

Start Date:

Westford Partnership for Children After School Enrichment Program

Forms released on 3/22/24

ROBINSON SCHOOL SESSION 5: April 29-June 14, 2024

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 2023-2024 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

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 \$14, Mondays (6), Tuesdays (6), Wednesdays (7), Thursdays (7), Fridays (7), 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 with columns for discount, activity/late fee, and total due.

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



Westford Partnership for Children After School Enrichment Program

Robinson School

Session 5: April 29-June 14, 2024

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.

Gym Games: A mix of favorite dodgeball games, classics like capture the flag, and new running games to burn off that end of the school day energy.

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

Crafty Corner: Fuse beads, jewelry design, and more!

Robifulli Friday: On Fridays, the Robinson and Crisafulli programs will alternate visits and pick up location with a walk through the woods with all staff and children. Robison pickups at Crisafulli will be on **May 3, 17, 31**.

Please complete a permission slip found on the [westfordrec.com](http://www.westfordrec.com) website.

Dates to Remember:

Session 5

NO SCHOOL/NO WPC

May 29: Memorial Day

June 19: Juneteenth

Early Release/WPC

May 16: Professional Development

NO SCHOOL/SPECIAL PROGRAM

May 7: Professional Development

NO WPC-After School

MONDAY, JUNE 17th

Early Release June 18: Last Day of School

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

2023/2024 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.
- 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.
- If someone other than those listed as authorized to pick up your child will be picking them up, **we must be notified in writing.**
- 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 \$15. (For more details, see WPC Handbook.)**
- WPC ends promptly at 5:45 p.m., as staff must clean & 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 & 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 www.westfordrec.com