

Start Date: _____

Westford Partnership for Children After School Enrichment Program

Forms released on
10/03/25

ROBINSON SCHOOL SESSION 2: October 27-December 22, 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 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: _____ Requires EpiPen®? Y ___ N ___ Requires 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 (9)	Tuesdays (6)	Wednesdays (7)	Thursdays (7)	Fridays (7)	Session Total
Block 1: 3:05-4:05 <i>Please check ☒ one</i>	☐ Homework/Free Time ☐ Gym Games/Outdoor Fun	☐ Homework/Free Time ☐ Gym Games/Outdoor Fun	☐ Homework/Free Time ☐ Gym Games/Outdoor Fun	☐ Homework/Free Time ☐ Gym Games/Outdoor Fun	☐ 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.) Full time: \$1620.00 -\$194.40 (12%) \$1425.60
Block 2: 4:05-5:05 <i>Please check ☒ which activity you would like your child to participate in</i>	☐ Have-a-ball ☐ Build and design	☐ Spots Mixer ☐ Lego® Mania	☐ Dodgeball Games ☐ No Bake Cooking (Add \$20 Activity Fee)	☐ Soccer ☐ Gift Making (Add \$20 Activity Fee)	☐ TGIF! Thank goodness it's Friday! Choice activities include beading, crafts, sports, field games, and more!	
Block 3: 5:05-5:45 WPC ends at 5:45 and closes by 6 p.m. sharp	☐ Free Choice ☐ Drawing and Coloring	☐ Free Choice ☐ Board Games	☐ Free Choice ☐ Story Time	☐ Free Choice ☐ Card Games	☐ 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 9): \$_____	Subtotal (Daily Total X 6): \$_____	Subtotal (Daily Total X 7): \$_____ ☐ + ½ day fee: \$45 (12/10)	Subtotal (Daily Total X 7): \$_____ ☐ + ½ day fee: \$45 (12/11)	Subtotal (Daily Total X 7): \$_____	Block Total: \$_____ + 1/2-day fees: \$_____ (12/10 & 12/11)

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

ROBINSON School

Session 2: October 27-December 22, 2025

ACTIVITY DESCRIPTIONS

Build & Design: Build with a variety of Lego®, Tinkertoy®, Lincoln Logs®, recyclables and let your creativity run wild!

Gift Making (add \$20): Create homemade items to give as gifts to friends and family for the upcoming holiday season. Wrapping supplies included! All items will be wrapped the last week of the session and brought home ready to gift!

Lego® Mania: Let your imagination run wild while building unique & intricate Lego® creations! Some weeks we may give the kids a “challenge” that they may work as a team or as an individual to complete.

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.

****NOT RECOMMENDED FOR CHILDREN WITH FOOD ALLERGIES! ****

DATES TO REMEMBER IN SESSION 2:

NO SCHOOL / RECREATION SPECIAL PROGRAM DAYS:

November 4: Professional Development Day

December 29-December 31st & January 2: December Break

HALF DAY OF SCHOOL:

(*limited space available)

December 10th & 11th K-5 Parent Conferences

HALF DAY / NO WPC:

December 23rd K-12 Last day before the December break

NO SCHOOL/NO WPC PROGRAM:

November 11: Veteran's Day

November 26-28: Thanksgiving Break

December 23 - December 26th: December Recess

How to Register:

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

- ✓ Session Registration Form (every session)
- ✓ Child Information Form (once per school year)
- ✓ WPC Participation Form with all signature lines filled in (Give directly to your child's teacher)
- ✓ Small Group and Large Group Transportation Plan and Authorization (once per school year)
- ✓ 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

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.