Westford Partnership for Children
Tuition Payment Guidelines

Westford Recreation is partnered with City Hall Systems to provide you with a convenient and secure way to pay your WPC After School Program tuition.

WPC program fees are posted to the City Hall Systems website and an invoice, reflecting your account balance, will be emailed to you within the first 2 weeks of the session. It will be the responsibility of the parent/guardian to pay these bills in a timely manner, and before the session is complete.

Online payment methods are ACH (electronic checks), which are **FREE**, and credit/debit card payments, which are charged a convenience fee of **2.95% ($1 minimum)**. The site accepts VISA, MasterCard, Discover or American Express.

We accept WPC forms by email, in person at the Recreation office (65 Main Street), or our drop box. You may also choose to drop off a check or pay in cash.

To view your WPC balance and make a payment: go to https://epay.cityhallsystems.com and select **Westford** under municipality. On the left side of the webpage select Bill Type **WPC After School Program** and input your child's name and the account number. There will also be a direct link on the Parks and Rec website, (westfordrec.com)

If you have any questions, such as how to use the site, create an account, or how to make a payment over the phone, you can contact City Hall Systems' call center at (508) 381-5455.

City Hall Systems will maintain the option of pay in full, and split payments. We do ask that at least 50% of the session total is paid upon receipt of the invoice, and the full amount be paid by the 1st day of the second month. Failure to do so may impact your child's ability to attend the program. Added blocks will also be applied to your child's account on a weekly basis. Please periodically check your account and make any payments due. For more information on tuition due dates and payments, please review the parent handbook or give our office a call (978) 692-5532.

Westford Parks and Recreation Staff