

Start Date:

Westford Partnership for Children After School Enrichment Program

Forms released on 11/19/24

MILLER SCHOOL SESSION 3: January 2 - February 28, 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 #:

Table with 7 columns: Each Block is \$15, Mondays (6), Tuesdays (7), Wednesdays (6), Thursdays (8), Fridays (8), Session Total. Rows include Block 1 (3:10-4:00), Block 2 (4:00-5:00), Block 3 (5:00-5:45), and summary rows for daily totals and block totals.

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.

Table for payment details: 10% Sibling Discount part time only, *Activity/Late Fee(s), TOTAL DUE:

For Office Use Only: COPIED Date Rec'd: Rec'd By: From

Westford Partnership for Children After School Enrichment Program

Miller School

Session 3: January 2 - February 28, 2025



ACTIVITY DESCRIPTIONS

Beading: Fuse beads, jewelry beads & beading crafts! All supplies provided or feel free to bring in some from your own collection.

Puzzler: Solve riddles and work on word searches, shape and number puzzles!

Running Games: Get your heart rate up with games such as *Steal the Bacon*, *Pacman*, and more!

General Art: Create simple art projects using various mediums. Time to get creative!

Snow Much Fun: If there's snow, we'll be playing in it; snow forts, snow men, snow much fun! *You must have appropriate snow gear including a coat, snow pants, gloves, hat, & boots.*

Dates to Remember:

Session 3

NO SCHOOL/NO WPC

January 20th: Martin Luther King Jr Day

February 17th: President's Day

Early Release/WPC

February 5th: Professional Development

NO SCHOOL/SPECIAL RECREATION PROGRAMS OFFERED

February: 18th - 21st: February Vacation

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.

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.