

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

# Westford Partnership for Children After School Enrichment Program

**Forms released on**  
**7/23/25**

## ROBINSON SCHOOL SESSION 1: August 27-October 24, 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:** \_\_\_\_\_ **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 #:** \_\_\_\_\_

<b>Each Block is \$15</b>	<b>Mondays (5)</b>	<b>Tuesdays (8)</b> Kindergarten starts 9/2	<b>Wednesdays</b> * Kindergarten (8) ** Grades 1-2 (9)	<b>Thursdays</b> * Kindergarten (7) ** Grades 1-2 (8)	<b>Fridays (8)</b>	<b>Session Total</b>
<b>Block 1: 3:05-4:05</b> <i>Please check ✓ one activity</i>	<input type="checkbox"/> Homework/Free Time <input type="checkbox"/> Outdoor Fun	<input type="checkbox"/> Homework/Free Time <input type="checkbox"/> Outdoor Fun	<input type="checkbox"/> Homework/Free Time <input type="checkbox"/> Outdoor Fun	<input type="checkbox"/> Free Time/Homework <input type="checkbox"/> Outdoor Fun	<input type="checkbox"/> TGIF! Gym Games	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.)
<b>Block 2: 4:05-5:05</b> <i>Please check ✓ one activity</i>	<input type="checkbox"/> Sandcastle Building <input type="checkbox"/> Chalk Art	<input type="checkbox"/> Treasure Digging <input type="checkbox"/> Sports Mixer	<input type="checkbox"/> Field Games <input type="checkbox"/> Build & Design	<input type="checkbox"/> No Bake Cooking (\$20 Activity Fee) <input type="checkbox"/> Sports Mixer	<input type="checkbox"/> TGIF! Outdoor Fun	
<b>Block 3: 5:05-5:45</b> <b>WPC ends at 5:45</b> Closing - 6 p.m. sharp	<input type="checkbox"/> Drawing and Coloring <input type="checkbox"/> Story Time	<input type="checkbox"/> Board Games/Twister <input type="checkbox"/> Crafty Corner	<input type="checkbox"/> Story Time <input type="checkbox"/> Card Games	<input type="checkbox"/> LEGO® Mania <input type="checkbox"/> Puzzles	<input type="checkbox"/> TGIF! Kids Choice	
<b>Multiply \$15 by # of blocks attended</b>	Daily Total: \$ _____	Daily Total: \$ _____	Daily Total: \$ _____	Daily Total: \$ _____	Daily Total: \$ _____	
<b>Multiply daily totals by # of days</b>	Subtotal (Daily Total X 5): \$ _____	Subtotal (Daily Total X 8): \$ _____	*Subtotal (Daily Total X 8) **Subtotal (Daily Total X 9) \$ _____	*Subtotal (Daily Total X 7) **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**

☐ **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.**

**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 1: August 27-October 24, 2025

### ACTIVITY DESCRIPTIONS

**Crafty Corner:** Show off your creative side while exploring the endless possibilities of beading, looming, and weaving.

**Card Games:** Play games like UNO® and Skip-Bo® or use traditional playing cards to learn new and classic games.

**Outdoor Fun/Field Games:** Have fun outside on the field with active games including *Capture the Flag*, *Target Toss*, *Kickball*, and more!

**LEGO® Mania:** Let your imagination run wild while building unique and intricate LEGO® creations.

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

### 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

### 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](http://westfordrec.com). Submit the completed forms in one of the following ways: email to [wpc\\_recreation@westfordma.gov](mailto: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](http://westfordrec.com).**