

Start Date: _____

Westford Partnership for Children After School Enrichment Program

Forms released on
3/31/25

DAY SCHOOL SESSION 5: May 5 - June 18, 2025

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

Participation in the WPC program(s) 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 2024-2025 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: _____ 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 \$15	Mondays (6)	Tuesdays (6)	Wednesdays (7)	Thursdays (6)	Fridays (6)	Session Total
Block 1: 2:30-3:45 <i>Please check <input checked="" type="checkbox"/> one</i>	<input type="checkbox"/> Outside Play	<input type="checkbox"/> Outside Play	<input type="checkbox"/> Outside Play	<input type="checkbox"/> Outside Play	<input type="checkbox"/> 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.)
	<input type="checkbox"/> Free Choice	<input type="checkbox"/> Free Choice	<input type="checkbox"/> Free Choice	<input type="checkbox"/> Free Choice		
Block 2: 3:45-4:45 <i>Please check <input checked="" type="checkbox"/> which activity you would like your child to participate in</i>	<input type="checkbox"/> Homework	<input type="checkbox"/> Homework	<input type="checkbox"/> Homework	<input type="checkbox"/> Homework	<input type="checkbox"/> TGIF! Thank goodness it's Friday! Sports, crafts, arts and more!	
	<input type="checkbox"/> Just Draw	<input type="checkbox"/> Card / Board Games	<input type="checkbox"/> Crafty Corner	<input type="checkbox"/> No Bake (* \$20 Activity Fee)		
Block 3: 4:45-5:45 <i>WPC ends at 5:45 and closes by 6 p.m. sharp</i>	<input type="checkbox"/> Free Choice	<input type="checkbox"/> Free Choice	<input type="checkbox"/> Free Choice	<input type="checkbox"/> Free Choice	<input type="checkbox"/> TGIF!	
Multiply \$15 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 6): \$ _____	Subtotal (Daily Total X 6): \$ _____	Subtotal (Daily Total X 7): \$ _____	Subtotal (Daily Total X 6): \$ _____	Subtotal (Daily Total X 6): \$ _____	Block Total: \$ _____

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.**

10% Sibling Discount
part time only

- _____

*Activity/Late Fee(s)

+ _____

TOTAL DUE:

\$ _____

For Office Use Only: COPIED

Date Rec'd: ____/____/____ Rec'd By: _____

from _____

Notes:



Westford Partnership for Children After School Enrichment Program

Day School

Session 5: May 5 - June 18, 2025

ACTIVITY DESCRIPTIONS

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

No Bake Cooking (add \$20): Make healthy snacks and sweet treats while creating your very own cookbook. Please choose 1 No Bake Cooking Day, as it is a popular activity choice, and we are trying to accommodate all children who are looking to participate. **NOT RECOMMENDED FOR CHILDREN WITH FOOD ALLERGIES.**

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 and may be submitted to the Recreation Office by **email (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

2024/2025 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.

Dates to Remember:

Session 5

NO SCHOOL/NO WPC

May 26: Memorial Day

June 19: Juneteenth

NO SCHOOL/SPECIAL PROGRAM

May 6: Town Election Day / Professional Development

NO WPC-After School

Early Release June 20: Last Day of School

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.

****NEW 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 \$45 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 \$16.** (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.