

Start Date: \_\_\_\_\_

# Westford Partnership for Children After School Enrichment Program

Forms released on  
11/19/24

## ROBINSON SCHOOL SESSION 3: January 2 - February 28, 2025

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 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 (7)	Wednesdays (6)	Thursdays (8)	Fridays (8)	Session Total
<b>Block 1: 3:10-4:00</b> <i>Please check <input checked="" type="checkbox"/> one</i>	<input type="checkbox"/> Homework/Free Time <input type="checkbox"/> Outdoor Fun / Gym Games	<input type="checkbox"/> Homework/Free Time <input type="checkbox"/> Outdoor Fun / Gym Games	<input type="checkbox"/> Homework/Free Time <input type="checkbox"/> Outdoor Fun / Gym Games	<input type="checkbox"/> Homework/Free Time <input type="checkbox"/> Outdoor Fun / Gym Games	<input type="checkbox"/> TGIF!	Enroll full time <b>(Monday-Friday until 5:45 p.m.)</b> And you will receive a 12% discount on the total session block fee. (Does not apply towards activity/late fees.)
<b>Block 2: 4:00-5:00</b> <i>Please check <input checked="" type="checkbox"/> which activity you would like your child to participate in</i>	<input type="checkbox"/> Soccer <input type="checkbox"/> Build and Design	<input type="checkbox"/> Sports Mixer <input type="checkbox"/> Crafty Corner	<input type="checkbox"/> Dodgeball Games <input type="checkbox"/> No Bake Cooking <b>(*Add \$20 Activity Fee)</b>	<input type="checkbox"/> Running Games <input type="checkbox"/> Knifty Knitting <b>(*Add \$20 Activity Fee)</b>	<input type="checkbox"/> TGIF! Thank goodness it's Friday! Choice activities include beading, crafts, sports, field games, and more!	
<b>Block 3: 5:00-5:45</b> <b>WPC ends at 5:45</b> and closes by 6 p.m. sharp	<input type="checkbox"/> Gym Free Choice <input type="checkbox"/> Card Games	<input type="checkbox"/> Gym Free Choice <input type="checkbox"/> Hex Bug® Mania	<input type="checkbox"/> Gym Free Choice <input type="checkbox"/> Drawing and Coloring	<input type="checkbox"/> Gym Free Choice <input type="checkbox"/> Train Track Travels	<input type="checkbox"/> TGIF!	
<b>Multiply \$15 by # of blocks child is attending</b>	Daily Total: \$ _____	Daily Total: \$ _____	Daily Total: \$ _____	Daily Total: \$ _____	Daily Total: \$ _____	
<b>Multiply daily totals by # of days</b>	Subtotal (Daily Total X 6): \$ _____	Subtotal (Daily Total X 7): \$ _____	Subtotal (Daily Total X 6): \$ _____	Subtotal (Daily Total X 8): \$ _____	Subtotal (Daily Total X 8): \$ _____	<b>Block Total:</b> \$ _____

### METHOD OF PAYMENT

- Check:** Payable to "Town of Westford"- CK# \_\_\_\_\_  [epay.cityhallsystems.com](http://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.**

<b>10% Sibling Discount part time only</b>	- _____
<b>*Activity/Late Fee(s)</b>	+ _____
<b>TOTAL DUE:</b>	\$ _____

**For Office Use Only:** COPIED

Date Rec'd: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rec'd By: \_\_\_\_\_ From: \_\_\_\_\_

# Westford Partnership for Children After School Enrichment Program Robinson School

## Session 3: January 2 - February 28, 2025



### ACTIVITY DESCRIPTIONS

**No Bake Cooking (add \$20):** Make healthy snacks and sweet treats while creating your very own cookbook. NOT RECOMMENDED FOR CHILDREN WITH FOOD ALLERGIES.

**Build & Design:** Build with Legos, K'Nex, Lincoln Logs, and more or make your own creation with recycled materials.

**Hex Bug Mania** – Become racetrack engineers by building mazes and testing them out with miniature hex bug robots!

**Sports Mixer:** Kickball, basketball, soccer, and other games.

**Knifty Knitting (add \$20):** The kids will finger knit as well as use a tool called knifty knitters to make a winter hat or scarf no late signups for this activity due to supplies needed.

### Dates to Remember:

#### Session 3

#### NO SCHOOL/NO WPC

January 20<sup>th</sup>: Martin Luther King Jr Day

February 17<sup>th</sup>: President's Day

#### Early Release/WPC

February 5<sup>th</sup>: Professional Development

#### NO SCHOOL/SPECIAL RECREATION PROGRAMS OFFERED

February: 18<sup>th</sup> – 21<sup>st</sup>: 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](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

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](http://westfordrec.com).**