

Start Date: _____

Westford Partnership for Children After School Enrichment Program

Forms released on
7/23/25

DAY SCHOOL SESSION 1: August 27-October 24, 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 2025-2026 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 \$15	Mondays (5)	Tuesdays (8)	Wednesdays (9)	Thursdays (8)	Fridays (8)	Session Total
Block 1: 2:55-3:55 Please check✔ one activity	<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: 3:55-4:55 Please check✔ one activity	<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! Choice activities include computer lab, crafts, sports & games, movies, and more!	
	<input type="checkbox"/> Just Draw	<input type="checkbox"/> Card / Board Games	<input type="checkbox"/> Crafty Corner	<input type="checkbox"/> Outdoor Play / Gym Free Choice		
Block 3: 4:55-5:45 WPC ends at 5:45 and closes by 6 p.m. sharp	<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 attended	Daily Total: \$_____	Daily Total: \$_____	Daily Total: \$_____	Daily Total: \$_____	Daily Total: \$_____	
Multiply daily totals by # of days	Subtotal (Daily Total X 5): \$_____	Subtotal (Daily Total X 8): \$_____	Subtotal (Daily Total X 9): \$_____	Subtotal (Daily Total X 8): \$_____	Subtotal (Daily Total X 8): \$_____	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 forms incur a \$25 late fee. NO EXCEPTIONS.

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 1: August 27-October 25, 2025

Dates to Remember: Session 1

NO SCHOOL/NO WPC

September 1: Labor Day

October 13: Indigenous Peoples Day

NO SCHOOL/SPECIAL PROGRAM

August 29: Holiday weekend

October 2: Yom Kipper

October 20: Diwali

ACTIVITY DESCRIPTIONS

STEM: Science, Technology, Engineering and Math.

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

How to Register:

Children *cannot* attend the WPC After School Program without submitting 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.

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

2025/2026 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.

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 \$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.