Just Draw: Sit, relax & just draw!**

**LEGO® Mania:** Let your imagination run wild while building unique and intricate LEGO® creations!

**Outdoor Fun/playground:** Play on the fields, hone your basketball skills, compete in four square games, hang around on the playground, and more!

**Sports Mixer:** Mix it up playing a wide variety of sports from the classics to games you haven't even heard of yet!

**Creative Corner:** Show off your artistic side by creating cool drawings and funky projects.

### How to Register:

Before your child may attend the WPC After School Program, we require the following forms:

- ✓ Session Registration Form
- ✓ Child Information Form
- ✓ WPC Participation Form (Give directly to your child's teacher)
- ✓ Small Group and Large Group Transportation Plan and Authorization
- ✓ First Aid and Emergency Medical Care Consent Form
- ✓ Medication Consent Form (If needed)

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

Forms are fillable documents on [www.westfordrec.com](http://www.westfordrec.com) and may be submitted to the Recreation Office by email ([wpc\\_recreation@westfordma.gov](mailto:wpc_recreation@westfordma.gov)), mailed to Westford Parks and Recreation, 65 Main Street, or placed in our drop box located on the left side of the Roudenbush Building, across from the tennis courts.

### 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

2022/2023 School Year: All employees of the Town of the Westford and 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.

### 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.
- 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.
- If someone other than those listed as authorized to pick up your child will be picking them up, **we must be notified in writing.**
- 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 \$14. (For more details, see WPC Handbook.)**
- **WPC ends promptly at 5:45 p.m., as staff must clean & 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 & 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 [www.westfordrec.com](http://www.westfordrec.com)**

